

MINUTES - Devonshire West Big Local Board



Wednesday 21st March 2018, Seaside Community Hub, Eastbourne

Attendees: Sue Morris (SM); Adrian Ley (AL); Miriam Wilkinson (MW); Graham Button (GB); Jane Dubery (JD); Brian Lawrence (BL); Cllr Steve Holt (SH); Marie Wheeler (MW); Amy Hope (AH); Wayne Barron (WB); Jessica Boelema (JBOE); Samantha Wickens (SW)

Apologies: Jim Boot (JB); Karen Stewart (KS); Janette Calverley (JC); Jon Chapman (JC);

Item	Discussion	Actions/Decisions
1. Welcome and apologies	SM welcomed all to the meeting and gave apologies.	
2. Minutes	All agreed the minutes were an accurate record of the meeting. All matters arising are present on the agenda.	
3. Finance	AL noted current expenditure is as anticipated with a £124K underspend to be returned to Big Local in April. AL discussed proposal to retain underspend and allocate funds in March for three SLAs (Community Stuff, Devonshire Collective and Seaside Community Hub) one year in advance. This would leave £80K to be returned. The board agreed this proposal. AL has liaised with Local Trust to look at budget profile for next year and rescheduled SLA payments as the funds to be returned are almost equal to the first payment of the proposed budget. This proposal is still to be approved by Local Trust.	Action: SW to raise payment requests for SLAs to ensure payment prior to the end of the financial year. Action: MW to liaise with William at 3VA and Local Trust to co-ordinate retention of funds.
4. SLA Update	As per discussion in the previous item all agreed to fund SLAs for Community Stuff, Seaside Community Hub and Devonshire Collective.	
5. Eastbourne Carnival	MW noted Eastbourne Carnival is on 25 th May 2018. We have awarded a microgrant to Hannah Barker for a carnival themed workshop at DC. Jacqui Stewart has registered several local groups to walk together (applications submitted separately to each receive donations). Jacqui is liaising with Carnival organisers to arrange a stall/marquee at Princes Park at the end of the procession. JBOE has registered DWBL and SM has registered the Hub. SM suggested hosting a stall on corner of Beamsley Road to host stall if we are unable to use Princes Park. JBOE suggested involving funded groups in walking with board.	Action: SWIC to liaise with Jacqui regarding procession order.

<p>6. Community Grants Round 7: Documentation sign off and agreement of launch date</p>	<p>SM will provide support to groups with the application process and step out of voting role if required. SM's new DWBL email address has been added to the guidance notes for groups to contact. SW to signpost groups to SM as requests come in.</p> <p>The board approved documentation and agreed to launch on Monday 26th March 2018, with a closing date of Monday 30th April. Applications will be assessed at the board meeting on 16th May 2018.</p>	
<p>7. Newsletter Content</p>	<p>JBOE gave an overview on content discussed at newsletter editorial meeting today:</p> <ul style="list-style-type: none"> • Front cover - SW • Changes to DWBL (new board members, SLAs etc.) - MW & SM • Round 6 funded projects - JBOE • Round 7 funded projects - SW • Day in the life of Ben Cooper, Royal Hippodrome - JC • Day in the life of Amy Solis, Devonshire Collective - JC • Seaside Community Hub (what's on, interview with SM & Helen) - JC & SM • Community Noticeboard (diary style for June, July & August summer events: Seaside Rec Funday, Community Stuff, LGBT Group, Audio Active etc) - SW <p>The board agreed newsletter content and responsibility for articles.</p> <p>The Executive Committee confirmed they would sign off draft newsletter at meeting on 3rd May 2018.</p> <p>Newsletter distribution was discussed, recent editions were distributed to usual venues and approximately half of households in DW area. The board agreed to printing and distribution of newsletters for all households.</p>	<p>Action: SM, MW, JC, JBOE & SW to write content and send to SW for inputting into newsletter template by Friday 27th April.</p> <p>Action: SH to share number of households in DW area with SW.</p>
<p>8. Update on Staff Matters</p>	<p>JBOE is leaving for pastures new, her last working day will be Thursday 29th March 2018.</p> <p>The Executive Committee have agreed not to fill this vacancy at present. AL has updated staff workplans and identified the following areas of work that require board support:</p> <p>Newsletter – Janette & Graham to work with SW as editorial team</p> <p>Evaluation and monitoring of funded projects – AL, JD and AH to take on this role</p> <p>Website maintenance – AL/SM to support SW with this task</p> <p>Event management – No members volunteered for this role.</p> <p>SH suggested formalising GB's suggestion of inviting funded projects to showcase their work at existing events such as, Seaside Rec Fun Day and Boho.</p>	<p>Action: SW to add DWBL events to agenda for May board meeting.</p>

<p>9. East Sussex Credit Union</p>	<p>SM noted ESCU received £10K grant from DWBL for retrospective in January. The board discussed whether we would continue to fund their work in the DW area. Shinewater Shaftsbury Centre will be offering a similar debt advice service from Devonshire Children's Centre. Currently ESCU are still doing 2 drop in sessions a week in at the Hub and Charlies YMCA as a gesture of goodwill. AL suggested finding out the cost of an access point each week and proposed funding ESCU through an SLA, rather than reoccurring grant applications.</p>	<p>Action: MW to liaise with ESCU to find out costings for weekly sessions.</p>
<p>10.AOB • Pursuing Perfection Micro Grant</p>	<p>Pursuing Perfection Microgrant The board approved this microgrant application.</p> <p>GDPR MW noted 3VA GDPR training is fully booked but could organise bespoke session for DWBL board members and funded groups for £350. The board agreed to fund the training as part of the training budget.</p> <p>Staff Matters The board thanked JBOE for her hard work, JBOE has really enjoyed her time here and thanked the board for their support during her time here.</p> <p>Eastbourne Foodbank JBOE met with Howard from the Foodbank who is interested in meeting the board to discuss possible grant funding for proportion of DW resident clients. The Foodbank are now based in Hampden Park, clients can collect items from Grove Road, Willingdon Trees, Kingsmere and Old Town.</p> <p>Next Board Meeting SM noted JC will chair next meeting as SM is away at training.</p>	<p>Action: JBOE to inform Unit 53 of the decision. Action: SW to raise payment request and send to AL & MW for authorisation.</p> <p>Action: SW to email all contacts on distribution lists to check they are happy to still be contacted after 1st April 2018. Action: ML to liaise with SW to organise training.</p> <p>Action: JBOE to put Howard in contact with SM to discuss grant funding.</p> <p>Action: SW to send draft agenda to SM & JC.</p>

Date of next meeting:

Wednesday 18th April, 19:00 – 21:00 at Seaside Community Hub, Eastbourne