

Notes of the Sompting Big Local Partnership 2nd General Meeting on Monday 13th January 2014

Held in the Community Room, Sompting Village Primary School

Present:

1. Trevor Crowter, Resident & Joint Vice Chair (TC)
2. Jonathan Paine, Resident & Joint Vice Chair (JP)
3. Alun Jones, Resident – Vice Chair (AJ)
4. Roger Foregard, Federation of Small Businesses & Finance Officer & Temp Note taker (RF)
5. Cllr Carson Albury, Adur District Council; (CA)
6. Jim Boot, Big Local Rep (JB)
7. Andy Brook, Chair North lancing Community Association (AB)
8. Scott Judge , West Sussex County Council – Community Development (SJ)
9. Nicky Hellard, Resident (NH)
10. Sarah Leeding, Resident/AVA(SH)
11. Mel Shaw, Resident/Adur and Worthing Councils;(MS)
12. Cllr Chris Servante, Resident/Parish Council; (CS)

1. Welcome

TC the joint chair opened the meeting welcoming all in attendance. **TC** reminded members that of the need to appoint a Secretary though for the interim **RF** agreed to take notes.

2. Apologies for absence were received from:

Adrian Barritt, Gill Crowter & Gareth Smith.

3. Notes of the 1st general meeting

TC reminded members of the contents of the 1st General Meeting of the partnership held on the 9th December 2013. The minutes were accepted as true record. Acceptance proposed by Andy Brook. Seconded by Carson Albury.

4. The Project Plan

JP presented members with a spreadsheet illustrating the 'Project Plan' and identified that the first 3 aspects were complete and that focus will now be required on delivering the remaining aspects. Also to be mindful that the plan needs to be submitted to Local Trust by the end of May 2014 [to start to draw down the £1m].

MS & NH were working on the Profile which should be available early in February 2014 for comments and made a request for a picture of the public's perception of Sompting. **JB** will furnish **MS & NH** with the information and material gathered at the launch and other events including the 2013 Sompting Festival. **JB** suggested that there are similar issues emerging to the Neighbourhood Plan survey. He showed a SWOT analysis that was included in the Neighbourhood Plan's State of the Parish Report that showed a strong correlation with the issues emerging from the Big Local consultation. **JB** also showed a table identifying a number of potential actions using an Action Planning template provided by Local Trust (both documents are included in Appendix A).

A discussion focused on the councils' (county, district and parish) responsibilities in terms of the provision of local infrastructure. **MS** explained how a group in Fishersgate overcame the challenge with an innovative approach leveraging in partnership and or matched funding. **JP** alerted members to the opportunities which could be available from the Developer

Notes of the Sompting Big Local Partnership 2nd General Meeting on Monday 13th January 2014

Contributions, should the additional dwellings proposed be built within Sompting Parish come about.

TC reminded members that in May 2014 the Partnership will have to decide whether to continue JB's involvement as Big Local Rep [or ask Local Trust to provide a short-list of Reps from their pool] and to review the role of the Coordinator [the post is only funded for six months initially from the £20,000 Getting Started grant].

5. Finance report

RF advised members that he had devised spreadsheets to capture actual expenses and those that are anticipated. **RF** also advised members that he will be meeting with Adrian Barritt and Keri at the AVA on the 30th January with a view to establishing all accounting protocols and more importantly identify expenses incurred by the AVA since SBL was set up. **RF** advised members that costs incurred and anticipated, as far he is aware at the moment, amount to £ 1008.29. **RF** hopes to have a more accurate statement of funds expended at the February meeting.

CA raised a question as regards the petty cash and **RF** advised members that of the £150 available, £157.13 in costs had been incurred. Some of this amount was due to be repaid to TC in respect of costs discharged personally.

6. Mission and Vision Statements

TC advised members that in addition to the Profile, the Partnership also needs to develop a Mission Statement or Vision [to describe what the Partnership aims to achieve over the ten years] in a few sentences. Members suggested that the Vision will emerge from developing the Profile. **TC** offered two draft Visions by way of example:

- Making Sompting a better place to live, work and play.
- The future is going to happen, you can help change it.

