

Minutes of Radstock and Westfield Big Local CIC Meeting 21st February 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, John Fisher.
- **Guests:** Becky Brooks & Simon Allen 3SG
- **Apologies:** Janine Woodward-Grant
- **Chair:** Robin Moss
- **Note taker:** Angie Seaman-Moss

1. Welcome and meeting opened. Meeting was quorate.		
2. Declarations of interest		
RW Declared an interest in agenda item 3.		
	Person	Action Date
3. Proposal from 3SG		
<p>Presentation given by Becky Brooks and Simon Allen from 3SG, giving background information on the work of 3SG, their connections and future proposal.</p> <p>Connection to Big Local and how they can support our legacy, including bringing our Big Local worker into 3SG.</p> <p>RM asked about the oncosts. BB-3SG are looking for about 20%. This was discussed further.</p> <p>What's in it for Radstock and Westfield Big Local? Benefit from working closely together and Big Local worker becoming part of a wider team.</p> <p>Will continue Dragons' Den for as long as possible and look for future funding. The importance of continuing Dragons' Den into the future was discussed, and strongly felt that this is an important legacy for Radstock and Westfield Big Local. BB talked about the future structure of 3SG and it's board.</p> <p>Detailed discussion followed.</p> <p>Finances discussed including worker salary and our close out date being Feb 2026. RM reiterated that any spend has to be agreed by the Partnership, which includes salary support for possible worker transfer to 3SG.</p> <p>Worker transfer to 3SG discussed in detail.</p> <p>JF highlighted close out requirements from Local Trust which included;</p> <ul style="list-style-type: none"> • Employment position of current employees must be appropriately managed. • You cannot use any of Big Local funds past March 2026. The only funds we can use are the loan funds. <p>3SG talked about connections they have in our local area.</p>		
3 key points identified to be done by the next CIC meeting		
1. Revisit TUPE discussions with 3SG	RM, MM	21.03

<p>2. Number crunching and our budget</p> <p>3. Agree relationship with 3SG and Dragons' Den future.</p> <p>3SG left the meeting at this point.</p> <p>RM - this was a positive review and we need to move this along. Discussion followed re: options for the possible transition of our worker to 3SG.</p>	<p>RW RM JWG</p> <p>All</p>	<p>21.03</p> <p>21.03</p>
4. Approval of previous minutes		
<p>Minutes from meeting held on 17th January 2025 were noted and approved.</p>		
5. Actions from previous minutes		
<p>Actions 5.6, 5.1, 5.1.2, 5.1.3 are ongoing.</p>		
6. LTO		
<ul style="list-style-type: none"> Close Out: The Partnership account is now lower than £75k. <p>Local Trust guidance says: <i>"Partnerships can officially close out of the programme with up to £75,000 of Big Local funds remaining. At this point, Local Trust will pay out any remaining payments to the LTO, who will no longer be required to report to Local Trust. Instead, partnerships and LTOs will continue to deliver the remainder of their funding locally, in line with the agreed Big Local plan, with oversight from their LTO. Local Trust will contact partnerships and LTOs once they enter the close out phase. We will confirm in writing once an area has officially closed out of the Big Local programme."</i> <u>Closing out and moving on: Essential guidance for partnerships and LTOs - Local Trust</u> At time of writing we have not received written confirmation from Local Trust.</p> <p>Please note that the CIC has an unspent amount from a large grant allocated by the Partnership for worker salary, redundancy and CIC-Partnership contingency. Depending on variables, some of this fund may be returned to the Partnership account and impact on close out.</p> <p>JF-it is important to make contact with Local trust finance partner about finalising items in the Portal. RW will make this contact.</p>	<p>RW</p>	
7. Projects		
<p>RW Reported.</p> <p>Dragons' Den 12: Date set for Fri 25th April at Westfield Sports and Community Centre. RW informed there could possibly be a problem with this venue, and will look for a backup alternative if it should be needed.</p> <p>RW reported on potential Dragons.</p> <p>There have been 3 applications made so far and RW will continue to work on this event.</p>		

Little Lost Robot CIC: Report circulated prior to the meeting.
 RM-pleased to see the report shows an improvement in the numbers taking up and participating in this project.

Impact assessment: RW reported he has had meetings and is working with Locality to produce 2 targeted documents – one for funders, one for the community.

Small Fund: projects discussed.

8. 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	Park Improvements	10,000.00	0.00	10,000.00	Committed
C+YP	Little Lost Robot	10,000.00	0.00	10,000.00	Committed
Resilience	S/B Fund	22,365.77	1,000.00	21,365.77	
	Dden 12	10,500.00	0.00	10,500.00	Approved
	Dden 11	1,189.00	1,189.00	0.00	
Delivery	Worker	56,875.00	2,767.54	54,107.46	Committed
	Redundancy	6,000.00	0.00	6,000.00	Committed
	Contingency/pay inc/mngt/CIC cost	18,444.54	0.00	18,444.54	
	UPDATED 17.02.25	135,374.31	4,956.54	130,417.77	

- CIC bank account as of 14.02.25: £146,418.31
- ❖ Partnership (restricted): £51,365.77
- ❖ Grant for CIC operating costs (restricted): £78,552.00
- ❖ CIC LTO 5% (restricted): £6,654.09
- ❖ CIC (unrestricted): £9,346.45
- Debit card spend (sundries) 14th January to 17th February 2025: £37.77

Finances agreed.

9. Policies and Procedures

- With the opening of our savings account, RW proposed that we add the following to the Invoice and Bookkeeping Procedure:
 'All money is kept in savings account, with buffer of £5k kept in current account. At start of the week the anticipated weekly spend is transferred

<p>from savings to current - by worker. The buffer topped up as required – by worker.’ This Was agreed.</p> <ul style="list-style-type: none"> • Complaints Procedure for review • Confidential Reporting for review • Code of Corporate Governance for review • Safeguarding for review <p>RM – Safeguarding policy – We need to take out ref for Local Trust. A paragraph needs to be added to include the designated Safeguarding Lead director.</p>		
10. AOB		
<p>Local Trust events and workshops can be found on https://localtrust.org.uk/big-local/events/</p> <p>MM- Discussed information from 3SG to share with the Partnership. Agreed to share the presentation document from 3SG.</p> <p>RM- Shared information on attendance at the Chesterfield event. Suggested it would be a good idea to join the mailing list of ACT (Amazing Communities together)</p> <p>JF- Community Wealth fund continues and National Lottery have agreed to match fund amounts, so this could be a large amount of money.</p>		
Dates for the diary:		
<p>CIC board meetings in 2025: Via Zoom, Fridays at 9.30am unless otherwise stated... Mar 21st, Apr 25th (*adjusted for bank hol), May 16th, Jun 20th, Jul 18th, Aug 15th, Sep 19th, Oct 17th, Nov 21st</p> <p>Partnership Meetings in 2025: Final Thursday of each month. 12.30 to 1.30pm Feb 27th, Mar 27th, Apr 24th, May 29th, Jun 26th, Jul 31st, Aug 28th, Sep 25th, Oct 30th, Nov 27th</p> <p>Dragons’ Den- 25th April 2025</p>		
<p>Meeting closed at 10.35am</p>		
<p>Signature..... Date.....</p>		