

MINUTES - Devonshire West Big Local Board

Tuesday 11th April 2017, 19:00 – 21:00 at Seaside Community Hub, Eastbourne

Attendees: Sue Morris (SM); Adrian Ley (AL); Brian Lawrence (BL); Jon Chapman (JC); Mary Patrick (MP); Graham Button (GB); Miriam Wilkinson (MW); Steve Wallis (SW); Karen Stewart (KS)

Present: Jessica Boelema (JBOE); Samantha Wickens (SWIC)

Apologies: Jim Boot (JB); Nigel Goodyear (NG); Amy Solis (AS); Linda Jackson (LJ)

Item	Discussion	Actions/Decisions
1. Welcome and apologies	Sue welcomed all to the meeting and gave apologies.	
2. Minutes from the previous meeting and matters arising	SWIC has researched social media management tools, Hootsuite is not free, however, has found a free one called MavSocial and will update the board on its effectiveness at the next meeting. All other actions have been completed.	Action: SWIC to check if Hootsuite is available without paying.
3. Finance	AL discussed the latest reconciliation At the end of the financial year there is £200 of outstanding payments with only a £10 variance. AL has now merged plans as agreed at the previous meeting. Funds for grants round 5 and 3VA fee are now available. Local Trust will not draw down facilities part of money until business plans have been received for Hippodrome and Devonshire Collective. Grant money for the mosaic and Tech Resort money has been returned. MW discussed 3VA's revised lone working policy which includes Guardian protection devices and requested funding approval for this of £225 for two years. The board agreed to fund this request.	Action: MW to check procedure for drawing down funds with JB and liaise with AL. Action: MW to write to other groups who have yet to return funding for uncompleted projects. Action: MW to liaise with AL to organise funds.
4. Community Grants Round 5	The deadline for applications has been extended to 14 th April (an additional week) due to inconsistencies in the deadline date on application packs. The board will meet on 9 th May panel to review applications and award grants. JBOE gave an update on applications, 21 have been received so far. Applications will be organised into themes and distributed to the board after the closing date. JBOE requested the board direct any application queries through her.	Action: JBOE/SWIC to circulate applications to the board.

5. Away Day	<p>AL, JBOE & JC met to discuss ideas. It was agreed the main theme should be on evaluations of key projects. AL suggested reviewing East Sussex Credit Union's project. A facilitator needed, a brief will be put together to send to contacts and put in 3VA newsletter.</p> <p>The board agreed the away day would be a half day (4 hours) spread over two evenings – Tuesday 9th May and Thursday 11th May, 7-9pm. This means the grants award panel will be pushed back to Tuesday 30th May.</p> <p>JBOE requested board member return completed score sheets in advance of award panel to reduce the volume of applications that require discussion at the meeting. SM introduced Rebecca Luff, UnLTD Manager who gave update on the work of Star People Awards. Rebecca has now come to the end of the period of intensive work with Devonshire West, however, will continue to work with entrepreneurs for the foreseeable future. Helen has been given Star Partner status to provide support in Rebecca's absence.</p> <p>MW suggested using DWBL social media to promote UnLTD networking meetings.</p>	<p>Action: ALL to email JBOE suggestions for projects to evaluate.</p> <p>Action: JBOE to distribute brief to contacts and 3VA newsletter.</p> <p>Action: JBOE & SWIC to contact grant applicants to advise the decision panel has been pushed back.</p> <p>Action: ALL to return completed score sheets to JBOEW/SWIC one week in advance of advance of panel.</p>
6. Appreciative Inquiry	<p>JB is looking into other avenues of enquiry as original training budget is no longer available.</p> <p>Item to be discussed at next meeting.</p>	<p>Action: SWIC to include on agenda for next meeting.</p>
7. Any other business	<p>JC noted Leaf Hall is in communication with Eastbourne Arts Circle regarding the acquisition of a historic mosaic from St Elisabeth's church.</p>	<p>Action: SWIC to pick up window sticker from PlanAhead and deliver to Seaside Community Hub.</p>

Date of next meeting:

Away Days – Tuesday 9th May and Thursday 11th May, 19:00 – 21:00 at DC3

Grant Awards Panel – Tuesday 30th May, 19:00 – 21:00 at Leaf Hall