

**Minutes of Radstock and Westfield Big Local CIC Meeting 21<sup>st</sup> March 2025**  
**9.30am via Zoom**

Ron Hopkins, Marlene Morley, Robin Moss, Rob Wicke, Janine Woodward-Grant.

- **Present:** Rob Wicke, Marlene Morley, Robin Moss, Ron Hopkins, Janine Woodward-Grant
- John Fisher.
- **Chair:** Robin Moss
- **Note taker:** Angie Seaman-Moss

1. Welcome and meeting opened. Meeting was quorate.		
<b>2. Declarations of interest</b>		
RW Declared an interest in agenda item 5. All reminded that declarations of interest can be made throughout the meeting if appropriate.		
	<b>Person</b>	<b>Action Date</b>
<b>3. Approval of previous minutes</b>		
Minutes from meeting held on 21 <sup>st</sup> February 2025 were noted and approved.		
<b>4. Actions from previous minutes</b>		
Actions 5.6, 5.1, 5.1.2, 5.1.3, 3.1, 3.2, 3.3, 6.1 To be discussed in agenda item 5.		
<b>5. LTO</b>		
<p><b>5.1 Close Out:</b> RW reported - We have closed out.</p> <ul style="list-style-type: none"> <li>• <a href="#"><u>Closing out and moving on: Essential guidance for partnerships and LTOs - Local Trust</u></a></li> </ul> <p>Discussion followed re close out.</p> <p><b>Worker transfer</b> – RM reported, and reiterated that RW to report if he is unhappy with any part of the process. Financial costs discussed.          RH-expressed concerns re; MOU, terms and conditions of worker transfer. RM explained possible future requirements. It was agreed that the financial aspect needs to be agreed, before writing the MOU. Once the numbers are agreed then the MOU is to be written.          RW, RH, RM, MM to meet to write MOU. Meeting to be set within the next two weeks.          RW to inform 3SG that the CIC has agreed the numbers and are now working on the MOU.</p> <p><b>Dragons' Den</b> – Continuation and future discussed.</p>		

## 6. Projects

### RW Reported.

**Dragons' Den 12:** Date - Fri 25<sup>th</sup> April at Westfield Sports and Community Centre. 5.30 to 7.30pm.

RW reported on applications so far.

**Impact assessment:** RW is working with Locality to produce 2 targeted documents – one for funders, one for the community. There are 2 more sessions left for this work.

**Small + Big Fund:** RW reported – Small fund applications have been approved and are being processed.

RW reported - The Partnership are interested in reinstating a foodies club.

### Big Fund

An enquiry received from Westfield Parish Council re; resurfacing the tennis court. RM & RH Declared an interest in this item. Discussed.

Radstock Town Council have made enquiries – this was discussed.

Natural Theatre, youth theatre – RW has asked for further information on the proposal.

Small Stuff Baby Bank – enquiry Discussed.

Silver Band – enquiry discussed.

JWG – Can we help them in another way ie, helping with funding of a small storage facility?

**Loan:** RW reported – Still having some difficulty getting contact with Key Fund, to get our questions answered.

Do we need to buy in some professional investment advice?

RM- understanding is that Key Fund are not to dictate what we have to do with the money. JF agreed. Local Trust agreed we could lend the money for a community asset. Discussion followed and this item to stay on the agenda as we need to update.

## 7. Finances

Finances discussed

**Partnership budget for amount we currently hold as their LTO:**

14th Jan 2025-31 Mar 2026

Theme	Project	Total Allocated	Total Spent	Total Left	
Health	<b>Park Improvements</b>	10,000.00	0.00	10,000.00	Committed
C+YP	<b>Little Lost Robot</b>	10,000.00	5,000.00	5,000.00	Committed
Resilience	<b>S/B Fund</b>	22,365.77	3,189.00	19,176.77	
	<b>Dden 12</b>	10,500.00	0.00	10,500.00	Apr-25
	<b>Dden 11</b>	1,189.00	1,189.00	0.00	
Delivery	<b>Worker/CIC</b>	56,875.00	5,493.73	51,381.27	Committed
	<b>Redundancy</b>	6,000.00	0.00	6,000.00	Committed
	<b>Contingency/pay inc/mngt/CIC cost</b>	18,444.54	0.00	18,444.54	
	<b>UPDATED 17.03.25</b>	<b>135,374.31</b>	<b>14,871.73</b>	<b>120,502.58</b>	

- CIC bank account as of 14.03.25: £137,692.12
- ❖ Partnership (restricted): £45,365.77
- ❖ Grant for CIC delivery costs (restricted): £75,825.81
- ❖ CIC LTO 5% (restricted): £6,217.78
- ❖ CIC (unrestricted): £10,282.76
- Debit card spend (sundries+office) 18<sup>th</sup> February to 17<sup>th</sup> March 2025: £12.20

JWG reported she was having difficulties approving payments online. RW & JWG to work together to sort this.

**Finances agreed.**

## 8. Policies and Procedures

There were no P&P's to review.

## 10. AOB

Local Trust events and workshops can be found on <https://localtrust.org.uk/big-local/events/>

JF- notified us that he only has about 2 months left working with us.

RM-Westfield Parish Council want a presentation on Big Local. RM will draft this for RH to present.

**Dates for the diary:**

**CIC board meetings in 2025: Via Zoom, Fridays at 9.30am unless otherwise stated...**

Apr 25<sup>th</sup> (\*adjusted for bank hol), May 16<sup>th</sup>, Jun 20<sup>th</sup>, Jul 18<sup>th</sup>, Aug 15<sup>th</sup>, Sep 19<sup>th</sup>, Oct 17<sup>th</sup>, Nov 21<sup>st</sup>

**Partnership Meetings in 2025: Final Thursday of each month. 12.30 to 1.30pm**

Apr 24<sup>th</sup>, May 29<sup>th</sup>, Jun 26<sup>th</sup>, Jul 31<sup>st</sup>, Aug 28<sup>th</sup>, Sep 25<sup>th</sup>, Oct 30<sup>th</sup>, Nov 27<sup>th</sup>

**Dragons' Den- 25<sup>th</sup> April 2025 Westfield Sports and Community Centre 5.30 to 7.30pm.**

Meeting closed at 10.30am

Signature..... Date.....