

MINUTES - Devonshire West Big Local Board



Tuesday 12th September 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);

Apologies: Steve Wallis (SW); Jessica Boelema (JBOE); Samantha Wickens (SWIC)

Item	Discussion	Actions/Decisions
Minutes from the previous meeting and matters arising	<p>The minutes of the previous meeting were agreed.</p> <p><u>Leaf Hall Office</u> AL asked and JC confirmed that office furniture is on the way. SWIC is based there Tuesdays and Wednesdays and Jess on Thursdays and Fridays.</p> <p><u>Renee White Community Garden</u> MW has written to them but has had no response so must presume the project isn't going ahead.</p> <p><u>Steam Print</u> Board confirmed that they are happy for the remaining grant to be spent on a video.</p>	<p>MW to write to them confirming variation in grant.</p>
Finance	<p><u>Boho Winter Festival</u> AL confirmed that money for Boho has been authorised but not paid. AL has met with Jackie with JBOE. It was confirmed that Boho/Leaf Hall are happy to put up a Christmas Tree (despite Boho not being strictly a Christmas event) and provide an additional [small] event for this. AL proposed a wider Service Level Agreement (SLA) with Leaf Hall for events and other activities (including Boho) which will be brought back to the board at a later date.</p> <p><u>Devonshire Collective</u> £15k of the £20k awarded to DC by DWBL has been match funded by the Arts Council with a grant of £55k to create a £70k project including a program of events, comedy nights and workshops. The Board wished to convey their congratulations to DC on their success.</p>	<p>JBOE requested to provide close support to Jackie / Boho.</p> <p>AL to circulate draft SLA to Leaf Hall Board.</p>

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Funding Fair	Miriam reported on behalf of JBOE that 35 people have registered. Nine funders coming. There is to be a Dragons' Den style session. It was agreed that only the Devonshire West projects should participate. There were some comments made on the publicity for the event. While it was on the Facebook page it wasn't advertised in the Seaside Community Hub – there was a poster but Board members didn't seem aware of it. GB suggested 'pinning' events to the Facebook page.	<p>JBOE to report back on ratio residents:non-residents.</p> <p>SWIC or JBOE to 'pin' future events on Facebook page.</p>
Newsletter	<p>MW reported that the Autumn edition is to come out later in October to promote and ready for Boho. JBOE has spoken on the phone with the new editorial team but it hasn't met yet. The editorial team will work closely with JBOE and SWIC on the newsletter but the Board will only get the 'final' draft.</p> <p>Interview style articles in future ie Animazing in next issue. Focus on Boho and any remaining (after publication) workshops.</p> <p>Noticeboard to change slightly to be about groups and regular activities, rather than dates of specific events.</p> <p>AL can advise JBOE and SWIC re colours and optimising for visual impairment concerning black blue on cover and black red on subsequent pages.</p> <p>JB suggested more of a 'banner' headline with Big Local in the title.</p> <p>Proposed to simplify / rationalise the credits.</p> <p>NG suggested each edition having an article by a resident.</p> <p>BL asked for printing to be done locally (in the Big Local area) and this was agreed.</p>	<p>JBOE to meet with Editorial Team on 13th September at 7pm at the Seaside Community Hub.</p> <p>AL to chase Royal Hippodrome for information on their wider / longer term plans.</p> <p>MW to get a few variations mocked up and circulated.</p> <p>NG to draft resident article for Spring Edition.</p>
Round 6 Grants Application Pack	AL has done a lot to streamline this. It was agreed that new wording be inserted 'promote healthy lifestyles and be more inclusive of mental health. It was proposed to make a pdf of the Local Insight Profile on the website.	<p>Ensure newsletter is proof-read to avoid spelling mistakes ie 'Guidance' in the title on front page.</p> <p>SWIC to put Local Insight Profile on grants page on website.</p>
Matthew 25	They previously queried why they hadn't been awarded a grant but had accepted the explanation that DWBL didn't fund core services. However, they are now trying to convert an old boiler room into a shower room with laundry facilities (washing machine and dryer). Matthew 25 weren't at present making a grant application but were seeking guidance on whether it should / could.	