MS suggested the need to identify the Unique Selling Point (USP) for Sompting. AB advised members how the North Lancing Residents Association, through consultation, arrived at 3 bullet points [taken from their constitution]:

- Promote the village
- Act as a forum for residents' views
- Work to create and maintain community spirit

It was proposed to do further work on the Vision/s perhaps as a workshop [see later in these notes as well] at the next meeting and post them on-line for discussion to seek further views. JB also suggested taking a look at the Neighbourhood Plan Vision.

7. Officer Roles – Discussion and Approval

TC, on behalf of the board, offered suggestions as regards defining the roles of both the Vice Chair and the Finance Officer.

Additional Proposed functions for Vice Chair

As partnership officer to maintain a register of the Sompting Big Local Partnership members. The register is to include their names, addresses, contact details and skills. *This will enable the partnership to conduct a SWOT analysis and have an understanding of what skills are missing/needed from/for current/ future partners.*

Maintain a 'Conflict of Interests' Register. *The organisation needs to be open and clear with its dealings.*

Notes of the Sompting Big Local Partnership 2nd General Meeting on Monday 13th January 2014

Have a clear understanding of the Disclosure and Barring Legislation (ex-CRB) and advise the Partnership of who should be subject to DBS and liaise with AVA to facilitate this process.

Have a clear understanding of, and advise the Partnership on, the Data Protection Act and how it impacts on the organisation.

MS suggested that the partnership officer should proactively seek out access to and provision of training which will likely be available from [AVA] the District and County Council, more often than not free of charge.

Treasurers Role description

To oversee the Petty Cash book in the Hub, monitor the purchases and provide reports when requested by the Partnership.

To be aware of the purchases/transactions made by Sompting Big Local and how this is impacting on our 'Getting Started' funding.

To keep an overview on the use and the cost of the utilities in the Hub.

To be aware of the uptake and potential impact of the Credit Union through the Hub.

Discussion

CS expressed concern of the apparent involvement of the Credit Union and after some discussion it was agreed to invite an officer of the West Sussex Credit Union to address members of the partnership at a future meeting. **TC agreed to do this.** **RF** advised that until he recently volunteered at the West Sussex Credit Union and maintains links with the Worthing office. He has put 6 packs each of Loan, Member and Junior Saver applications into the Hub.

RF suggested to maintain checks and balances, that all vouchers, bills requisition of additional petty cash should be countersigned.

MS suggested that the Hub furniture should be upgraded to give a more professional appearance. **TC** informed the group that café chairs and tables had been ordered. **MS** also suggested the Hub could act as an outlet for other important local services.

AB raised an issue as regards the website and email communications. He felt that the website was poor and needed up to date and relevant content and then regular updating. He said that he had set up the North Lancing Residents Association website and that it was within the capacity of the group to bring it up to scratch. The group agreed that this should be resolved as a priority.

Members raised the issue of the poor state of the paving outside the Hub and whose responsibility it was. The issue had been taken up by **CA** with the County Council. The issue was complex. **TC** had heard from the owner [of the Hub] agent explaining that the paved area [up to 1.2m from the window] is the Partnership's responsibility and **TC** will speak to Adrian Barritt, AVA regarding this.

NH raised a question as regards Public Liability Insurance which appears not to be in place. Members suggest that this issue is addressed as soon as possible. **TC** said he will obtain quotes from an insurance broker based in Chichester. **JB** said that as the Locally Trusted Organisation, AVA already had Public Liability Insurance which covered the shop and users. He suggested that **TC** confirm this with AVA and whether there was any need for the Partnership to take out its own policy.

8. Ways of Working – break Out Session

JB facilitated a break out session to address the Profile/Communication, Action Plan and Vision. The main points from the discussions are recorded below:

Profile and Communication (MS, NH & SL)

- Process of compiling the profile
- Means by which the profile could be communicated throughout the community
- Document / leaflet with key information in simple terms on 2 sides A4
- Identified best practice, namely a brochure produced by North East Hastings Big Local
- Containing a map of the community
- List the perceptions in text supported by pictures etc
- A package containing both as quick overview supported by the actual profile containing the dry facts etc
- List the next steps - 'What You Said', 'What We Have Done'
- The need to review progress
- Community engagement by means of workshops
- Inducement by participating in a Prize Draw
- Methods of distribution – patch [or street] agents

MS and NH agreed to start to draw up a brief profile as the basis for a leaflet.

