

Date:	17 th June 2019	Venue:	SBL HUB 6:30pm
Present:	Pat (PL), Richard(RM),Emma B (EB), Emma C (EC), Leon(LRL), Trisha(TRL), Barbara (BL), Keith (KC)		
Apologies	Kevin (KP), Jim (JB) Netti (NL), Mel (MS)		Actions
Introductions, Welcomes	KC was welcomed to the meeting as was attending with a view to become a voting member on the partnership (As Term of Reference) Round Table introductions were given. KC asked to the structure of the group.		
Recap on code of conduct from March meeting	EB recapped on the Code of Conduct/ making meeting productive work done at a previous partnership meeting with the key points identified as Keeping on topic, and respecting the chair. Also going back to the core principle of 'what in it for Sompting' and being clear as to what 'hat' you are speaking with on. It was also reminded that sometimes the power of a quiet word is useful.		EC to email KC feedback from consultations SBL has done in the past.
Approval of minutes	<p>KC asked why only first name and initials were present on minutes and that it may be a good idea to have full name. It was explained that this was a decision was taken in the past but it will be talked about when more members of partnership are present</p> <p>Minutes from 17th of April Proposed 1st 2nd Agreed Disagreed</p>		To be placed on agenda for July.
Actions from last minutes	<p><u>Quotes for Rear Door</u> EC had received message to say Landlord would replace door, but this has now changed. EB advised LTO would like door done ASAP</p> <p><u>Delegated Responsibility</u> Been sent.</p> <p><u>Window Update</u> Graphics has been received. Window will need to be cleaned properly before graphics is installed.</p>		<p>EC to contact previously chosen supplier</p> <p>To be installed asap.</p>

	<p><u>New members handbook</u> The handbook is almost completed.</p> <p><u>Meeting new applicates</u> New members have been met, and one in attendance.</p>																									
LTO Update	<p>EB gave an update on behalf for Community Works and talked through latest finance report.</p> <table border="1" data-bbox="427 400 1646 858"> <tr> <td colspan="2">Income</td> </tr> <tr> <td>Grants</td> <td>£62,200</td> </tr> <tr> <td>Sompting First Aid</td> <td>£100</td> </tr> <tr> <td colspan="2">Expenses</td> </tr> <tr> <td>Action Fund</td> <td>£1093.65</td> </tr> <tr> <td>Facilities</td> <td>£3518.97</td> </tr> <tr> <td>Parks and Open Spaces</td> <td>£977.40</td> </tr> <tr> <td>Young People</td> <td>£2842.65</td> </tr> <tr> <td>Sompting Events</td> <td>£3102.25</td> </tr> <tr> <td>Core Service</td> <td>£10192.36</td> </tr> <tr> <td>Health and Wellbeing</td> <td>£6556.40</td> </tr> <tr> <td>Other</td> <td>£136.17</td> </tr> </table> <p>A class code has been set up for other income such as Sompting First Aid and any match funding received. EB also advised that the 1st Spend report has been completed and returned to Local trust.</p>	Income		Grants	£62,200	Sompting First Aid	£100	Expenses		Action Fund	£1093.65	Facilities	£3518.97	Parks and Open Spaces	£977.40	Young People	£2842.65	Sompting Events	£3102.25	Core Service	£10192.36	Health and Wellbeing	£6556.40	Other	£136.17	
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AGM	<p>There was discussion around whether a vote was taken after MS was prosed and Seconded at the AGM to be re-elected on to partnership. BL mentioned whether there was a conflict of interest with MS being on partnership. EB suggested that the discussion is had when all members present. To formalise the appointment a vote was taken.</p> <p>Proposed 1st RM 2nd PL Agreed 4 Disagreed 1</p>																									

Parks and Open Spaces	<p><u>Croshaw Rec</u> The chosen company was Kompan as this offered the best value for money. This has now been ordered and LPC are awaiting confirmation date for installation. The commemorative bench has been ordered and is now sited in the park.</p> <p><u>Millfield</u></p> <p>There is a walkabout at Millfield on Wednesday. KC advised as Sustainable Sussex that they had offered to take the lead on the project but this offer was declined by Adur District Council.</p>	Update at next meeting
Events	<p><u>Table Sale</u></p> <p>Table sale has been publicised on Facebook on pages aimed at parents as well as being in notice boards. There have been 4 confirmed stalls so far, with a number of applications having been send out today. KC suggested speaking to the Corner House to promote the event, and maybe look at face painter in the future. It was noted that response from asking resident to text was good.</p> <p><u>Play Day</u></p> <p>Confirmation of activities going on on the day include climbing wall, circus skills, bmx track, Smoothie Bike, EPIC. EC working with Community Works to promote the opportunity to volunteer at this event, leading to a volunteer strategy.</p> <p>As will the Easter Egg Hunt, events will be used to consult with residents what they would like to see in sompting with ideas already been received from surveys from recycling together project and Easter egg hunt.</p>	EC to set up whats app for SBL
Renewal of Bus Shelter notice board in North Sompting	<p>We have had exclusive use of a bus shelter in North Sompting and this period runs out at the end of the month. The following cost to continue this are £48.60 for 6months or £93.60 for 12 months. Proposed to continue with exclusive use for 12 months 1st RM 2nd PL Agreed 5 Disagreed 0</p>	EC to arrange a further 12 months.

