

## ***Sompting Big Local***

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### ***Summary Minutes of the meeting.***

**Thursday 8<sup>th</sup> September 2016.**  
**SBL HUB**

#### **Starting at 6:45pm**

**Present:** Emma Crowter, Ray Downie, Harry Crosby Barbra Locke, Gill Crowter, Trevor Crowter, Albert Cuckney, Mel Shaw, Bob Langridge, Jim Boot, Paul Mansell. Colin Frampton.

**Apologies:**, Carson Albury, Pat Locke, Kevin Page.  
The minutes were agreed subject to two items being rectified.

#### **Approval of the mins:**

Subject to minor changes the mins were accepted. Albert proposed acceptance with the changes & Paul seconded.

#### **Matters arising from the last mins:**

Although not on the agenda, it was felt with the schools now back after the summer break, we should seek dates etc.

Consultation dates for the schools i.e. Primary and the Sir John Woodward Academy would be approached by Trevor for the SJWA and the Primary by Colin. The Academy will start "Business Breakfast" therefore an opportunity to get their ideas on what and how to ignite the community.

Feedback for the next meeting. Trevor and Colin to report back.

It was also noted that the Radio advert would start on the 9<sup>th</sup> September on More radio formerly Splash FM.

#### **LTO Update:**

Jim began by explaining the advantages of becoming a charity & suggested the route would be to become a C. I. O. **A charitable incorporated organisation** Please search "CIO Charity Status" in your search engine where you can find definitions structures, FAQ etc.

The Organisation will need to have a number of things in place:

- A "Constitution" please see the embedded doc:



Sompting\_Big\_Local\_  
Constitution\_v1[1].doc

Jim will approach Rachael Rowling to discuss progress (Dec 16)

- Financial Planning is another area where SBL as a LTO will need to demonstrate that it has control of spending and has checks and balances in place. Jim walked the meeting through the documents see embedded docs:



Sompting\_Big\_Local\_  
Financial\_Regulations

- It was also discussed that the legal requirements of becoming an LTO and members of whom some would become trustees of the LTO, a medium size charity, where responsibility increases, however personal liability would not be compromised in the day to day business of the charity. The Trustees would have a “Duty of Care” to the role and to each other.  
Mel suggested that work was currently being done and would send information to Emma where people could access training, literature on the subject would also be made available, along with workshop training. It was agreed that we should look at best practice models and mirror this where practical.  
Jim will field comments from members on the embedded documents, keeping a register and report back. Ownership of the “Constitution & Financial Regulations etc”  
It was agreed that the documents need to be specific, spelling out in detail the boundaries, roles and responsibilities. All the documents, checks and balances needed to be transparent. Feedbacks on all matters need to include Emma. The aim is to adopt at the AGM pending approval and a possible submission to the Charity Commission.
- The annual review on the 15<sup>th</sup> October 16 would be an ideal opportunity to feed back, It is also an opportunity to look back over the year and evaluate past and current projects with decisions being made on “What have we learnt?” do we continue with current or do we terminate etc.
- The Financial procedure (see embedded doc) was also discussed, this is an interim document for guidance and will support the application to LTO by demonstrating that SBL have controls, check & balances in place regarding financial competencies to operate as a CIO. Any feedback to Emma with a copy to Jim. The meeting discussed various clauses of the document and agreed where and what changes would be needed, this document needs to be a “Live” document as soon as practical.



SBL finance  
procedures Aug 2016

- **A.O.B.** The Chair thanked Trevor and the support team for a job well done in the refurbishment of the outside of the Hub.....”A well done to all”

- The Electrical contract is due for renewal at the end of Oct 16, it was agreed to leave it where it was.
- During the refurbishment of the outside it was noticed that rotten wood at the top of the building meant that rain etc would be washed down and likely damage the frontage of the Hub. Trevor agreed to communicate with the Agent pointing out the possible damage if left with a view to agreeing a date for fixing.
- It was suggested in order to get the SBL logo noticed that signage could be attached to various around the community objects and outlets, work has been done on this and the outcome is that it is cost prohibitive and would be dropped as an idea, more work needed and Albert will look at some specifics using his network of contacts.
- The role of Community worker was raised Colin commented that there was no progress to date on this appointment.
- It was proposed that the minibus charges be reviewed in 2017 where the daily charge would be £45:00 per day with free fuel for up to 50 miles round trip. The check sheets for the bus will be done by Neil for a cost of £45:00, meeting all statutory regulations with traceability. The upgrading of the bus to meet disabled needs would form part of the next SBL plans.
- De-Fib maintenance is ongoing by Paul and third parties, If the third parties fail to maintain then e-mail communication is sent out alerting the relevant parties.
- It was commented on that the newsletters were not the vehicle to get the word out as they were often delivered with “junk” mail and binned, it was agreed that one more round of newsletter drops would be done and thereafter as suggested an on line newsletter with a limited number of hard copies in the Hub and in specific locations around the community.
- The Volunteers from the IT on Wednesdays and Fridays along with Leigh-Anna (coordinator) suggested that a change of layout to the area might be more conducive to IT in practice. It was agreed that Harry would talk to the other volunteers regarding a schematic of what we propose and then discuss with the team on the Partnership. Harry will also e-mail the volunteers along with Leigh-Anna. (Done 9<sup>th</sup> September)
- The web hosting site came up for discussion and Emma had a quote for £107.63 for a three year period, it will need to be transferred over from its current host and Jim agreed that he would discuss the matter with the current host. Mel to also discuss the costs and service regarding the “Learn My Way” site for cost and service comparisons.
- It was agreed that Emma should no longer be using her own laptop and phone for the business of SBL, in the main due to confidentiality and the need for other members to do work in Emma’s absence, they need a standalone laptop along with a phone, to be got at a later date.

The meeting ended at 8:15pm

H A Crosby.  
(Volunteer & Partnership member)