

Minutes of Radstock and Westfield Big Local CIC Meeting 19th September 2025

9.30am via Zoom

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

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

1. Welcome and meeting opened. Meeting was quorate.		
2. Declarations of interest		
None. Reminder that declarations of interest can be made throughout the meeting if needed.		
	Person	Action Date
3. Approval of previous minutes		
Minutes from meeting held on 18 th July 2025 were noted and approved.		
4. Actions from previous minutes		
Actions 5.6, 5.1, 3.3 are ongoing, including discussions with 3SG. 9.1 complete 8.1 to be discussed later in the meeting. 8.2 Agreed to name 'Chair of the CIC directors' not a nominated named person.		
5. LTO		
The next steps with 3SG and Partnership – Discussed. 5.1- MoU- The final MOU has been circulated. 5.1.2 – CIC to attain final approval with the Partnership. Agreed to let the Partnership know that this is work in progress. MM confirmed. 5.2- Worker Contract- MM & RM to forward current worker contract to 3SG. MM RM to confirm at weekend and complete. Any further action will be taken, once 5.2.1 has been achieved.		
6. Projects		
RW Reported. Food Security – RW reported on the situation with Swan, Swallows and RTC. Money earmarked for this and affordability locally discussed. Small + Big Fund: RW reported - Radstock Town Council: Are fundraising to create a kitchen that can be used for training, and for community functions. They have enquired if they can make an application in the region of £25k (match-funded to the overall		

building costs). RM commented that this is work in progress and a possibility, but not to be earmarking funds to this project at this time.

JWG- We need to know/have a deadline, as we need to have spent out by the end of March'26.

RH suggested contact with RTC to request regular updates.

Deadline for decision will be December, to then look at alternative spend options.

Discussion followed re: Swallows building. JWG suggested contacting the Church secretary for more information.

Community Meals: Rob has teamed up with 3SG, Bath Community Kitchen, Radstock Town Council, Carol Kenward, National Trust, to develop the project idea. There will be a pilot meal in November, the main cost to be covered by National Trust, with further meals to be covered by Big Local until end March 2026. 3SG will continue to fund meals throughout 2026/27 via the Impact Alliance fund they are managing. The cost to us will be in the region of: £5k (£1k per meal.)

Detailed discussion on these items took place.

Loan: There are Actions to be completed, Item to stay on the agenda.

7. Finances

Finances discussed

Partnership budget for amount we currently hold as their LTO:

14th January 2025 – 31st March 2026

Project	Total Allocated	Total Spent	Total Left		
Park Improvements	10,000.00	0.00	10,000.00	Committed	
Little Lost Robot	10,000.00	10,000.00	0.00		
S/B Fund	23,200.94	12,220.00	10,980.94	For Food Projects	
Dden 12	10,164.83	10,164.83	0.00		
Dden 11	1,189.00	1,189.00	0.00		
Worker/CIC	56,875.00	25,495.87	31,379.13	Committed	
Redundancy	6,000.00	0.00	6,000.00	Committed	
Contingency/pay inc/mngt/CIC cost	16,544.45	0.00	16,544.45	To be tapered into Food Projects	
UPDATED 11.09.25	133,974.22	59,069.70	74,904.52		

- CIC bank account as of 11.09.25: £91,590.27
- ❖ Partnership (restricted): £20,980.94
- ❖ Grant for CIC delivery costs (restricted): £53,923.58
- ❖ CIC LTO 5% (restricted): £3,903.43

❖ CIC (unrestricted): £12,782.32 • Debit card spend 15.07.25 to 11.09.25 £30.99 Accounts and Tax Return: Directors to approve prior to signing and return – This was approved and agreed to go to Companies House. RH to sign. Cheque will be provided. Finances accepted and agreed.		
8. Policies and Procedures		
For review and approval: Retention schedule – directors to decide who is responsible for the items. Financial Management Policy – to include our savings account in the list of accounts we hold. Procedure for expenditure of monies Director-Employee-Volunteer-Expenses-Policy Privacy notice for the public Discussed and approved.		
10. AOB		
Local Trust events and workshops can be found on https://localtrust.org.uk/big-local/events/ RH- requested clarification of an invoice received form RTC.		
Dates for the diary:		
CIC board meetings in 2025: Via Zoom, Fridays at 9.30am unless otherwise stated... Oct 17th, Nov 21st Partnership Meetings in 2025: Thurs 25th Sept 12.30 Future date to be confirmed. Local Trust “We are Big Local” Friday 27th March 2026, Birmingham (3 places reserved)		
Meeting closed at 9.55am Signature..... Date.....		