

MINUTES - Devonshire West Big Local Board



Tuesday 12th December 2017, 19:00 – 21:00 at Seaside Community Hub, Eastbourne

Attendees: Sue Morris (SM); Adrian Ley (AL); Jon Chapman (JC); Miriam Wilkinson (MW); Mary Patrick (MP); Nigel Goodyear (NG); Graham Button (GB); Karen Stewart (KS); Jane Dubery (JD); Samantha Wickens (SWIC)

Apologies: Steve Wallis (SW); Brian Lawrence (BL); Jim Boot (JB); Jessica Boelema (JBOE);

Item	Discussion	Actions/Decisions
1. Welcome and apologies	SM welcomed all to the meeting and gave apologies. SM noted that Steve Wallis has now resigned from the board. The board thanked SW for his involvement in the board.	
2. Minutes from the previous meeting and matters arising	All agreed the minutes were an accurate record of the last meeting. All actions have either been completed or will be discussed in other items on the agenda.	
3. Finance	AL will circulate an electronic copy of the finance paper. AL has received an update from William at 3VA, noting expenditure is as anticipated at present. Payments have been approved for four round 6 grants (Hippodrome, Clean Air, LGBT & HOME). All other applications are awaiting responses from queries.	
4. SLA Update and Proposal for Additional Meeting in January	The initial Boho SLA process raised a number of queries. AL stated that SLAs are a contract with KPIs for groups to meet as part of funding conditions. We are seeking to raise SLAs for Community Stuff, Devonshire Collective and Seaside Community Hub. The SLA for Boho will be separate to one for Leaf Hall, which would cover office hire for staff. AL noted the SLA process needs simplifying. The next stage for Community Stuff is to agree service specification and funding amount.	

	<p>Devonshire Collective and Seaside Community Hub are both commercial premises with high running costs, therefore, other funding streams are required. Seaside Community Hub are currently working with 3VA to produce a business plan. AL recommends using SLA as a contribution to core costs, rather than funding specific activities. The board agreed.</p> <p>AL declared a conflict of interest as Chairman of Devonshire Collective.</p> <p>AL gave an update on DCs:</p> <ul style="list-style-type: none"> • No independent trader has been identified for DC1 café. • All studios in DC2 are now occupied • 4 pods in DC2 will be converted into 2 more studios which have tenants ready to move in December/January. However, this has caused additional costs. • DC3 has received no community bookings. This may be convert this into an additional studio. • Arts Council grant has been received, however, cashflow could be an issue by August 2018. Other funding streams are being looked into. <p>SM noted that we will need to change our plan to reflect the change from grant funding to SLAs if agreed.</p> <p>The board agreed to awarding these SLAs.</p> <p>This will be taken forward by March as per JB's report. AL noted the next step is to draft wording for SLAs for these 3 groups.</p> <p>SM suggested holding an additional meeting in January, this will discuss at AGM with new board in conjunction with induction for new board members.</p>	
5. AGM Update	<p>MW updated the board on preparation for the AGM.</p> <p>The board felt promotion of the AGM is going well with posters and social media.</p> <p>MW discussed draft agenda for AGM.</p> <p>The following board members will be re-standing: AL, GB, JC, KS, JD, SM.</p> <p>There are also 3 new residents who will be joining: Janette Calverley, Marie Wheeler and Wayne Barron.</p> <p>Cllr Steve Holt will replace SW as Cllr position (confirmation required).</p> <p>NG has decided to step down from the board due to other commitments.</p> <p>SM thanked Nigel on behalf of the board for his work.</p>	

	<p>MP is moving to Somerset so is standing down from the board. The board thanked MP for her contributions.</p> <p>MW suggested having a large group photo of grant awards</p> <p>MP suggested asking Marie (new board member) to be photographer for events.</p> <p>MW noted Jess sends apologies as she is having surgery so is unable to attend.</p>	
6. Staff Work Plans	<p>MW will send SWIC and JBOE's workplans requesting the boards feedback.</p> <p>MW stressed importance of gaining board member's insight into what tasks and areas of work they would like employees to do.</p> <p>MW suggested focussing on what DWBL presence means to board members.</p> <p>Once all feedback has been received, committee will meet to discuss and finalise.</p> <p>MW highlighted current arrangement is LTO & Chair co-manage staff.</p>	Action: MW to send workplans to the board.
7. Hippodrome Proposal	<p>AL discussed email request from Hippodrome for additional £9K funds due to age of building and conservation officer imposed works. John Jackson Trust have matched this funding. The board agreed to fund.</p>	<p>Action: SWIC to process payment.</p> <p>Action: AL to advise Darren of outcome.</p>
8. Leaf Hall Update	<p>NG explained the potential project has now changed. Leaf Hall will in future request funding for further scoping work by Amy of a smaller project for St Elizabeth Murals. Church of England unable to fund project and Heritage Lottery Fund have not agreed to fund the project.</p> <p>NG noted Heritage Lottery Fund may be interested in providing funding for Leaf Hall as a community asset.</p>	
9. Jess' Update: <ul style="list-style-type: none"> • Round 5 Update • BOHO • Feedback on proposals 	<p>MW provided an update in JBOE's absence.</p> <p>JBOE is yet to receive some Round 5 evaluations, however is in communication with these groups to get updates. JBOE will work with MW & AL to review monitoring process e.g. making videos and taking photos to present the work of the groups we fund in a different way.</p> <p>RVS project is not running at present, however, more time is needed.</p> <p>SM noted that the bad weather at Boho did put off attendees, however, 200-300 people watched the parade. Inside Leaf Hall was quiet with fewer stalls than usual, which were upstairs. All agreed that the event needs to be reconsidered.</p> <p>MW suggested providing a friendly but formal feedback to Jacqui.</p>	

	SM noted JBOE's competition was a great way of engaging with people. The board feedback that decorations and signage were not obvious and raised concerns over access issue with holding the event upstairs.	Action: MW, SM & JBOE to meet with Jacqui to discuss way forward in January.
10. Sam's Update: • Office Manual • Volunteering Proposal • DWBL Banners	SWIC tabled the office manual she completed over the summer. MW suggested changing the title to Project Manual. SWIC tabled volunteering proposal for board consideration as part of University course. All agreed this would be a useful project and thanked SWIC for choosing to volunteer with DWBL. SWIC noted the banners are in the process of being ordered for the AGM.	Action: SWIC to circulate office manual and volunteering proposal to the board.
11. Any other business	<u>Friends of Seaside Rec Round 6 Application</u> GB noted the benches provided by the council are all wheelchair accessible. The board suggested comparing benches to those used at other big local funded area, identified by JB.	Action: JB to send GB photos of tables used at other big local funded area.

Date of next meeting:

AGM - Tuesday 9th January 2018, 19:00 – 21:00, Seaside Community Hub 125 Seaside, Eastbourne BN22 7NN