

MINUTES - Devonshire West Big Local Board



Wednesday 7th February 2018, Seaside Community Hub, Eastbourne

Attendees: Sue Morris (SM); Adrian Ley (AL); Jon Chapman (JC); Miriam Wilkinson (MW); Graham Button (GB); Karen Stewart (KS); Jane Dubery (JD); Brian Lawrence (BL); Janette Calverley (JC); Marie Wheeler (MW); Amy Hope (AH); Wayne Barron (WB); Jessica Boelema (JBOE)

Apologies: Jim Boot (JB); Cllr Steve Holt (SH); Samantha Wickens (SW)

Item	Discussion	Actions/Decisions
1. Welcome and apologies	SM welcomed all to the meeting and gave apologies. MW agreed to take notes in SW's absence.	
2. Minutes	Minutes approved no changes or further feedback.	
3. Finance	AL distributed the update by email shortly before the meeting. AL noted if meetings are agreed later in the month there will be more time to receive data from 3VA and send the paper in advance. Expenditure is in line with anticipations. AL discussed this with Local Trust, as the original grant profile predicted a 40% underspend. Currently this is looking like only 13% to return, so there will be leeway. Little Stars is showing as a commitment but the application has been withdrawn. AL welcomed any further questions by emails.	
4. Audio Active	AL declared potential conflict of interest as a member of Devonshire Collective for venue hire. The board looked at the application in November but had further questions regarding representation of DW residents. Feedback from previous project showed a lower uptake than expected - about 4 to 6 overall per each session and only 1 at the session JBOE attended, however, this could be due to bad weather. Unfortunately, a minority of attendees are residents. The board queried how the project would go forward if match funded is not obtained, however, SM noted this funding is in place as sessions are running without DWBL funding. It was suggested to provide extra support to promote sessions in the local area and encourage resident attendance. The board agreed to fund this project on the condition of more promotion on social media and in print form.	Action: JBOE to inform Audio Active of decision in writing and include the additional funding condition in letter.

<p>5. Community Grants, Facilities and Micro grants.</p>	<p>The board continued discussion from the previous meeting on the future of community grant rounds.</p> <p>JC suggested an alternative to a rolling scheme. This was discussed in the past and it was decided to have rounds and not to fund on a 'first come first served' basis as this will enable comparison of projects seeking funding.</p> <p>The board discussed the idea of commissioning groups for projects rather than grant funding, however, this would require considerable work in defining our funding intentions. In previous rounds the board have considered focussing on topics e.g. mental health.</p> <p>The quantity of awarded grants in the round 6 was lower than previous rounds, for this reason, the board suggested improving promotion through an open day to relaunch the grants with better communication about our priorities and to offer support to groups on completing applications. The format for the day could focus on groups in the morning and residents in the afternoon. It was suggested to include another dragon's den style segment as this proved popular at last year's funding fair.</p> <p>It was suggested to promote the support of JBOE for grant applications and make this clearer in the guidance notes, as some smaller groups may be put off by the language used in and length of the application form.</p> <p>The board also discussed providing support to funded groups to increase promotion of their projects and improve take-up of sessions. It was suggested to promote on More Radio website's event page, Best of Eastbourne, Eastbourne Borough Council and 3VA events calendar. Promotion could also be through a column in the 'Our Way' section of Eastbourne Herald, in Eastbourne Volunteer's Community Voice and at Eastbourne Tourist Information Centre. Additionally, local journalists could be invited to our meetings and events.</p> <p>The board agreed to continue with grant rounds funding twice per year.</p> <p>AL noted that as some funds are now being distributed through SLAs the total amount of funding available in each round will be reduced by approximately half.</p> <p>The board discussed changes to the community grant application form, guidance notes and micro grants application form including adding resident quoted ideas from original consultation to guidance notes.</p> <p>AL requested board members provide comments on final version once completed.</p> <p>3VA will review final version of application form, guidance notes and funding terms and conditions to ensure compliance with new Data Protection regulation.</p> <p>The board decided not to have a separate application form for facilities grants, the amended community grants form can be used.</p>	<p>Action: JBOE/SW to liaise with local media to organise features in various publications and websites.</p> <p>Action: SW to produce guidance on promotion for funded groups (as agreed at appraisal).</p> <p>Action: JBOE to circulate newsletter distribution to board for consideration.</p> <p>Action: SW to amend micro grants application form, community grants application form and guidance notes and circulate to the board.</p> <p>Action: MW to ensure all documentation in relation to grants is compliant with Data Protection regulation.</p>
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SLA Update	<p>Community Stuff SM declared a conflict of interest as Director of Community Stuff. AL met with Community Stuff, an application form has been completed which captures the project and 5 proposed events. The board agreed to take forward the SLA.</p> <p>Boho/Leaf Hall JBOE will support Jacqui to submit an application for round 7 and discuss feedback from the board, including, engaging with local businesses e.g. caterers and working with DWBL on organisation of Boho.</p> <p>Seaside Community Hub & Devonshire Collective AL to meet with groups and produce draft SLAs for discussion at the next board meeting.</p>	<p>Action: AL to transfer information into an SLA and liaise with JC to determine what data will be collected for evaluative purposes and timescales and communicate with Community Stuff.</p> <p>Action: JBOE to meet with SM, AL and JC to agree how to approach this with Jacqui.</p> <p>Action: AL to draft SLAs for Seaside Community Hub and Devonshire Collective.</p> <p>Action: SW to add to agenda for next board meeting.</p>
8. Workplan	<p>JBOE was excused from the meeting for this item. AL introduced the Gantt chart produced by SW and overall project plan. MW provided information on staff job descriptions, working hours and how the two roles work together. The board discussed various suggestions for staff work plans.</p>	<p>Action: MW to update workplans and circulate to the board for final sign off at next board meeting.</p>
9. Micro Grants	<p>SM introduced the application received from Mencap. The board discussed and approved the application.</p>	<p>Action: JBOE to write to Mencap to inform of board decision.</p>
10.AOB	<p>Seaside Rec Sunday Funday The board agreed to invite and encourage grant holders to hold stalls and run workshops at the event.</p>	<p>Action: JBOE to contact and support groups to attend event.</p>

Date of next meeting:

Wednesday 21st March, 19:00 – 21:00 at Seaside Community Hub, Eastbourne