

# MINUTES - Devonshire West Big Local Board

Tuesday 14th March 2017, 19:00 – 21:00 at Leaf Hall, Eastbourne

**Attendees:** Sue Morris (SM); Adrian Ley (AL); Brian Lawrence (BL); Jim Boot (JB); Jon Chapman (JC); Nigel Goodyear (NG); Mary Patrick (MP); Graham Button (GB); Karen Stewart (KS)

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

**Apologies:** Miriam Wilkinson (MW); Steve Wallis (SW); 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	The board agreed the minutes where an accurate record of the meeting. SM noted Families for Autism have changed their posters advertising sessions, requesting a donation for refreshments rather than charging a fixed price. An issue was raised in relation to Families for Autism charging for refreshments as the costs for refreshments were included in their grant funding. It was noted that new board members are yet to sign memorandums of understanding.	<b>Action: JBOE to liaise with Families for Autism and request a change of wording on the posters to 'donation'.</b> <b>Action: MP &amp; LJ to sign memorandum of understanding at next board meeting.</b>
3. Finance	AL gave an update on current finances, including commitments for March. AL noted a payment request has not been paid to Leaf Hall for the Boho refreshment vouchers. SM also noted a £10 expenses claim for refreshments has not been paid to her. SM suggested reinstating a petty cash pot for use for refreshments and other small expenses. The board discussed who would be best placed to hold this. AL noted the invoice received from Leaf Hall for refreshments for this meeting should be amended to reflect the number of attendees.	<b>Action: AL to liaise with MW re: outstanding payments.</b> <b>The board agreed for SM &amp; MP to hold £50 petty cash.</b> <b>Action: SWIC to raise payment request for £50 petty cash to SM.</b> <b>Action: SWIC to amend payment request to reflect 12 attendees.</b>
4. Community Grants Round 5	JBOE gave an update on round 5 of the community grants. This has been promoted on DWBL social media and hard copies of application packs have been printed and are available from Seaside Community Hub and Leaf Hall. JBOE & SWIC have also sent application packs to all previous grant applicants, in addition to six new groups who have requested packs.	<b>Action: SWIC to print grant posters and more applications forms for more venues.</b>

	<p>The deadline is not for another month; however, one application has already been received from Seaside Rec.</p> <p>The group discussed areas of Devonshire West which have not received as much focus and agreed a more targeted approach is needed to be more proactive with funding. JB suggested recreating the map used previously which identifies locations of grant funding which will enable the board to identify gaps in the area.</p> <p>JBOE suggested focussing each round or year of funding on a specific theme.</p> <p>JB noted Hastings Big Local are currently focussing on grants for children &amp; young people and older people. They are creating a specification to commission groups to deliver specific targets and working with other organisations to receive additional funding through joint commissioning.</p> <p>The board agreed to use this as the focus for discussion at the away day.</p>	
<p>5. DWBL Website Refresh</p>	<p>JBOE gave an update on the progress of the DWBL website refresh.</p> <p>JBOE &amp; SWIC have created a website specification based on one 3VA used when redesigning their website, which will be sent to our web design contacts and shared on DWBL Facebook and in the 3VA Newsletter.</p> <p>The DWBL websites needs a refresh due to the WordPress template becoming corrupt causing broken links and making it difficult for staff to update. The web designer would also be required to train staff on using the new template.</p> <p>The board gave feedback on the specification:</p> <ul style="list-style-type: none"> <li>• Change the wording from ‘website redesign’ to ‘website refresh’ as the board are happy with the content and look of the website, however, the issues with the WordPress template need to be resolved.</li> <li>• Emphasise the need for staff training</li> <li>• Include an option for ongoing support in the specification.</li> <li>• Remove the budget from the specification to encourage more competitive quotes.</li> </ul> <p>The board suggested circulating the revised specification to the following organisations: Tech Resort, Olly Prentice, Robert Price, Sussex Downs College, Stewart Lambert - CoHub, Mad Mouse.</p> <p>The board also discussed DWBL’s social media presence and acknowledged more regular updates are required, however, this has been difficult for staff to prioritise due to demanding workloads. The board suggested using a social media scheduling tool such as Hootsuite to assist with making more regular posts.</p>	<p><b>Action: JBOE/SWIC to amend specification and send to AL for approval prior to wider distribution.</b></p> <p><b>Action: SWIC to consider Hootsuite/other social media scheduling tools and feedback to JBOE &amp; MW.</b></p>

