

Date:	17 th September 2018	Venue:	SBL HUB 6:30pm
Present:	Barbara (Chair), Leon & Trish, Emma, Harry (Mins), Mel, Kevin, Jim, Chris, Linda, Pat, Richard.		
1 Apologies	Carson & Jo.		
Agenda Items			Actions
2.5 LTO Status	<p>This Item was brought forward on the agenda, reason, SRWA have agreed via the Trustees that they cannot represent SBL as their LTO. SRWA will still have an active part to play in the community and may attend future meetings as an interested party. SBL had another two interested parties in becoming LTO's BTS & Community Works, both to be considered and a first approach to the BTS via Admin. The current LTO to be approached with a view to further extending their notice period to allow SBL to function to meet its aims and objectives.</p>		Admin.
2.0 Bench	<p>Still no resolution to the installation of the bench, any tenders to be reviewed by SPC, commitment the bench will be installed in readiness for the unveiling on the 10th Nov 2018.</p>		
2.1 Notice Board	<p>Planning permission required, Circa £300 for the notice board, vandal proof etc. Planning cost will be additional. Planning application for to be fill in and sent to AWDC planning dept. The notice board to be mounted on the North end of the parade of shops, it was mentioned that a smaller size notice board may not require planning permission.</p>		Kevin
2.2 Broad Band Avon	<p>No update, however it may be more productive if direct contact was made to ascertain whether it was feasible to install wi-fi into the community ctr.</p>		Mel & Harry
2.3 Millfield	<p>It appears now AWDC have moved away from any further development and a more direct approach may be required via Adur Homes.</p>		
2.4 Public Meeting	<p>In view of the LTO situation it was agreed to hold the public meeting early 2019.</p>		

2.6 Approval of mins from 5 th Sept 2018	Mins were approved. Subject to reviewing actions in matters arising above. Proposed: Pat. Seconded: Chris		
3.0 Partnership Review	The last time this was done was Dec 2017, SBL need to do this exercise twice a year i.e. to review core values, policies & procedures etc. this was done with Jim Boot facilitating the process. Also, to complete GDPR information for Local trust, this is to be completed by 30 th Nov 2018. It was agreed SBL need to better reflect the community and we would be better served if we had some younger people on board to get their views on what the youth community may want to see. To also see if it possible to look at getting a Millfield resident on board. Ullswater resident and a "neighbourhood watch" resident. SBL also discussed the SOFT exercise that was done in Dec 2017. Also agreed a rotating chair for every meeting. As part of the on going attempt to support admin it was agreed all members to answer e-mails even if its to say yes or no in order to complete a 360-degree communication.		Richard.
4.0 Lease	Contact has been established with the letting agent regarding the lease for the next 5 years and the increase in the lease i.e. 15% to a total of 27600 GBP over the 5 years. This increase was agreed, however SBL need to see a copy of the lease to understand the liabilities of the landlord going forward. Harry to e-mail the letting agent confirming the agreement.		Harry
5.0 Events	Feedback: See above ref Halewick & Millfield. <ul style="list-style-type: none"> • Rectory IT good and will be done again on last Thursday of the month. • Xmas 1st Dec 2018 all hands-on deck, planning etc asap. (Costings, Bookings etc) Agreement on increasing the budget to £4000. (change expected) • Public meeting 3rd Monday Sept 2018 (Now October) • AGM March 2019 / Public meeting early 2019. • Avon Community • Halwick waste site, a 4th drop in being arranged for 18th September at the hub. • SRWA are looking at putting on Xmas lunches for people who live alone etc. A meeting with SRWA is arranged for 18th Sept 2018 looking at the logistics and how they will identify who in greater need. • Xmas lunch for SBL members and volunteers to be looed into i.e. menus and venues. 		Emma / All.

6. Health & Well Being	Awaiting dates from Jo and Tina, mins from SPC & LPC indicate a willingness to put forward some funding. We await AWDC asap.			H&WB team.
7. Recycle update:	Re starting Sept 20018, (1 week behind) Emma to contact AWCC to look at scheduling etc. Looking at the measure of success will be gold stars increased weight of re-cycled waste etc. and a report done at the end of the project highlighting the successes and the lessons learnt.			
8. Grants Feedback	This is mainly to focus on funding granted to SPC for their summer event and their feedback. The feed back was in the opinion of SBL and the Local Rep totally inadequate, 2 x 1 liners. It was agree going forward a template to be drawn up for beneficiaries to complete, failure to complete and return may result in future funding not being granted. Harry to e-mail SPC asking for more detail ref the feedback forms.			Harry
9. AOB:	<p>Wednesday pm craft workshop has requested the replacement of a table that has been broken due to use. Agree the craft people apply for a grant to replace and storage of the table is to be off site as storage space at the hub is at a premium.</p> <p>Village Hall has been asked if they need anything as they have to date not asked for any type of grant and or funding, they are looking for:</p> <ul style="list-style-type: none"> • Kitchen work tops • Cupboard doors • New Urn for the kitchen <p>A grant application to be sent to the village hall.</p> <p>Yew tree House-Halloween party to be done again this year, SBL would contribute. TBA.</p> <p>IT Junction: Two items here:</p> <ul style="list-style-type: none"> • After Friday's meeting at the Gordon Room at the town hall IT volunteers were disappointed, i.e. because SBL had acquired a grant to fund all new IT equipment, the equipment would be outside of the repair, replacement policy run by the council. It was agreed there would be no advantage in going it alone and sticking with IT Junction ref the 360-degree support. • A second item was brought up, Friday mornings are less frequented by residents, it was felt more time needed to be afforded to Admin to do their work as there is little time to do it during the week as the hub is occupied a lot of the time, it would also be an appropriate time to have resident 1 to 1 meetings etc. Kevin prosed, Bards seconded vote in favour of giving up 			Admin Admin Admin & Barbs

	<p>Fridays IT. Harry to talk wit the volunteers 19th sept 2018 & e-mail Leigh-Anna as soon as practical.</p> <p>St. Mary's Church: Can SBL support a grant application for the church to renew its heating system, and can the church reciprocate in affording storage space for the food bank project going forward. Emma & Barbs to meet with the church.</p> <p>Reminders below:</p> <p>SDNP dates 17/10/18 12 till 16 meeting with the CEO itinerary to be draw up asap. Halewick waste site, drop in 6th Sept 18 2-4pm at the hub, Friday 7th 10-12pm and again the following Friday 10-12pm. Plus 18th September pm.</p> <p>See mins 20th Aug item 4.1 Community Loan funding.</p> <p>A week long first aid course to be funded by SBL, have some volunteers trained for events etc rather than paying third parties. 17th Sept 2017, this has now been done and a discussion to held regarding sustainability. The training is directed towards year 6 and 7 there are 2 courses one 3 hours and one 1 hour long. A class of 32 could be trained at anyone time costing £180.00 per class, the course could also be directed at primary schools using mini medics etc. more discussion on how to take this project forward. Harry & Trevor.</p> <p>BHF de-fibs to be located on their map web site.....Emma</p> <p>Reminder below as placed are being taken quickly.</p> <p>LTO team Kevin, Harry & Pat.</p> <p>Leaders in the Community course Friday 28th September & 29th September venue Warwick University.</p>		Harry
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Next Meeting: 3rd October 2018 @ 6:30pm at the HUB

Agenda to be agreed with actionable items in the "Matters Arising from the mins"

Chair: Kevin.