<p>Grants</p>	<p><u>1st Sompting Scouts</u> This Grant had been discussed previously, Proposed to agree grant of £500 for new equipment 1st RM 2nd LRL Agreed 5 Disagreed 0</p> <p><u>Duke of Edinburgh Award Scheme</u> Proposed to agree grant of £389 for new equipment 1st RM 2nd LRL Agreed 5 Disagreed 0</p> <p><u>Lancing United</u> This grant was received this morning, therefore partnership had not had an opportunity to view this. RM declared an interest in this grant.</p> <p><u>Sompting Community Church</u></p> <p>RM gave a brief outline of proposal. Community week for whole community, and Sompting Parish Council not doing the Sompting Festival and giving the church funds (£2000) to make the Saturday of Community Week bigger. This to include Football tournament, stalls, bars, live entertainment. RM also gave a small amount of background to KC. PL asked about the sustainability of the event, current funding received from SPC, Lions and majority from the Church. LRL asked whether there was a profit from this event. RM replied this is a free event, and the only costs to residents this year would be on the Saturday. RM left the room at this point.</p> <p>Discussion was had around the sustainability of the event. It was noted that the grant being applied for has been increasing since the 1st grant. It was felt there was not enough information as budget and what the grant would be spent on.</p> <p>Partnership member felt they required more information on</p> <ul style="list-style-type: none"> • Itemised budget for the event • Outcomes expected i.e increase in volunteer numbers by x% <p>RM came back into the room</p>	<p>EC to inform applicants of agreement to award grants</p> <p>EC to forward grant to partnership, and place on agenda for July meeting.</p> <p>EC to advise grant applicant.</p>
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AOB

Publicity of SBL

A discussion was had regarding the advertising of grants given. KC asked about feedback from grants, and that Worthing Community Chest go and visit grant applicants. EC and PL have been and visited grants, with EC trying to get to see groups regularly. RM suggested using Canva to be able to promote grants on Facebook, with the organisation, or group tagged in so they can comment on the post also. A process was discussed as the best time for this to be done. Grants will be posted as soon as the grant agreement had been returned to SBL

Recruitment

EB spoke regarding recruitment of a new member of staff, this is currently written in plan for 1.5 works. This would be to help make SBL more visible in the group and also help with managing burnout. Any recruitment would be through the process that Community Works use to employ staff

LTO meeting with SPC

EB informed partnership that she had met with SPC, and spoke to them regarding the role of an LTO. EB informed partnership that SPC were keen to work with SBL. It was mentioned that many projects this was in fact happening.

New Support for Big Locals.

EC raised that Local Trust had partnered with 4 organisations to provide specialised support. 3 of the organisations maybe of interest in Sompting.

Media Trust

Works with Big Locals to engage new groups, partners and Stakeholders. The offer includes:

- Communication audit (paid for by Local Trust)
- 2 full day follow up training (50% paid for by Local Trust)

RM to use canva to promote grants
EC to formalise process, and inform RM when grant agreements returned.

EB/EC to look at role description and bring back to partnership

	<p><u>Campaign for better transport</u> Works with groups who have prioritised Local transport but found it challenging to make progress The offer includes:</p> <ul style="list-style-type: none"> • Analysis support which produces a written report identifying key issues (paid for by Local Trust) • Partner Mapping (50% paid for by Local Trust) • Project development (50% paid for by Local Trust) <p><u>Street Games</u> Works with groups that prioritised health and wellbeing and community cohesion. The offer includes:</p> <ul style="list-style-type: none"> • Scoping Visit (paid for by Local Trust) • Support Costs (50% paid for by local trust upto 10 days) • Match funding of upto £10,000 for deliver (from Local Trust) <p>Partnership agreed to express and interest in the 3 support partners. EB asked if Local trust would help fund training on community development.</p> <p><u>Barn Project</u> Applicant keen to re-meet with partnership to look at how this project can be taken forward. Partnership agreed to invite to next meeting.</p>	<p>EC to express interest on behalf of the partnership</p> <p>EC to ask JB to look into.</p> <p>EC to inform applicant and put 1st on agenda.</p>
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Next Meeting: 15th July @ Hub

Chair: