

MINUTES - Devonshire West Big Local Board

Tuesday 13th June 2017, 19:00 – 21:00 at Leaf Hall, Eastbourne

Attendees: Sue Morris (SM); Adrian Ley (AL); Jon Chapman (JC); Mary Patrick (MP); Miriam Wilkinson (MW); Nigel Goodyear (NG); Jim Boot (JB); Karen Stewart (KS)

Apologies: Steve Wallis (SW); Graham Button (GB); Brian Lawrence; Jessica Boelema (JBOE); Samantha Wickens (SWIC)

Item	Discussion	Actions/Decisions
1. Welcome and apologies	<p>Sue welcomed all to the meeting and gave apologies.</p> <p>Miriam has agreed to take notes in Sam and Jess' absence. She explained she is on leave and away for the next couple of weeks, so the minutes won't be distributed for a few weeks.</p> <p>The Board agreed it will be sufficient to just note key items and actions.</p>	
2. Finance	<p>Adrian circulated finance report (attached). Expenditure as expected. Authorisation for all grants signed, apart from:</p> <ul style="list-style-type: none"> Boho - to be met to discuss long term relationship and clarify this year funding. Jim sent SLA (Service Level Agreement) example; Adrian, Jess and Miriam to meet to plan the process for establishing longer term (3 year) SLA relationship. View from Within – it has been confirmed DC will act as fund holder. 3VA is currently happy with Seaside Steamroller having one signatory on their bank account. RVS – most likely Leaf Hall to be funding holder. <p>Laptop for Sam – the Board asked about exit strategy – what will happen when the project finishes with the computer assets; we would want to ensure those stay as assets within the community not 3VA as LTO.</p> <p>Board approved we need to go ahead and we have to use the system within 3VA.</p> <p>Budget:</p> <p>£60,000 – Adrian passed on final schedule and winning design to Local Trust (LT) for their approval to release the funds.</p> <p>£20,000 – is set aside for Food Bank. There are delays as the Dursley Road has compulsory order and unlikely to be available to Food Bank.</p>	<p>Adrian, Jess and Miriam to meet to plan the SLA process at the end of June.</p> <p>NG to confirm at the Board meeting.</p> <p>MW to send full quote from Chalvington to Sue and Adrian for final approval.</p>

	<p>They must vacate current premises as there is a demolition order. So, it is unknown whether premises in the area will be secured.</p> <p>In community facilities budget - £20,000 set aside for DC, as agreed by the special meeting in October 2016. Adrian to send cover letter and business plan to LT.</p> <p>Timewise, it's likely to go through Round 6.</p>	
3.Grants Awards Ceremony	<p>Board agreed to run the Ceremony Event on Friday this week at the end of Get Together event (6pm to 8pm) at the Hub. The decision on the grants has been delayed, and we know the groups waited a while therefore it will be nice to do it now.</p> <p>Cheques won't be ready, but we will print certificates.</p>	Sam and Jess to prepare Certificates.
4. Funding Fair	<p>Based on Jessica's paper, distributed with the documents prior to this meeting, Board agreed to go ahead and hold the Fair. The Board agreed to use Steve at 3VA as the staff providing support rather than freelancer, if possible. To establish long term relationship and utilise free resource.</p> <p>Budget can accommodate this – within Central Programme budget (302).</p>	
5. Star People	<p>Jess and Adrian checked and we have report on intensive support programme but not actual evaluation of project awarded DWBL grant.</p> <p>We are seeking clarification how what Rebecca is doing with Unlimited fits with work being delivered by Helen Owen and HOME who now holds some funding from Unlimited. And how this all fits with DWBL and supports the priorities in DWBL 2017-2020 Plan.</p> <p>Other thing we are trying to clarify is Unltd reporting to DWBL for previous grants.</p>	Jess/ Sam to circulate UnLtd report/ review to the Board before the next meeting
6. Extra admin proposal	<p>Board accepted Sam's proposal.</p> <p>The Board asked if some documents can be set up in shared Drive, i.e. Drop box so board can access them easily?</p>	Sam to plan the work and look into the Dropbox option.
7. Leaf Hall	<p>Office space for Jess and Sam</p> <p>It's important, especially for Jess, to be working as much as possible within the community and there has been a good feedback from her increased visibility and activity in DW, through the Hub.</p> <p>The proposal is for Jess and Sam to be placed 2 days a week in DW, with office base in Leaf Hall and outreach from the Hub (mostly in case of Jess).</p> <p>Budget - currently DWBL pays £200/ month - 2 people based 3days / week at 3VA. 3VA needs to negotiate the reduction with DWBL.</p>	

	<p>3VA would require a certain notice period for any changes and furthermore can not offer desk just once a week, there is requirement for a minimum payment for space needed.</p> <p>Leaf Hall will need support to cover some basic start-up cost – desks, chairs, filing cabinet – best idea to use FNow office furniture service. Leaf Hall could provide some storage space. £300 budget has been agreed by the Board to cover the start-up cost. NG will put together figure and let the Board know if it's more.</p> <p>Leaf Hall update</p> <p>MoU (Memorandum of Understanding) between the Church Commissioners and Leaf Hall is that the murals will be moved from St Elisabeth's to Leaf Hall, if appropriate funding can be identified (approx. £750,000). Leaf Hall expects an application to the next round of DWBL grants for a small seed funding (Adrian noted it's likely a funding from Community Facilities budget).</p>	<p>MW to discuss budget details with Sue and Adrian.</p> <p>Check if the shop Helen is emptying out on Seaside has any spare furniture. (SM).</p> <p>Leaf Hall to work out start-up costs and proceed with arranging office furniture (NG).</p>
8. Newsletter	<p>We need to ensure delays are not happening with the printing. Tightened process for proof reading is also being implemented. Times for the next one need to be clarified and stuck to, but also, we need to ensure the timing of things like grants panel are considered when planning the deadlines for the newsletter.</p>	
9. Grants	<p>We need to tightened the process, incl. ensuring there is one deadline and we stick to this for fairness, ensuring all documents specify the same dates. Adrian is looking at the form itself to improve it for the next round.</p>	
10.AOB	<p>Training - Big Local reps are meeting in July, Jim is attending. Any issues or ideas for training we may want to see happen can be feedback to Jim.</p>	<p>Feedback on training needs and ideas to be submitted to Jim as soon as possible.</p>

Date of next meeting:

Tuesday 11th July 2017, 19:00 – 21:00