

Date:	17 th Jan 2017 18:30hrs	Venue:	SBL HUB
Present:	Emma, Mel, Harry, Albert, Colin, Kevin, Bob, Paul, Adrian, Sarah and Jim.		
Apologies:	Pat & Carson.		
Agenda Item	Conversations	Actions	
1 Welcome	The “rotating” chair welcomed everyone and wished all a Happy New Year.		None
2 Who we are:	Everyone introduced themselves and added what they can bring to the Partnership and what they want to achieve by participating in the SBL partnership. It was noted that there was over 200 years of experience living in Sompting in the room.		None
3 Partnership expectations:	The chair walked through two documents; Memorandum of Understanding & The Partnership agreement between members. A round table discussion was had to clarify some points and to correct grammatical errors, once this was done both documents were duly signed along with Jim, the Big Local area rep.		All signed both documents, Emma to seek Pat & Carson’s signatures to complete the exercise.
4. Themes and Responsibilities for leads	Young People lead	Increase engagement and inclusion of all young people including support the youth programme	Colin, Adrian Emma
	Parks & Open Spaces Lead	Improve green spaces for the benefit of the community (including Hamble Park playground)	Kevin
	Money Matters lead	Raise awareness & encourage the development of financial inclusion programme to benefit residents	Mel, Albert, Adrian & Colin
	Action Fund lead	Support the grant applications process and monitor projects to fit in with SBL objectives (3 members for grant panel)	Colin, Adrian Emma
	Events lead	Support events (1) Grant launch 2) Summer Event 3) Bonfire/Sea	Paul, Emma & Barbs (P/T)

		of lights 4) AGM) to combined the quarterly public meetings within these events		
	Health & Wellbeing lead	Support projects to help tackle health and wellbeing issues for the community	Harry with other support	
	Facilities lead	Lead on feasibility of community spaces including hub	All	
5 Expression of interest of Leads Confirmation and discussion.	As above, the names of the members who expressed an interest in the areas are marked.			Teams to bring to the next meeting all progress made in their areas of responsibility.
6. Big Local Trust Memorandum of understanding	All signed the agreement between Local Trust and Sompting Big Local partnership including Jim Boot as the trust rep			
7.Partnership Agreement	All signed the partnership agreement ,which sets out each member's responsibilities within the SBL Partnership:			
8. Hub costs/ Grants & Youth worker. Hub Costs.	<p>A breakdown of the Hub costs is available from the Administrator (circa £6,500.00 per annum.) Two letters addressed to the partnership, both from the same person, (Hub user) 1 addressed the matter of a fee being charged for the use of the Hub.</p> <p>Under the 2016 Partnership it was suggested that a flat rate of £10.00 and £20.00 be charged for a morning and afternoon respectfully. These charges were discussed and it was agreed that no charge would be made for the use of the Hub; however a voluntary donation could be made to the administrator to support the running costs of the Hub. This would be reviewed upon the renewal of the lease on the Hub.</p>			Emma to set up the communication to the users of the hub and procure a donation box, all donations to be accounted for date, who and the organisation. To be reviewed at the next meeting using a spread sheet.
9.Grants	<p>In this section 3 grants were reviewed</p> <p>1) Lancing Colts, this application was discussed and it was agreed that the applicant should look towards other sponsors in the first instance as these were all commercial entities.</p> <p>2) Sir Robert Woodard Academy, this application was discussed and an agreement in principle was decided subject to more information coming forward as to the longevity and future ownership of the project.</p> <p>3) IT Junction applications was discussed brought by the volunteers to refurbish the Hub to accommodate IT users with suitable seating and fold down table (without</p>			<p>Emma to draft a reply to Lancing Colts.</p> <p>Emma to seek answers to the questioned raised at the meeting.</p> <p>Harry to collate costs and report back.</p>

	compromising the other users) The grant was agreed in principle subject to the costing for labour and materials being provided	
10. Youth Worker	Colin walked the members through the success of the youth provision funded by SBL and asked if the funding could be used to support the work currently being maintained by Darren until the can find other worker ,he also confirm that the work KIPs will still fulfilled. This was agreed and Colin would make the approach to Emma to release the funds. Partnership suggested that Colin could Contact Chris Cook from Sussex clubs for young people to see if they can offer support in finding a worker's chris.cook@sussexcyp.org.uk	Colin to approach Emma in due course for release of some of the funds and to update everyone at the next meeting.

Minutes by H A Crosby (Partnership member)

Next meeting Monday 6th March 2017 @ 7.00pm

Next rotating Chair - Colin