

Minutes of Radstock and Westfield Big Local CIC Meeting 17th January 2025

9.30am via Zoom

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

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

1. Welcome and meeting opened. Meeting was quorate.		
2. Declarations of interest		
There were no declarations of interest. Reminder given that declarations may be given on items during the meeting.		
	Person	Action Date
3. Approval of previous minutes		
Minutes from meeting held on 22 nd November 2024 were noted and approved.		
4. Actions from previous minutes		
5.6, 5.1- Further discussions are ongoing – 3SG have enquired whether they can attend the next meeting (21 st Feb) regarding Worker. It was accepted, and an alternate option also suggested for a separate meeting - meeting to be arranged to include 3SG. RW to circulate possible dates. 5.1.2- To be discussed further in agenda item 5.	RW	
5. LTO		
Close Out: Spend risk register and money countdown spreadsheets shared (living documents). Spend Risk Register and Close Out Spend.xlsx Close out discussion led by Jon Fisher; There are 7 areas of particular focus on the close out procedures. Particular focus for us are: <ol style="list-style-type: none"> 1. Worker 2. Legacy Piece which needs to be firmed up and a timeframe. 3. Active grant conditions must all have been met, and needs to be fully clarified. Discussion followed JF referred to guidance – section 7 item 4 subsection 2. JF expressed the importance of making contact with the financial link at Local Trust to go through the financial document, so they are included. Financial document discussed <ol style="list-style-type: none"> 1. Funding Spent - £831K 2. Active Grant Spent - £283K 3. Active Grant Remaining - £95K 4. Funding Remaining – includes all money allocated RW explained figures	RW	

<p>Uncommitted money left – Approx £35k (£21K -Big fund/small fund, £14K Contingency fund including staffing)</p> <p>Discussion followed</p> <p>JF-suggested 3 areas of focus to help make choices for the future.</p> <p>*IMPACT</p> <p>*OBJECTIVES</p> <p>*ACTIVITIES</p> <p>Loan:</p> <p>Recent correspondence from Local Trust shared and discussed. Information requested needs to be submitted by 23rd January.</p> <p>MM-explained her request for an extension of the date for further information. Question asked- Can we write an assurance that this money will be used for the purpose intended and continue our good work ie; Dragons’ Den etc?</p>	<p>MM,</p> <p>RM</p>	
<p>6. Projects</p>		
<p>RW Reported.</p> <p>Big Fund:</p> <ul style="list-style-type: none">- We are still in discussion with Natural Theatre about some of their ideas.- Potential opportunities to invest at RTC. RM reported.- Potential opportunity to invest in Forest School holiday provision. <p>Dragons’ Den 12:</p> <p>The Partnership have suggested Fri 25th April for the next event. RW is waiting to hear from Westfield Sports and Community Centre re. availability of hall.</p> <p>Little Lost Robot CIC:</p> <p>The next report is due at the end of month.</p> <p>RM requested an update on participant numbers. RW suggested this be discussed once the report is received at the end of the month.</p> <p>We need to publicise that we are coming to an end now, and that future applications may not be successful, as we are in the process of closing out.</p> <p>Impact assessment: Jon is finalising the possibility to use our remaining Locality allocation on telling our story through an impact assessment.</p> <p>RW- The Theory of Change funds could be used for this.</p> <p>Agreed-Potential 6 days of support from Locality.....3 before the end of February 2025, 3 after, to do the impact assessment work.</p>		
<p>7. Finances</p>		
<p>Finances discussed</p> <p>Partnership budget for amount we currently hold as their LTO:</p>		

Theme	Project	Total Alloc	Total Spen	Total Left			
Health	Park Improvements	15,500.00	15,000.00	500.00	Committed		
C+YP	LLRobot	10,000.00	5,000.00	5,000.00	Committed		
Resilience							
	Dden	10,000.00	8,688.99	1,311.01	Committed		
	Small/Big Fund	10,715.01	5,037.00	5,678.01			
Delivery	CIC investment and worker	24,125.00	24,125.00	0.00			
	Redundancy						
	Contingency/pay inc						
	UPDATED 13.01.25	70,340.01	57,850.99	12,489.02			
<ul style="list-style-type: none"> • CIC bank account as of 13.01.25: £51,275.46 ❖ Partnership (restricted): £12,489.02 ❖ Grant for CIC operating costs (restricted): £27,052.54 ❖ CIC LTO 5% (restricted): £2,135.28 ❖ CIC (unrestricted): £9,598.62 • Debit card spend (sundries) 20th November'24 to 13th Jan '25: £7.00 <p>Finances agreed.</p>							
8. Policies and Procedures							
There were no policies/procedures to review.							
9. AOB							
Local Trust events and workshops can be found on https://localtrust.org.uk/big-local/events/ MM- proposal to go to the Partnership at the end of the month, will fall out of the deadline for Local Trust. Suggested putting a response to local trust out via email to the partnership prior to the committee meeting in order to meet the deadline. Confirmation required that this has been sent to the partnership. RM- Our Bigger Story event in Chesterfield on 31 st Jan – RM and ASM will be attending and have been asked to do a presentation about our Dragons' Den event.						RW MM	
Dates for the diary:							
CIC board meetings in 2025: Via Zoom, Fridays at 9.30am unless otherwise stated... Feb 21 st , Mar 21 st , Apr 25 th (*adjusted for bank hol), May 16 th , Jun 20 th , Jul 18 th , Aug 15 th , Sep 19 th , Oct 17 th , Nov 21 st							
Partnership Meetings in 2025: Final Thursday of each month. 12.30 to 1.30pm							

Jan 30 th , Feb 27 th , Mar 27 th , Apr 24 th , May 29 th , Jun 26 th , Jul 31 st , Aug 28 th , Sep 25 th , Oct 30 th , Nov 27 th		
Meeting closed at 10.30am		
Signature..... Date.....		