

# MINUTES - Devonshire West Big Local Board

Tuesday 7th August 2017, 19:00 – 21:00 at Leaf Hall, Eastbourne

**Attendees:** Sue Morris (SM); Adrian Ley (AL); Jon Chapman (JC); Miriam Wilkinson (MW); Brian Lawrence (BL); Mary Patrick (MP); Nigel Goodyear (NG); Jim Boot (JB); Graham Button (GB); Karen Stewart (KS); Jessica Boelema (JBOE); Samantha Wickens (SWIC)

**Apologies:** Steve Wallis (SW);

Item	Discussion	Actions/Decisions
1. Welcome and apologies	<p>SM welcomed all to the meeting and gave apologies.</p> <p>Amy Solis is no longer a board member, however, will still continue to play an active role in supporting and promoting the work of DWBL. The board thanked Amy for her contribution.</p> <p>The board welcomed KS as a new member.</p>	
2. Minutes from the previous meeting and matters arising	<p><u>Leaf Hall Office</u> The office has now been furnished and is ready to be used.</p> <p><u>Newsletters</u> The board discussed the frequency and dates for newsletter issues. It was agreed to have two issues per year – one in June to incorporate summer activities and an annual report on grants awards, and one in October to promote Boho and the AGM. Both issues will be distributed to households in Devonshire West and the usual community venues. The next edition of the newsletter will not be distributed to households as it is too soon after the most recent issue.</p> <p>The board suggested including Eastbourne Library and CAB as venues for newsletter drop offs.</p> <p>It was agreed that NG, GB and MP will become involved in the editorial process of future newsletters.</p>	<p><b>Action: JC to submit furniture invoices to SWIC for processing and risk assessment to Sheila at 3VA.</b></p> <p><b>Action: SWIC to send board a list of venues where newsletters are available for the board to review and add any further suggestions.</b></p>
3. Finance	<p>AL noted payment to Boho has yet to be made as we are yet to finalise arrangements.</p> <p>Payment to RVS has now been made directly, rather than to Leaf Hall.</p> <p>SM noted Eastbourne Foodbank's new premises is likely to be out of the area, therefore, they will not be eligible to receive grant funding.</p>	

4. Funding Fair	<p>DWBL are hosting a funding fair on 14<sup>th</sup> September, 11:00 – 15:00 at Eastbourne Blind Society. 10 funders will be present - Arts Council, Peter Crudus Foundation, Eastbourne Borough Council, John Jackson Trust, Locate East Sussex, 3VA, The Big Lottery, Bags for Help &amp; Locality. Invitations have been sent to previous grant applicants and the event will be promoted on social media and in the 3VA newsletter.</p>	
5. Mental Health Proposal	<p>The board discussed JBOE's report and the information circulated to the board by JB. The board felt it important to acknowledge mental health issues and agreed to change the wording of the criteria in the grants round 6 application form and guidance notes to say 'be more inclusive of physical and mental health.' The updated documents will be signed off at the September board meeting.</p>	<p><b>Action: JBOE/SWIC to amend application form and guidance notes, and circulate to board for approval.</b></p>
6. Update from the review of grants at risk	<p>MW gave an update on the grants which were previously identified as 'at risk':</p> <p><u>Albion In The Community</u>  Contact has been received, confirming that sessions will take place, however, only half of these will be at Seaside Rec, the other half will take place at The Archery (during the winter months). AITC apologised for lack of clarity in their application and have provided evidence to show DW residents have benefitted from this project. The board agreed to allow AITC to keep the grant. The board</p> <p><u>Renee White Community Garden</u>  No contact has been received and no grant payment was made. It is believed that funding has been received from elsewhere for this project. The board agreed to reallocate this funding. A letter will be sent to Renee White Community Garden to inform them of this.</p> <p><u>Shackleton Close Community Garden</u>  The group are currently struggling to gain full resident support for this project. The board agreed to give the group until Spring 2018 to deliver project.</p> <p><u>Sussex County Cricket Club</u>  Issues with record keeping have prevent SCCC from submitting sufficient evidence. The board agreed to give SCCC until the October board meeting to provide the evidence required.</p> <p><u>Bootcamp Theatre</u>  Issues with record keeping and ambiguous information – no evidence has been provided. It was agreed to request return of this funding.  MW noted the application form and guidance notes for grants round 6 have been amended to provide greater clarity and minimise future issues.</p>	<p><b>Action: MW to write to Renee White Community Garden re: decision.</b></p> <p><b>Action: JBOE to request update from the group at 6 &amp; 12 month intervals.</b></p> <p><b>Action: JBOE/SWIC to locate signed grant terms and conditions form.</b>  <b>Action: MW to write to Bootcamp Theatre to request return of funds.</b></p>

7. Date for AGM	<p>The board agreed the next AGM should be held in January in order for it to be promoted in the next newsletter and at Boho. The AGM will be held on Tuesday 9<sup>th</sup> January at Seaside Community Hub.</p> <p>JBOE suggested using the AGM as an opportunity to celebrate our success and showcase some of the projects we have funded. The board agreed and will suggest projects/groups to be included.</p>	
8. Any other business	<p><u>Willowfield Square</u> JBOE suggested consulting with residents to determine whether a community group can be set up to take responsibility for this green space. The board agreed.</p> <p><u>Asset Mapping</u> JBOE suggested involving residents in the next asset map update to gauge their opinions by organising a walk around the area. The board agreed. JB noted Local Trust may wish to be involved in this event.</p> <p><u>Matthew 25</u> SM noted they have requested feedback from the board on why their application was unsuccessful. JBOE to provide more information on behalf of the board.</p> <p><u>Café Waste Not</u> JBOE noted the planned workshop on international food fermentation is now not able to take place, however, they have proposed a similar workshop instead. The board agreed the funding could be used for this.</p> <p><u>Seaside Steam Print</u> Have requested an additional £150 to cover the costs of road closure as this was more expensive than originally anticipated. The board agreed to fund an extra £150.</p> <p><u>Appreciative Inquiry</u> JB suggested using the additional £22,500 market place funding to finance this training for the board. The board agreed to this. MW suggested getting a second quote to ensure fairness.</p> <p><u>Board Member Roles</u> MP requested information on all board member's and staff's roles. The board suggested MP liaise with staff and members to review and amend these to more accurately reflect their roles.</p>	<p><b>Action: JBOE to draw up proposal for consultation and send to the board for approval.</b></p> <p><b>Action: JBOE to provide feedback to Matthew 25.</b></p> <p><b>Action: JBOE to inform Café Waste Not of the board's decision.</b></p> <p><b>Action: JBOE to notify Seaside Steam print.</b> <b>Action: SWIC to process payment.</b></p> <p><b>Action: MW to send MP board roles and staff job descriptions for review.</b></p>

### Date of next meeting:

Tuesday 12<sup>th</sup> September 2017, 19:00 – 21:00, Leaf Hall, 51 Seaside, Eastbourne, BN22 7NB