

MINUTES - Devonshire West Big Local Board

Wednesday 18th January 2017, 19:00 – 21:00 at Leaf Hall, Eastbourne

Attendees: Susan Morris (SM), Miriam Wilkinson (MW), Brian Lawrence (BL), Adrian Ley (AL), John Chapman (JC), Graham Button (GB), Steve Wallis (SW), Amy Solis (AS)

Present: Jessica Boelema (JBOE)

Apologies: Samantha Wickens (SWIC), Helen Taylor (HT), Mary Patrick (MP), Linda Jackson (LJ)

Item	Discussion	Actions/Decisions
1. Welcome and apologies	SM welcomed all to meeting and noted apologies	
2. Minutes from the previous meeting and matters arising	<p>JBOE gave feedback on Sea Houses Square project which was cancelled due to delays in building work. Creative Force have agreed to return their grant money and reapply in round 5 to complete the project elsewhere.</p> <p>AL informed the board that the payment to Friends of Seaside Rec is still outstanding, this expected in December 2016. It was noted that Southern Water's work in the park will not affect work on the playground area. Friends of Seaside Rec are currently working with schools to design the park and are hopeful plans will be confirmed by May. Once the confirmed ESCC will order equipment and payment will be made to EBC.</p> <p>Eastbourne Foodbank's payment is also outstanding as have gone to full planning and will not be able to start moving premises until the next financial year.</p> <p>It was noted that there is a possible overspend in grants and an under spend elsewhere in budget, this can be reallocated and wait till the next financial year to pull down.</p>	<p>Action: AL to contact SW for details of Friends of Seaside Rec.</p> <p>Action: AL and MW to investigate £70,000 as previously discussed.</p>
3. Grant Application: Seaside Community Hub	<p>SM declared a conflict of interest and handed over to AL to lead discussion. The board agreed SM could be present for discussion.</p> <p>NG raised concerns over running costs, the board concluded that the hub requires 25 hours of bookings per week to cover additional costs not to be funded by DWBL.</p> <p>Other venues were queried; however, this has been discussed in the past and it was felt that Seaside Community Hub has already provided considerable community engagement through events and walk-ins. DCs were suggested as an alternative due to existing DWBL investment, however, there is no viable space currently available for use. It was noted that DC4 may be an option for DWBL office space in the future.</p> <p>Concerns were raised over lone working at the hub if used as a formal staff base.</p> <p>Income generation and other source of funding were also discussed.</p> <p>SM noted there are plans to make the toilet more accessible.</p>	<p>The board agreed to fund the application, awarding £12,000 for 1 year. It was agreed the hub management committee would take on full responsibility and liability, working closely with 3VA and Eastbourne Borough Council to develop further. It was agreed that JBOE will be based at the hub informally for community engagement purposes at least one day per week.</p>
4. Micro Grant Application: Cafe Waste Not	<p>SM introduced project.</p> <p>The board discussed application and voted.</p>	<p>The board approved the application, awarding £350.</p>

5. Finance	AL discussed finances and noted there is £27,000 uncommitted until the end of the financial year (not including funding commitments agreed at this meeting). This year DWBL has spent £227,000 which is in line with estimates. AL gave an overview of DWBL finances and the processes involved for new board members.	
6. Board Handbook	JBOE has distributed to board members for their feedback. AL suggested further amendments are required after recent AGM.	Action: JBOE/SWIC to update handbook and present at next meeting.
7. 2017 Plan Update	AL has updated plan after receiving suggestions from JBOE. It was suggested to amend budget section to include entire facilities budget for this year as any underspend can be returned. AL noted £50,000 will be required in the future for the Hippodrome, which leaves a further £100,000 for new projects. It was noted that the annual review requires completion before the plan can be submitted.	Action: AL to update the plan. The board approved the plan. Action: SWIC to add annual review item to agenda for next meeting for completion.
8. Website and Rebranding	The board discussed the options of redesigning the DWBL website in WordPress, which is the software used for the current website and the lowest cost choice. Alternatively, the website could be redesigned using different software which would produce a more professional looking website, however, this would be more expensive.	The board agreed to fund website redesign using WordPress. Action: JBOE/SWIC to liaise with MW & AS to draw up a specification and tender a local organisation to complete redesign.
9. Any other business	<u>New Flyer - JBOE</u> JBOE tabled new promotional flyer, feedback is requested by the next meeting. <u>Project concerns/non-starters – JBOE</u> JBOE noted that several groups which received grants have not spent their funding or have mismanaged funds due to a variety of circumstances. JBOE suggested that action should be taken to address this as the funding amount is more than £15,000. The following groups are to be contacted to retrieve funds: Albion in the Community, Renee White Community Garden, Shackleton Close Community Garden, Sussex Cricket Foundation, Bootcamp Theatre and Creative Force. <u>Resident contact – JC</u> JC provided feedback to the board from Jacqui Stewart in relation to our contact with residents through email. JBOE explained that SWIC is in the process of completing a mail merge of all resident email addresses to enable more regular correspondence with residents in the future. <u>February Newsletter - JBOE</u> JBOE suggested including an item introducing board members in the next newsletter, using information about board members on the DWBL website and liaising with new members. <u>Board Membership - AS</u> AS was unable to attend the AGM and is therefore, applying to remain on the board.	The board agreed to request funding be returned from specified groups. Action: JBOE to contact with groups to request return of funds. The board agreed to include blurb on members in the next newsletter. The board endorsed AS' membership.

Date of next meeting:

Tuesday 14th February 2017, 19:00 – 21:00 at Seaside Community Hub