Action Plan (JP, CA, CS & AJ)

- Followed JB's chart picking up on the key aspirations
- Considered the funding opportunities arising from developer contributions
- Considered other funding streams
- Identified the key parties and stakeholders in the process
- Identified the needs of the Sompting Community
- Identified means by which the community may be engaged – workshop, stand at Festival etc
- Identified the need to engage other groups
- Identify excluded segments of the community
- AB advised that he acquired a 'smart Screen' for his organisation [this was envisaged in the original Getting Started application]. The group agreed to seek costings for this to advertise information in the Hub through the windows when it is closed.

Vision (AB, TC, SJ & RF)

- Suggested a vision:
- 'Keeping Sompting community inclusive, vibrant and yet forward looking while valuing it's heritage/legacy.'
- The above aims to embrace all sections of Sompting community.

9. Communications and Website

TC, on behalf of the board, proposed that a professionally developed and fully functional website be set up [as so far the existing Word Press site was out of date and only had limited content]. NH stated that it was unfair to undermine Gareth's role as he was unable to attend owing to work commitments. TC will contact Gareth and suggest that he links up with AB to find a way forward. AB offered to help develop the website by 10th February. NH said she would work with AB. Members suggested the involvement Sir Robert Woodard Academy and it could perhaps be a part of the student's project. Members also suggested placing an advert in the Hub window seeking assistance.

Notes of the Sompting Big Local Partnership 2nd General Meeting on Monday 13th January 2014

The road-show as set out in the Getting Started Submission¹ would start with the Christmas events and continue in the New Year. It was proposed to put together a year's diary on the website. This would include Profile and Vision Workshops [to fulfil the other outstanding Big Local Pathway Steps required to draw down the £1m].

10.

Co-ordinators Report

[written version of verbal report at the meeting]

- I attended the Business Breakfast at the Sir Robert Woodard Academy on Friday 13th December, where I spoke to the local groups/business's attending about the Sompting Big Local Hub, and asked if they knew of anyone who would like to volunteer in the Hub or in the community and of any groups who would like to use it for meetings.
- After the breakfast, John, who is the organiser for the Food Bank bags came and asked if we could have some in the Hub. He will come and discuss this further in January. A local fire officer asked if he could put some leaflets about fire precautions in the Hub. He will be dropping these off in January.
- Santa Saturday went very well, about 30 residents and children came. Carson did an excellent job as Father Christmas. Luckily the weather was good for him to walk up and down the parade ringing his school bell!
- Some residents came and collected Santa reply letters and said that it had been a lovely idea and the children will remember it.
- One resident has asked if the cricket team can be re-established on the green and another said it would be good if a History/Heritage centre was set up as there was a vast amount of local history which people don't know about.
- A Volunteers meeting was organised for Tuesday 2nd January to chat about days and times for volunteers to help in the Hub. This will have to be re-arranged as only one turned up.
- Our local PCVSO, Vanessa Tiller will be holding a 'street meeting' on 16th January 10-12pm for any issues the residents have in the area.
- In the process of designing poster and idea slips for putting out in the community for comments and wishes.
- Schedule of items in the Hub is being made.
- Local activities schedule is on-going.

Ann Watts, Sompting Big Local Co-ordinator, January 2014

11. Any Other Business

AB requested that the agenda identify the start and end time of future meetings.

MS requested the communications group submit a report for consideration at each meeting.

Members requested that the Hub Committee submit a report for consideration at each meeting

12. Meeting Closed 9.30pm

13. Time & Date next meeting

As agreed at the December 2013 meeting that Sompting Big Local Partnership meet on the second Monday of each month. The **next meeting will be on Monday 10th February at 7.15pm until about 9pm. Venue - Community Room, Sompting Village School**

¹ The submission states: 'The residents aim to put together a programme of events and activities or road-show to raise understanding of Big Local but also to find out people's views and concerns as above. It is proposed to do this using the Good Bad Dream approach as previously stated or else another community planning tools/approaches still to be identified.'