

# MINUTES - Devonshire West Big Local Board

Tuesday 11th July 2017, 19:00 – 21:00 at Leaf Hall, Eastbourne

**Attendees:** Sue Morris (SM); Adrian Ley (AL); Jon Chapman (JC); Mary Patrick (MP); Nigel Goodyear (NG); Jim Boot (JB); Graham Button (GB); Jessica Boelema (JBOE); Samantha Wickens (SWIC)

**Present:** Karen Stewart (KS); Jane Dubery (JD); Rebecca Luff (RL)

**Apologies:** Miriam Wilkinson (MW); Brian Lawrence (BL); Steve Wallis (SW); Amy Solis (AS)

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	<p>Sue noted minutes are brief due to Miriam taking them in Sam's absence. All agreed the minutes were an accurate record of the meeting.</p> <p><u>Leaf Hall DWBL Office</u></p> <p>The following items have been reserved at Furniture Now:                      Desk £40 x 2, filing cabinet £30, chair £20 = £130 + £10 delivery (approx. £150).                      Due to restricted office space, each desk can be no more than 1.4 metres wide.                      Free furniture is available from Age UK, however transportation is required.                      3VA will charge for 1 day per week rent, they are also reviewing their rental prices - MW is currently liaising with 3VA business staff to find out new rental rate and will report back to the board. The board have agreed to pay Leaf Hall £300 for start-up costs.</p>	<p><b>Action: SWIC to measure furniture at AgeUK and liaise with exec committee to make decision.</b></p> <p><b>Action: Sam to raise payment request.</b></p>
3. Finance	<p>AL noted expenditure is in line with expectations.</p> <p>RVS payment has now been authorised. The only outstanding commitment is Eastbourne Foodbank (£20,000) which will need to be reviewed in round 6 of grants, in addition to the £50,000 earmarked for The Royal Hippodrome. AL noted the procedure for large grants has changed; they now require Local Trust approval. SM noted the finance paper will now be circulated in advance of meetings.</p>	
4. Community Grants Round 5	<p>JBOE updated the board - all grant condition forms have been signed and returned and all cheques have been sent out with the exception of Boho. AL noted the Views from Within payment is being held by DCs who have agreed funding conditions.</p> <p>SWIC is in the process of creating a timeline of grant funded events in order to assist with planning funding evaluations.</p>	

5. UnLTD update	<p>SM introduced RL to the board.</p> <p>RL noted she has received excellent feedback from previous awards winners on their projects. Helen Owen is a partner providing support until March 2018 with the aim for the network will stand alone after this.</p> <p>AL sought clarification on whether projects must be based in Devonshire West area to be eligible for funding – RL stated projects were funded on the condition it benefits the area in some way e.g. through volunteering opportunities.</p> <p>JBOE queried the budget for the remainder of the project – further clarification required from Helen Owen.</p> <p>JB introduced a new programme involving Big Local Trust, a big local area and UnLTD to provider stronger connections for more intense support to entrepreneurs. Big Locals will be more involved in the decision making process e.g. through applicant shortlisting. The programme requires a cash and resource commitment. The deadline to apply is 23<sup>rd</sup> July 2017. The board felt they did not have the time to commit to this programme at present.</p> <p>JBOE suggested conducting research into other methods of social enterprise. SM noted advise may be available from Talent Match, Laura Murphey and Wayfinder Women possible avenues.</p>	<p><b>Action: SWIC to circulate further information on the new programme to the board.</b></p> <p><b>Action: JBOE/SWIC conduct research in other ways to invest in social entrepreneurship and report back to the board.</b></p>
6. Mental Health Proposal	<p>The board agreed to postpone this item to next meeting and come back to JBOE with more information on the purpose of the report.</p>	<p><b>Action: JB to look at new local insight website for statistics and bring to September meeting.</b></p>
7. Newsletter Sign Off	<p>AL proposed a format of 8 sides and recommended reducing to 2 print runs per year (after each grant awards). The board will commission content and approve version prior to printing. It was also suggested to produce a smaller 4-page version on a small print run for distribution at Boho &amp; Seaside Rec Fun Day.</p> <p>Amendments for July newsletter – remove option for translate, Change Sue’s email address on last page, add DWBL to Jess’ job description and change adverts on back.</p> <p>SWIC suggested researching local printing companies to compare prices. The board agreed to approve the most cost effective quote over location of printers.</p>	<p><b>Action: SWIC to include newsletter planning, production and approval on gantt chart.</b></p> <p><b>Action: SWIC to gather printing quotes for newsletters.</b></p>
8. Seaside Rec Grant Application	<p>This application was missed in round 5 of the community grants.</p> <p>The board agreed to approve application and agreed to fund £1,125 (less £75 for dog show prizes).</p>	<p><b>Action: SWIC to raise payment request and book pitch at fun day.</b></p>
9. Long Term Funding	<p>JBOE, AL and MW met to discuss long term funding for Boho. AL has use an SLA from Sompting to create a draft SLA for Boho. The next step is for JBOE to meet with Jacqui to discuss and a way forward. AL noted the KPIs need reviewing to emphasise focus on development and include the reduction in funding per year.</p> <p>JB suggested changing terminology from KPIs to ‘outputs and outcomes’.</p>	

<p>10. Funding evaluation for East Sussex Credit Union</p>	<p>JBOE noted 6-month delay in receiving evaluation which did not include Devonshire West figures. Complaints have also been received as it is not clear where they are based or when they operate.</p> <p>All agreed a monitoring visit needed before a decision on additional funding can be made. The board queried what the additional £10,000 will be used for. JBOE has requested a breakdown but this was not provided. It was suggested to renegotiate funding conditions e.g. availability and location for Devonshire West residents.</p>	<p><b>Action: JBOE to compile concerns and queries to raise with Nicky (Marta's line manager) and circulate response to the board.</b></p>
<p>11. Any other business</p>	<p><u>Willowfield Square</u> Item postponed to next meeting.</p> <p><u>Asset Mapping</u> Item postponed to next meeting.</p> <p><u>Family Fun Day @ Seaside Rec</u> All are invited to attend on Sunday 6<sup>th</sup> August, 12:00 – 17:00</p> <p><u>Families for Autism</u> Have not paid rent since February despite grant funding being given for this. The board suggested sending an email from DWBL stating they are in breach of funding conditions.</p> <p><u>Community Grants Round 6</u> JBOE asked the board to confirm opening and closing dates.</p> <p><u>The Royal Hippodrome</u> All invited to launch event at the Royal Hippodrome on 18<sup>th</sup> July.</p> <p><u>Local Trust</u> JB noted Local Trust investments have gone well and additional funding of £70-100,000 for each local area will be available.</p>	<p><b>Action: MW to compose email to all directors on behalf of DWBL Board.</b></p> <p><b>Action: JBOE/SWIC to email suggested dates.</b></p>

**Date of next meeting:**

Tuesday 8<sup>th</sup> August 2017, 19:00 – 21:00, Leaf Hall, 51 Seaside, Eastbourne, BN22 7NB