

# MINUTES - Devonshire West Big Local Board

Wednesday 24<sup>th</sup> January 2018, 19:00 – 21:00 at 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); Jim Boot (JB); Cllr Steve Holt (SH); Janette Calverley (JC); Marie Wheeler (MW); Amy Hope (AH); Wayne Barron (WB);

**Present:** Jessica Boelema (JBOE); Samantha Wickens (SW)

Item	Discussion	Actions/Decisions
1. Welcome and apologies	SM welcomed everyone to the meeting and all board members introduced themselves. No apologies were received.	
2. Minutes from the previous meeting and matters arising	All agreed the minutes were an accurate record of the meeting. All matters arising are present on the agenda.	
3. Board Induction	MW delivered a presentation that was also delivered at Eastbourne Strategic Partnership, explaining DWBL, including projects funded and the 3-year plan. The board discussed ensuring funded projects capture resident attendance and suggested working to find better ways of doing this. The board discussed newsletter distribution and the creation process and agreed to review the quantity printed to ensure all residents receive it. GB and JC volunteered to be on newsletter editorial team. JB produced a fun facts quiz on Big Local Trust, which all board members completed.	<b>Action: SW to amend plan to 2020 not 2019.</b> <b>Action: SW to design sign in sheet for all projects to record resident attendance (name and postcode).</b> <b>Action: SW to add previous minutes to the DWBL website.</b>
4. Grant Scheme Review	SM provided background information on the decision to review our grant giving process. AL gave an overview of the papers he has written summarising previous discussion on this topic and suggestions for ways going forward. AL clarified financial arrangements in relation to unspent moneys. The board discussed the different procurement options if moving away from a grant process. The view is to offer SLAs to those projects that we are continually funding to avoid time-consuming grant giving processes, in addition to awarding grants on an ad-hoc basis, when applications are received.	

	<p>JC queried the use of Leaf Hall for board meetings every other month, which is contained within their proposed SLA. We have recently stopped using Leaf Hall for board meetings due to staffing issues.</p> <p><u>Community Stuff</u> SM declared a conflict of interest as part owner of Community Stuff. The proposal is to run summer play scheme for the next 2 years. MW queried whether this could be extended to other school holidays (Easter and Christmas). The board agreed to proceed with SLA. The package will be reviewed to incorporate other school holidays. The board agreed to discuss at the next meeting.</p> <p><u>Seaside Community Hub</u> SM and JD declared a conflict of interest. AL suggested including drop-in facility in the SLA which will also provide funding for rent to cover 2 years. The board agreed for AL to meet with the hub to take proposal forward.</p> <p><u>Devonshire Collective</u> AL declared a conflict of interest. AL requested involvement from other board members to facilitate discussion. It was suggested to offer any DWBL resident free membership. JB noted £20,000 has been awarded to DCs as a commitment for 2018/19. The board agreed to take proposals forward and nominated SM, SH and JC to be involved as a working group.</p>	<p><b>Action: SW to add SLAs to agenda for next meeting.</b></p>
<p>10. Any other business</p> <ul style="list-style-type: none"> <li>• Round 6 Update</li> <li>• Microgrant application – Hannah Brook</li> <li>• Audio Active grant application</li> </ul>	<p><u>Round 6 Update</u> JBOE noted that all cheques except Hippodrome have been sent out. Little Stars have withdrawn their application, this project will not be going forward. RVS are recruiting a new project manager and are still keen to run the project but there will be a delay. Funds have yet to be released (from round 5). AL suggested cancelling the allocation and requesting resubmission of their application. All agreed. Café Waste Not are unsure if they are able to run their project at present due to capacity issues. The board agreed to cancel the cheque if it has not been paid in. There are some issues with the Hippodrome project – asbestos has been discovered which will delay some of the works. AL recommended they retain funds. All agreed. JBOE has updated the microgrant application forms. AL queried if we should update application forms for community grant round 7.</p> <p><u>Audio Active</u> This item has been postponed until the February meeting</p> <p><u>Microgrant</u> SM proposed awarding an extra £50 towards rent. The board queried promotion of the workshops. MW suggested JBOE liaise with project leader to provide guidance. All agreed to fund £250.</p>	<p><b>Action: MW to see if Café Waste Not cheque has been paid in.</b> <b>Action: JBOE to inform project leader of the outcome.</b> <b>Action: AL to inform Hippodrome.</b> <b>Action: JBOE to send all new board members the applications from round 6.</b> <b>Action: SW to add review of grant application forms to agenda for February meeting.</b> <b>Action: SW to circulate minutes from November meeting to new board members.</b> <b>Action: JBOE to produce reports on previous grant applications for new board members.</b></p>

	<p><u>ESCU</u> The executive committee met with ESCU CEO today. MW recommend awarded the £10K they requested. The board agreed. Previous staffing issues have subsided and further, relevant information has been provided. The board noted drop-in sessions need to be clarified for the future and suggested training hub volunteers on signposting. ESCU queried whether we will continue to fund them, this could be arranged through an SLA, however, more discussion on this is needed.</p> <p><u>Seaside Community Hub</u> SM noted the Seaside Community Hub have been approached by an independent organisation which helps people to save money on energy bills. They will be setting up a drop-in at the hub for local residents.</p>	<p><b>Action: MW to report back to ESCU</b> <b>Action: SW to add ESCU to agenda for February meeting.</b></p>
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**Date of next meeting:**

Wednesday 7<sup>th</sup> February 2018, 19:00 – 21:00