

MINUTES - Devonshire West Big Local Board

Tuesday 14th February 2017, 19:00 – 21:00 at Seaside Community Hub, 125 Seaside, Eastbourne, BN22 7NN

Attendees: Sue Morris; Adrian Ley; Miriam Wilkinson; Brian Lawrence; Jim Boot; Jon Chapman; Nigel Goodyear; Mary Patrick; Karen Stewart

Present: Jessica Boelema; Samantha Wickens

Apologies: Steve Wallis; Graham Button; Amy Solis

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	All agreed the minutes where an accurate record Correction: Renee White garden did not receive grant, therefore, the funds should still be in restricted funds budget.	Action: MW to check this money is still in budget and confirm with AL
3. Annual Review	<p>Jim gave an update on the work completed on the annual report at the December meeting and gave an overview of the annual reporting process for new board members.</p> <p>Adrian queried ongoing funding for East Sussex Credit Union as they have yet to identify how this money has been spent. Jess noted they have recently completed an interim evaluation.</p> <p>The group discussed fundraising opportunities in the future and building capacity within DWBL to continue to support projects such as Seaside Community Hub and Devonshire Collective once Big Local funding has ceased.</p> <p>JBOE is hoping to establish a more personal relationship with groups applying for funding in the next round to help build capacity and remain sustainable in the future.</p> <p>Use of existing funding was also discussed, particularly in relation to evaluations and ensuring awardees adhere to the terms and conditions of funding.</p> <p>The group discussed Creative Force’s Seahouses Square project, which was not able to go ahead in the specified time frame and funding has been returned.</p> <p>Bootcamp Theatre have also received funding and are yet to evidence delivery of the project. Measures have been put in place to avoid this in future, including, updating grant application forms to specify terms and conditions of funding and a more rigorous evaluation procedure.</p>	Action: JBOE to send AL evaluation from East Sussex Credit Union.

	<p>The group discussed funding cuts to statutory services e.g. children's centres and mental health support groups and the possibility of prioritising funding for these areas in future grant rounds, however, Big Lottery's funding guidelines restricts funding to replace statutory services but the board could look into other ways of providing support in these areas.</p> <p>JB discussed free training available to board members from Big Local training.</p>	<p>Action: SWIC to circulate Big Local training leaflet to the board.</p>
4. Staff Work Plan	<p>All agreed that the work plans accurately reflect job roles and responsibilities.</p> <p>MW noted that her and SM are line managing JBOE and SW and having regular 1:1 meetings.</p> <p>AL noted that the tasks included should be prioritised and feedback given by employees and help asked for when needed.</p> <p>The group discussed board member tasks and it was agreed members will become involved in work when requested e.g. support with website design, newsletters etc.</p> <p>AL discussed LTO involvement in the board and suggested using a Gantt chart to plot stages in the board's lifetime.</p>	<p>The group agreed the work plans, however, they are subject to change.</p>
5. Finance	<p>AL gave an overview of current expenditure and noted the hub funding decision has been included in central costs which have risen, with grant programme costs as a result.</p> <p>AL noted the board are awaiting William's (3VA's finance officer) return from annual to move £80,000 of commitments on.</p>	<p>Action: SWIC to liaise with William to ensure outstanding payments are made promptly.</p>
6. Refreshed Board Handbook	<p>The incorrect version of the board handbook was circulated. All agreed to review changes and provide any feedback to JBOE/SWIC via email.</p>	<p>Action: SWIC to circulate the correct version of the updated handbook.</p>
7. 2017 Plan Update	<p>AL gave an overview on amendments to the plan:</p> <p>The pension contribution for staff (6%), AL will liaise with William to get calculations and add to the plan.</p> <p>AL suggested an increase in budget from £40,000 to £45,000 to accommodate any additional contributions to the Seaside Community Hub.</p> <p>In previous years the budget for community grants was scaled back from £70,000 to £60,000, however, AL recommended allocating the full £70,000 and noted some previously approved grants will be returning unused funds.</p> <p>AL noted the £80,000 approved for Seaside Rec & Eastbourne Foodbank will move to next year's budget.</p> <p>All changes were agreed by the board.</p>	<p>Action: AL to send updated plan to JB.</p>
8. Away Day	<p>SM suggested the board have an away day.</p> <p>MP suggested including an element of appreciative enquiry.</p> <p>All agreed to come up with ideas for discussion at the next meeting.</p>	<p>Action: SWIC to carry forward item to next meeting.</p>

<p>10. Any other business - Future meeting dates</p>	<p><u>Project Concerns</u> SM has discovered that Families for Autism are charging families £2 per session of their grant funded project. SM and JBOE have discussed this and checked their grant application which did not specify if the project would be free to attendees. It was suggested to add a question about charging for projects to the grant application form and if so what this income will be used for e.g. sustainability or to encourage participation.</p> <p><u>Grant Round 5</u> The deadline for applications has been agreed as 10th April 2017. All agreed that grant 5 can now be launched and promoted.</p> <p><u>DCC Workshops</u> SM has received comments relating to the costs of some half term activities at DC. AL noted these projects are currently being run by private artists rent DC. They are seeking grant funding from Arts Council to run more free/low cost activities in future.</p> <p><u>DWBL Promotion</u> BL queried provision for publicity of DWBL in the hub and at DCs. AL in discussion with AS re promotion in DCs. SM noted SWIC is getting a large DWBL window sticker printed for one of the front windows of the hub. It was suggested to create DWBL window stickers to provide for all local groups supported and lamp post signage for the area.</p>	<p>Action: JBOE to liaise with Families for Autism to find out what this income will be used for. Action: JBOE to add question around whether projects will be free or charged for to grant application form.</p> <p>Action: MW to review and approve application form prior to launch.</p>
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Date of next meeting:

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