

Date:	16 th May 2019	Venue:	Sir Robert Woodard Academy
Present:	Partnership: Mel Shaw (MS), Richard Moore (RM), Pat Locke (PL), Barbara Locke (BL), Tricia Roach-Lord (TRL) Leon Roach Lord (LRL) Staff and Lotter rep: Emma Crowter (EC) and Jim Boot (JB), LTO representative: Emma Baars (EB) Members of Public: 3		
Agenda Items	Conversations	Actions	
Welcome and Introduction by Local Trust Representative	<p>Welcome and introduction was given by Local Trust Representative Jim Boot, who would act as a compare for the AGM. JB gave some background around his role as Local Trust Rep. He explained to due a challenging year the AGM was agreed to be a low key event. JB elaborated saying they 2 good friends of SBL, John Lambourne and Adrian Barriett had sadly passed away over the last year, which had left AVA (who were the Locally Trusted Organisation) in a more of a caretaker role, as they had to reduced the support they could offer SBL.</p>		
Apologies and approval of 2018 AGM minutes.	<p>Apologies where received from Kevin Page and Netti Levy (partnership) and Sean Skinner (LTO)</p> <p>The minutes of the 2018 AGM were proposed as true record of the meeting by MS and seconded by BL</p>		
Terms of Reference	<p>JB explained that the terms of reference had been updated to better reflect the current shared leadership format of the partnership. Section 6a of the Terms of Reference from 2015 (TOR2015) which reflects the elected leadership team is removed.</p> <p>There is the additional of a delivery team (section 15 on 2019 terms of reference) which will meet in between partnership meeting with the aim of driving the project forward. This team will not have decision making powers but may make recommendations to full partnership.</p> <p>A partnership member will stand for a period of 3 years after which they have to stand down but may offer themselves for re-election.</p> <p>The procedure in which to join partnership has also been modified, an interested individual would need to attend 3 meetings, abiding by SBL policies before receiving voting rights.</p> <p>Public meetings have been modified so they occur on a more informal basis, with the use of events to engage with residents.</p> <p>The changes were proposed by RM and seconded by PL, and agreed by all partnership members present.</p>		
Review of 2018-2019	A short video was played to show the work of SBL over the past year. It outlined grants given, as well as projects and events undertaken by SBL.		

Finances 2018-19

JB presented a short presentation on the finance.

The budget for 2018-2019 was a total of £159,000.

Unusually Local Trust allowed the underspend for the previous year to be kept and not returned to them, this totalled £26,228, AVA had received further grants totalling £52,690 (giving a total grant of £93,3918)

The total spend from March 2018 to December 2019 (when the LTO took effect) was £79,683

Local Trust awards 5% of spend to AVA for grants administration (this does not come out of the £1 million), which totals £3984.

SBL gives AVA a further management fee to cover additional items such as employing staff, holding lease to the Hub. The sum was £3951, which is accounted for within the core services budget.

Therefore, a sum of £5,589 is to be refunded to Local Trust to be returned to the SBL pot.

It was asked if the parish council was exempt from becoming SBLs Locally Trusted organisations. JB replied they were not exempt; however, they had tendered in the past and had been unsuccessful.

The next slide showed where money had been spent from April 2018 to December 2018

Spend again Budget (Local Trust Categories) April 2018- March 2019

	Original Budget 2018-19	Carry forward from 2017-18	Payment 3	Payment 4	Spend 2018-19
			<i>See previous spend reports</i>		
Recycling together	£ 47,000			£3,223.33	£ 18,429
Action Fund (Grants)	£ 10,000		£ 3,500.00	£3,500.00	£ 7,460
Facilities	£ 9,000		£ -	£3,500.00	£ 11,909
Parks and Open Spaces	£ 14,000		£ -	£7,000.00	£ 7,000
Young People	£ 10,000		£ -	£5,000.00	£ 5,735
Sompting Events	£ 15,000		£ -	£3,000.00	£ 6,208
Core Services	£ 41,000		£ 11,500.00	£21,333.33	£ 20,651
Health and Wellbeing	£ 13,000		£ -	£4,500.00	£ 2,291
Extraordinary items	£ -			£1,633.33	£ -
TTI Budget and spends	£ 159,000	£ 26,228	£ 15,000.00	£ 52,689.99	£ 79,683
Totals	£ 159,000				£ 79,683
Remaining Budget					£ 14,235
Management costs					
AVA Cost		£10,000			£ 7,575
Local Trust Contribution- 5% of spend		£4,945			£ 3,984
From SBL Core Services		£5,055			£ 3,591
Summary fig back to BLF					£ 5,589

A question was asked why there was such a large underspend, and the example of recycling to together project as an example.

EC answered that due to the team being made redundant during the project costing differed to those projected. For example, a project co-ordinator was budgeted for but was never employed with work being done in house. MS suggested that this was seen as saving rather than an underspend. It was suggested that this is put as a footnote on the accounts.

It was asked what the spend from December 2018 to March 2019 was, and this stands at £19521.

The next slide showed the overall spend from the £1 million pounds.

