



/

Date:	6 th March 2017	Venue:	SBL HUB															
Present:	Emma, Mel, Harry, Albert, Colin, Kevin, Bob, Paul, and Jim.																	
Agenda Items	Conversations	Actions																
1 Apologies	Pat & Carson		None															
2 Approval of Jan 17 mins	Proposed by Albert seconded by Kevin as a fair reflection of the mtg.		None															
3 Matters arising: a) Sign-age b) Donations	<p>Pat & Carson to sign the Partnership documents as soon as practical Existing arrangement's stay, Commercial pay & Volunteer groups donate.</p> <table border="1"> <caption>Hub Income Data</caption> <thead> <tr> <th>Month</th> <th>cards4U</th> <th>Comerhouse</th> <th>Other</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>~£5</td> <td>£120</td> <td>~£5</td> <td>~£130</td> </tr> <tr> <td>February</td> <td>~£15</td> <td>£120</td> <td>~£5</td> <td>~£140</td> </tr> </tbody> </table>		Month	cards4U	Comerhouse	Other	Total	January	~£5	£120	~£5	~£130	February	~£15	£120	~£5	~£140	<p>Emma to seek Pat & Carson's signatures to complete the exercise. Emma to include Hub income chart.</p>
Month	cards4U	Comerhouse	Other	Total														
January	~£5	£120	~£5	~£130														
February	~£15	£120	~£5	~£140														

<p>c) Grants</p> <p>d) Youth Worker</p>	<p>SRWA, Greenhouse project. Agreed 50% i.e. £400.00 with a review looking at longevity and sustainability. IT Hub refurb. dropped, mainly due to the ability to engage a trades person, motivation has dropped due to the time scales and we now have a different set of circumstances regarding IT at the Hub. Advertise again and include year 5 in the budget.</p>			<p>Colin to re-do the advert and contact Chris Cooke.</p>
<p>4. Annual review of SBL Policies and Procedures.</p>	<p>All policies were reviewed (Overview) and agreed to be current.</p>			<p>None</p>
<p>5. Updates from Leads</p>	<p>Young People lead</p>	<p>Darren from the church to look at putting something on the FB site regarding the drop in etc. No additional work done on this topic, Colin to contact Chris Cooke as above.</p>	<p>Colin to discuss with Darren.</p>	<p>Emma to liaise with Kevin.</p> <p>Emma to send draft letter to partnership for approval</p> <p>Mel</p>
<p>Parks & Open Spaces Lead</p>	<p>Hamble progressing, Phone number of the person who will be looking after the open day to be sent to Kevin. Question was can it be done around Easter? Can we also get a plaque to commemorate the event with SBL on the plaque? See William Boyd Parks' manager. Wild flowers etc. to be used. Contact needs to be made with ADC regarding SBL withdrawing their interest in Sompting Rec, so football clubs can progress with any proposal</p>	<p>Kevin</p>		
<p>Money Matters lead</p>	<p>Contact to be made with SPS ref credit union and to look at reason for it not being taken up more widely. Also to look at CAB at the Hub to facilitate financial management etc. Also to engage L&G with year 9 at the school.</p>	<p>Mel, Albert, Adrian & Colin</p>		
<p>Action Fund lead</p>	<p>Each case to be decided on its merits, These are rolling programmes and</p>	<p>Colin, Adrian Emma</p>		

		therefore delays may be incurred due to meeting dates. Immediate response to applications to be done. Involve events for funding options.		Emma and team
	Events lead	The summer event with SPC and SBL involvement to take place 30 th -2 nd July Schedule to be arranged along with times and funding arrangements. SBL need to have documentary evidence of funding monies and full traceability and transparency. Suggestion that other activity leads should be promoted e.g. H&WB	Paul, Emma & Barbs (P/T)	
	Health & Well-being lead	A list was submitted of networking activity that has so far been done (see attached), next thing to do is to get H&WB services involved in the Hub and SBL/SPC events. Possible defib to be installed at Sompting Rec. It was asked who was now maintaining the defibs- Emma and Trevor are maintaining defibs, and spoke regarding a defib location in North Sompting	Harry with other support	
	Facilities lead	Lead on feasibility of community spaces including hub.	All	
6. Administration update	  Facebook Report for January 2017.doc for February 2017.doc SBL opening and closing times now displayed on the door and FB. A suggestion was a neon sign in the window open and closed from Kevin. Feedback was given regarding the meeting with two residents held a few weeks prior regarding setting up Youth Wing in Sompting.			Emma to contact residents to see if they are still interested.

7. Admin support and terms	A discussion took place around the T&C's of the admin role. It was agreed to maintain the salary at the current level, although there was a suggestion from Adrian to increase it by 4.7%. A Job Evaluation maybe required using "Hay Group index" It was all agreed that a Laptop and mobile be purchased to support the admin role, It would allow others who may step in covering for the role over holiday or sickness. The role requires a work plan to be drawn up, managed by AVA, and a bi-monthly report submitted to the Partnership on activities.	Emma/AVA
8. Costs to AVA	5% was agreed of the annual budget spend whether this was spent or not, it was agreed to continue with the arrangements at this time. AVA required 3 months notice to change.	
9. SBL closure	SBL would need to set aside redundancy money if and when the project comes to a conclusion in the future.	
10		

Minutes by H A Crosby (Partnership member)

Next meeting Tuesday 2nd May 2017 @ 7.00pm (TBC by Emma)

Next rotating Chair - Bob