

## Minutes of Radstock and Westfield Big Local CIC Meeting 22<sup>nd</sup> November 2024

### 9.30am via Zoom

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

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

1. Welcome and meeting opened. Meeting was quorate.		
<b>2. Declarations of interest</b>		
There were no declarations of interest.		
Reminder given that declarations may be given on items during the meeting.		
	<b>Person</b>	<b>Action Date</b>
<b>3. Approval of previous minutes</b>		
Minutes from meeting held on 20 <sup>th</sup> and 13 <sup>th</sup> September were noted and approved.		
<b>4. Actions from previous minutes</b>		
5.6, 5.1- Discussions are ongoing – RM & RW to meet to discuss with 3SG 3- Cheque has been cashed and this item is completed 5.1.2- All directors to acknowledge they have read and understood the close out procedures. Directors to inform RW when they have done this. JF- Once these have been read, this needs to go onto the agenda as an item for further discussion, as there are next steps and other things to do. RW to include this as an agenda item for next meeting.	<b>ALL</b>     <b>RW</b>	<b>ASAP</b>
<b>5. LTO</b>		
RW reported;  Spend risk register + money countdown spreadsheets shared (living documents). <a href="#">Spend Risk Register and Close Out Spend.xlsx</a>  All directors acknowledged seeing these documents. RW- Contingency money – this was discussed.		
<b>6. Projects</b>		
<b>RW Reported;</b>  <b>Big Fund:</b> £25k. Application received from WPC has recently been approved by the Partnership. LTO to perform due diligence, inform WPC and make payment.  <b>Dragons' Den 11:</b> £10k spend. 76 voters, 10 winners (from 13 applicants).MM reported that there was a good atmosphere and positive feedback. Due diligence and payments to be made.		

RH-commented that the food was good to look at and clearly a lot of effort was put into this, but thought there needs to be more savoury options, as the food on offer was mostly sugar based. Also, the PA system needs to be thought about as it was difficult to hear, with the background noises.

MM-Tea and coffee needs to be an option too.

JF- Praised the Dragons' Den event and how it provides a positive for the community.

RH-Future for DD – We need to come up with a plan to try to continue Dragons' Den after close out.

RM-We have been asked to do a presentation about DDen at the Our Bigger Story event coming up. RM will prepare this.

MM-It was really beneficial to have local business as a dragon.

Further discussion followed re: how we run Dragons' Den.

**Small Fund:** £2,250. Applications received from Park Skate School CIC, Natural Theatre, both of these have been approved and paid out. Application from Carol Kenward approved, we are waiting for paperwork. Once paperwork has been received then payment will be made.

**Little Lost Robot CIC:** (£10k remains to be paid) RM + RW met Ruby Sant regarding concerns of the board. RM reported on the work being done there and that the numbers accessing are improving.

#### **Opportunities:**

*Food:* RW attended recent BANES-led Food Insecurity meeting, focused on needs of Radstock area inc gaps in provision. The stakeholders identified a number of gaps and gave theories as to why they're there and how they can be filled. They also raised the idea of creating/finding an organisation that could be a facilitator of food projects locally. The question arose about the capacity of and the intention for our CIC in the future and how it could fit in the food arena. A discussion followed regarding food insecurity for our area.

*Health:* RM reported on his attendance at an NHS Confederation Neighbourhood Health meeting, looking at neighbourhood level approaches to health and care. Reports shared.

RM also attended the Locality meeting in Manchester and reported.

## 7. Finances

Finances discussed

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

**Budget 13<sup>th</sup> July '24 to January 2025**

Theme	Project	Total Allocated	Total Spent	Total Left	
Health	<b>Park Improvements</b>	15,500.00	0.00	15,500.00	Committed
C+YP	<b>LLRobot</b>	10,000.00	5,000.00	5,000.00	Committed
Resilience					
	<b>Dden</b>	10,000.00	38.99	9,961.01	Committed
	<b>Small/Big Fund</b>	10,715.01	1,879.00	8,836.01	2,250 committed
Delivery	<b>CIC investment and worker</b>	24,125.00	24,125.00	0.00	
	<b>Redundancy</b>				
	<b>Contingency/pay inc</b>				
		<b>70,340.01</b>	<b>31,042.99</b>	<b>39,297.02</b>	

- CIC bank account as of 19.11.24: £85,368.33
- ❖ Partnership (restricted): £39,297.02
- ❖ Grant for CIC operating costs (restricted): £34,337.41
- ❖ CIC LTO 5% (restricted): £3,839.92
- ❖ CIC (unrestricted): £7,893.98
- Debit card spend (sundries) 17<sup>th</sup> September to 19<sup>th</sup> November: £47.89  
 (Mainly Dragons' Den spend)

Next Draw Down is January.

**Finances agreed.**

## 8. Policies and Procedures

Invoice and Bookkeeping Procedure for the different accounts or pots of money.

This was shared prior to the meeting. Policy approved.

## 9. AOB

<p>Local Trust events and workshops can be found on <a href="https://localtrust.org.uk/big-local/events/">https://localtrust.org.uk/big-local/events/</a></p> <p>RW- Pay Review – MM, RM &amp; RW to meet to discuss and to include 3SG. RW to contact 3SG.</p>		
<b>Dates for the diary:</b>		
<p><b>CIC board meetings in 2024: Via Zoom, Fridays at 9.30am unless otherwise stated...</b>                  Meetings for 2025 will be added by RW</p> <p><b>Partnership Meetings in 2024: Via Zoom. 12.30 to 1.30pm</b>                  Nov 29<sup>th</sup>                  Future partnership meetings will be held on Thursdays.</p> <p>Meetings for 2025 will be added by RW</p>		
<p>Meeting closed at 10.30am</p> <p>Signature..... Date.....</p>		