

MINUTES - Devonshire West Big Local Board

Tuesday 10th October 2017, 19:00 – 21:00 at Seaside Community Hub, Eastbourne

Attendees: Sue Morris (SM); Jon Chapman (JC); Miriam Wilkinson (MW); Mary Patrick (MP); Jim Boot (JB); Graham Button (GB); Karen Stewart (KS); Jessica Boelema (JBOE); Samantha Wickens (SWIC)

Apologies: Adrian Ley (AL); Brian Lawrence (BL); Nigel Goodyear (NG); Steve Wallis (SW);

Item	Discussion	Actions/Decisions
1. Welcome and apologies	SM welcomed all to the meeting and noted apologies received.	
2. Minutes from the previous meeting and matters arising	East Sussex Credit Union have not responded to emails regarding setting up a meeting. They have also sent an invoice directly to 3VA for £10K for an additional 2 years funding. MW noted that no signed agreement can be traced promising the funding will continue.	Action: MW to email ESCU to chase up re: scheduling a meeting.
3. Funding Fair feedback	JBOE gave an overview of the event. 3VA feedback forms were given out to attendees – 7 were completed, of which all agreed the event was useful. There were around 35 attendees in total. Lots of positive feedback received and some constructive criticism regarding parking and promotion of the event. The board queried the length of stay for attendees – this needs to be made clearer next time. MW noted positive feedback was received as a stall holder, with lots of interest from attendees in funding and advice.	Action: JBOE will send out some follow up emails to attendees to gain extra feedback.
4. October Newsletter	JB noted there is a new National Lottery logo. The board selected the third front cover design.	Action: SWIC to redesign DWBL logo to include new National Lottery logo and use in next newsletter. Action: SWIC to send to printers on Monday to get proof copy for approval prior to print run.
5. Round 6 Update	JBOE noted we've received 3 applications so far and 11 enquiries. The grant round has been promoted on Facebook, Twitter, the Eastbourne volunteer newspaper, 3VA newsletter, and East Sussex funding e-newsletter.	Action: JBOE/SWIC to work on press release to send to Eastbourne

	<p>JBOE queried whether the board would be interested in targeting promotion in a specific area e.g. health and wellbeing, and suggested contacting groups to see if they are interested in applying. The board recommended focusing on mental health, wellbeing and the environment.</p> <p>The board discussed using a points based system for scoring applications.</p> <p>JBOE queried when the board would like to hold the awards ceremony. The board agreed to combine this with the AGM in January as it will be a good opportunity for groups to showcase their projects. The funding will be awarded prior to this. All agreed Community Stuff will provide catering for the event.</p>	<p>Herald, Eastbourne Buzz and Now TV (Adam McNaughton).</p> <p>Action: SWIC to send JBOE the attendee list from Eastbourne Community Network to contact re: grants.</p> <p>Action: JBOE to liaise with KS and MP re: promotion to their groups/contacts.</p> <p>Action: JBOE/SWIC to redesign grant application score sheets to include points-based scoring.</p>
6. Partnership Review	<p>JB presented new Local Trust information relating to partnerships.</p> <p>The board conducted a SWOT analysis to identify the partnership's strengths, weaknesses, opportunities and threats.</p>	<p>Action: JB to circulate partnership information and SWOT analysis.</p> <p>Action: SWIC to print copies of the board handbook for all members.</p> <p>Action: ALL to recommend joining the board to local contacts.</p>
7. Additional money from Big Local	<p>JB noted an additional amount is available to DWBL.</p>	<p>Action: JB to circulate more information to the board.</p>
8. Pop Up Banner	<p>The board suggested including the following: Contact details (website, phone and email), "take part in your community", "1 million in 10 years" and other buzzwords e.g. grants.</p>	<p>Action: SWIC to get contact details from GB and SM for graphic designers/banner printers.</p> <p>Action: GB to send SWIC a photo of Friends of Seaside Rec banners.</p>
10. Any other business	<p>Boho</p> <p>The following members agreed to represent DWBL at the event: KS, SM, SWIC, JBOE, MP.</p> <p>The board suggested doing a 'Devonshire West £1' – 100 x vouchers to give out when signing up attendees with a clipboard.</p> <p>The board discussed having a suggestion box for feedback forms at Boho and at the hub permanently.</p> <p>Café Waste Not</p> <p>SM noted grant has not been spent yet due to staffing and volunteer issues.</p> <p>The board agreed this needs to be monitored and to request funds back if not spent.</p>	<p>Action: JBOE to contact BL, NG and SW about attending Boho.</p> <p>Action: SWIC to send calendar invites to board.</p> <p>Action: SWIC to look into creating a suggestion box.</p> <p>Action: JBOE to follow up with Café Waste Not.</p>

<p>RVS SM noted grant has not been spent yet due to volunteer issues.</p> <p>Mindful Mums MP requested to use funds originally allocated for public liability insurance to apply for a CIC membership. The board agreed.</p> <p>Unlocking the potential of land training at Kings Cross JB noted all are welcome to attend this free event.</p> <p>Community Stuff SM noted £3K has not been spent as Food Bank are moving out of the area and requested spending on a different Cookery Stuff project at the children's centre. All agreed to review this at the next meeting and suggested holding the project at different venue.</p>	<p>Action: JBOE to follow up with RVS.</p>
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Date of next meeting:

Tuesday 14th November 2017, 19:00 – 21:00