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	<p>There was a discussion on ‘what it did for residents’ – did it attract street homeless to the area or was it helping to alleviate the problem – some residents would rather see Matthew 25 go away. It was pointed out that the problem was widespread in Devonshire West including near to the Arndale Centre and that the problem would still exist without the facilities. AL confirmed that it would fall into the category of a community facilities grant but would need 50% match funding ie from the Diocese. It was agreed that they could apply (no presumption) for a community facilities grant.</p>	<p>AL to write to Matthew 25 saying to apply for a Community Facilities Grant (50% or less match funding).</p>
Handbook	<p>JB said that a problem had occurred amongst the group and that, with the consent of those involved, Local Trust had appointed an outside mediation service (Collis Mediation) to bring about a resolution.</p> <p>JB encouraged Board members to familiarise themselves with the Board Handbook which had excellent policies to address most eventualities. JB also recommended induction for new Board Members so that they were fully aware of their obligations and responsibilities on joining the Board. GB agreed joining the Board was a big deal and that he hadn’t at first understood what he had taken on. JB and MP had been working on some role descriptions including for the LTO and Big Local Rep so that it was clearer ‘who does what’.</p>	<p>JB would assist in drawing up an Induction Framework, including meeting with KS to trial this.</p> <p>JB and MP to bring new Role Descriptions to next Board meeting for their inclusion in the Board Handbook.</p>
Partnership Review	<p>JB informed the Board that Local Trust are tightening up their data protection and so have new forms for Board Members to complete as part of the annual Partnership Review (health-check). Forms were circulated for completion with forms also being available at the next meeting. Part one of the partnership review is about the individual members on the partnership. Local Trust will ask for the information below:</p> <ul style="list-style-type: none"> • Name • Gender • Email • Mobile • Age • Ethnicity • Resident / non-resident • Role • Voting rights on the partnership • Agree to be contacted by Local Trust for research purposes 	<p>JB to bring blank forms to next Board meeting and facilitate Partnership Review.</p>

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	<ul style="list-style-type: none"> • Agree to be contacted by Local Trust for news and updates by email <p>Part two of the review is about the partnership overall. The questions that will be discussed at the next Board meeting are:</p> <ol style="list-style-type: none"> 1. Does the partnership (Board) currently reflect the community? 2. Over the last year, has the partnership followed its own policies and procedures? 3. Over the last year, has the partnership behaved in line with the ethos and values of Big Local? 4. Does the partnership conform to Big Local's conflicts of interest guidance updated in July 2017? 5. Is there anything else you want to tell us about the partnership? <p>JB will facilitate the Review as part of his Big Local Rep role.</p>	
Banners	Board agreed to purchase a new banner.	JBOE / SWIC to circulate designs for new banners prior to printing.
Microgrant	Two applications had been received from the Judith Alder an artist who works out of the Devonshire Collective both for £200 (the full amount available). The grants are for photographic print making workshops aimed at children and parents and a ceramics workshop aimed at over 65s. The Board agreed to both applications for the full amount.	MW to send an offer letter to Judith Alder with the usual terms and conditions.
Any other business	<p><u>Evaluations</u> These are underway but the process will be reviewed with AL's help and be re-branded as 'Monitoring Visits'.</p> <p><u>Café Waste Not</u> There have been staff changes. Update at October meeting.</p> <p><u>RVS</u> Have the [grant] cheque but awaiting start of lunch club.</p> <p><u>Boot Camp Theatre</u> Will be refunding the grant in instalments. Reason – lack of transparency [over expenditure].</p> <p><u>Tech Resort</u> Disappointing turn-out and will be returning £750 of their grant.</p> <p><u>Sussex Cricket</u> Given a 'last chance' to respond owing to staff illness.</p> <p><u>Credit Union</u></p>	JBOE and AL to meet to review monitoring.