<p>6. 2017 Plan Update</p>	<p>JB shared positive feedback from Big Local on the assessment of our plan. The board will receive a grant offer letter in the next two weeks.</p> <p>The board agreed to integrate the update into the full plan document</p> <p>JB tabled newsletter from Hastings Big Local which contains a centre page spread article on their updated plan. The board agreed to use this idea for the next newsletter and print a full run for every house in the area.</p> <p>The board discussed income generation ideas, such as, buying shares in local housing association schemes to safeguard the future of DWBL's work after Big Local money has been spent.</p>	<p><b>Action: AL to merge plan documents and circulate to board for comments.</b></p> <p><b>Action: JBOE/SWIC to include new plan in next newsletter.</b></p>
<p>7. Away Day</p>	<p>SM noted there have been a lot of different suggestions and now the board needs to come to an agreement on the format of the day.</p> <p>MP gave a brief overview of Appreciative Enquiry and the benefits it can bring.</p> <p>JB noted the board could apply for additional funding to run Appreciative Inquiry as a networking learning event with other Big Local boards. JBOE suggested also involving local groups in the learning event e.g. Social Enterprise.</p> <p>It was also suggested to use the away day as an opportunity to plan for future funding and events, which could help DWBL become more proactive when awarding funding to groups.</p> <p>BL noted he was happy to miss the away day if it clashes with his work commitments.</p> <p>The board agreed the away day should cover a review of previous grant awards to evaluate and learn from.</p> <p>The board agreed the away day should be a half-day workshop, which will take place after the Easter break.</p>	<p><b>Action: MP to circulate further information on Appreciative Enquiry to the board.</b></p> <p><b>Action: JB to contact Suzanne and Big Local Trust to take forward idea for networking learning event.</b></p> <p><b>Action: AL, JBOE &amp; BL to form working group, meet to discuss away day suggestions and to next meeting.</b></p>
<p>10. Any other business</p>	<p>Upcoming events for DWBL</p> <p>The board discussed how beneficial it will be to have a stand at some large events over the summer, however, noted it would not be practical to attend all.</p> <p>Gazebo hire</p> <p>SM has received a request to hire our gazebo, which needs to be located.</p> <p>The board discussed a suitable charge for hire to cover maintenance.</p> <p>Global Big Local</p> <p>JBOE attended on behalf of DWBL and gave feedback; the event went well with over 80 attendees and 20 children involved. Photos are on the DWBL Facebook page.</p>	<p><b>Action: SWIC &amp; JBOE to put together events calendar and bring to next meeting.</b></p> <p><b>The board agreed to charge £50 for hire of the gazebo and a £50 refundable deposit to cover damages.</b></p> <p><b>Action: SM &amp; SWIC to draw up hire agreement for gazebo.</b></p>

	<p><b>Communication</b>  JBOE proposed sending monthly email updates to all contacts on our distribution list (on months the newsletter is not distributed). Each edition of the newsletter will also be emailed to contacts. SWIC will be emailing the latest newsletter to all contacts, requesting to advise if they would like to be removed from our list. The board also discussed the next newsletter which is due in May/June.</p> <p><b>Bourne School</b>  AL &amp; JBOE met with Bourne School to discuss funding ideas. The school suggested funding could be used to make better use of their outside space. JBOE to meet with school again to discuss further.</p> <p><b>EODs Refurbishment</b>  AL visited as part of the evaluation and noted the work has been completed to a high standard, with the building now being fully accessible and reasonable prices for hire.</p> <p><b>Fluff and Feathers Therapy</b>  Karen has secured funding for this project which involves bringing chickens into care homes as a method of therapy.</p> <p><b>Post-natal Depression Focus Group</b>  MP has received social enterprise funding to start a focus group for mothers with post-natal depression/anxiety.</p> <p><b>Next Meeting</b>  The board agreed to hold the next meeting at Seaside Community Hub  NG gave apologies as he is unable to attend.</p>	<p><b>The board agreed to do a full print run and drop of the next newsletter to all houses.</b>  <b>Action: SWIC to organise printing and distribution.</b></p>
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**Date of next meeting:**

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