	<table border="1"> <tr> <td>Pathway: January to October 2014</td> <td>£16,272</td> </tr> <tr> <td>Year 1: September 2014 to December 2015</td> <td>£58,135</td> </tr> <tr> <td>Year 2: January 2016 to March 2017</td> <td>£63,193</td> </tr> <tr> <td>Year 3: April 2017 to March 2018</td> <td>£98,903</td> </tr> <tr> <td>Year 4: April 2018 to December 2018</td> <td>£83,74</td> </tr> <tr> <td>Total Spend January 2014 to December 18</td> <td>£319,775</td> </tr> <tr> <td>Remaining from £1,000,000</td> <td>£680.225</td> </tr> <tr> <td>Including interest and miscellaneous amounts(£105,000+£22,500)</td> <td>£807,725</td> </tr> </table>	Pathway: January to October 2014	£16,272	Year 1: September 2014 to December 2015	£58,135	Year 2: January 2016 to March 2017	£63,193	Year 3: April 2017 to March 2018	£98,903	Year 4: April 2018 to December 2018	£83,74	Total Spend January 2014 to December 18	£319,775	Remaining from £1,000,000	£680.225	Including interest and miscellaneous amounts(£105,000+£22,500)	£807,725	
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New LTO	<p>JB explained that it is normal for the 1st few years for big local areas to spend smaller amounts to allow the project to develop and for confidence to be gained, with larger amounts being spent towards the end of the project.</p> <p>Emma Baars, Relationship and Development manager for Brighton and Hove Community Works (BHCW) in Adur.</p> <p>EB gave a brief description of role of BHCW as a CVS, explaining the aim is to increase the impact of the volunteer services through training, networking events, support and advice.</p> <p>She than went on to speak about the role of BHCW as SBLs Local Trusted Organisation, by administering funds on behalf of the partnership, as well as holding leases, utilities, assets and being the employer. SBL also have access to the core offer given by BHCW. EB stated that BHCW were excited and please to be involved with SBL.</p> <p>Due the transitional phase (Jan 19 to March 19) BHCW will not charge any management fees to SBL.</p>																	
The Coming Year 2019-20	<p>PL spoke about the plans for the coming year.</p> <p>He mentioned the Hub being used as a free meeting place for groups and clubs, as well as the Going Local Project now in Sompting. He also said about the events planned for this year starting with the Table sale at the end of next month, as well as play day and Christmas. PL also mentioned that events would be used to consult on the next plan, and include visiting key places within Sompting to gather as many ideas from as many residents as possible.</p> <p>It was asked how SBL could help residents with things such as homelessness, food and clothes banks etc.</p> <p>MS said it about looking at what the actual need within Sompting is. BL commented that SBL has donated food goods and selection boxes to the foodbank at Christmas, and that the table sales offers an opportunity for people to sell and buy second had goods. RM said that this could be looked at in conjunction with Sompting Community Church clothes tent at community week.</p>																	

<p>Election of Partnership members and delivery group.</p>	<p>JB mentioned again that in the new terms of reference anyone wishing to stand for partnership would have to first attend 3 meetings abiding by code of conduct before having voting rights on the partnership. For existing members, they are required to stand down after 3 years but may offer themselves for re-election. This year only one member of partnership was required to step down, she was asked if she would like to stand for re-election. After a brief discussion MS said she would stand again.</p> <p>This was proposed by RM and seconded by PL</p> <p>BL commented that SBL need to be more proactive on Conflict of Interest, JB referred to terms of reference points 25 and 26. MS said that projects should be able good outcomes for the residents.</p> <p>In line with section 15 of the terms of reference, a Delivery group would be elected those who have put themselves up for election were KP, BL, PL. This was proposed by RM and seconded by MS.</p> <p>It was asked if non-partnership members could be on this group. It was decided that this would be discussed at the next partnership meeting.</p>	
<p>Question and Answer</p>	<ul style="list-style-type: none"> • An idea was given to create a jobs week during the holidays for 14+, this could include gardening for elderly. The idea was added to the map of Sompting for the next plan. • SBL had had 4 good years, with 6 to go, had they started to thing about a legacy? JB stated that it was felt previously, partnership would wait and asee as there was a possibility the new delevopers 106 could provide this. It would not be sensible to duplicate.The partnership look at projects for sustainability beyond the remaining years, BL mentioned that legacy isn't just about buildings but just as much about people, using the example of having a first aid trainer that has already trained a number of people from Sompting organisations. • Resident said they would not known about meeting if it wasn't for her husband, and other places send out messages on Facebook, and if SBL would try that. It was agreed to look at ways to send out a message in messenger, and future meeting be set up as an event on Facebook. • IT junction volunteer asked why there had been no consultation regarding stopping the Friday session of IT Junction. MS said had been an oversite, and that the partnership had learned from this. EC added that the partnership are all volunteers, and like with many Big Local are also learning. Therefore, mistakes and oversites to happen, and the important thing now is to learn from those mistakes. • A resident has seen a resident voting system on another Big Local Area, and thought this was a good way to encourage more community involvement. Partnership are reviewing the way grants are awarded. EB advised that BHCW have a voting box system which can be borrowed, but also using systems such as Space Hive, which 	

	means groups can access other funders too.. although the form can be complicated. SBL to explore options. <ul style="list-style-type: none">• Resident Thanked SBL partnership, Staff and Lottery Rep for hard work done over the year.	
Close	JB closed the event by thanking Harry Crosby for his work whilst on partnership.	

Minutes by E Crowter (Co-ordinator)