

<b>Date:</b>	20 <sup>th</sup> March 2019	<b>Venue:</b>	SBL HUB 6:30pm
<b>Present:</b>	Barbara (BL), Pat (PL) (Chair), Leon(LRL), Trisha(TRL), Kevin (KP), Richard(RM), Jim (JB), Emma B (EB) Emma C (EC)		
Apologies	Netti (NL), Mel (MS), Harry(HC)		<b>Actions</b>
Review our approach to meetings.	<p>JB explained the original behaviour policy was put together by a partnership workshop in 2014, and subsequently reviewed in 2017. However, as many of the partnership were not on board in 2014, a review would be a good idea. Members agreed to form a new code of conduct to better reflect the partnership and any potential new members.</p> <p>Keywords included Accountability, Clarity, Transparency and objectivity, with the following also mentioned:</p> <ul style="list-style-type: none"> <li>• Conflict of Interests declared (which hat if a member has more than one)</li> <li>• Personal responsibility</li> <li>• Introductions</li> <li>• Everyone having a chance to express themselves</li> <li>• Avoiding talking over people</li> <li>• Respect the Chair</li> </ul> <p>Members also looked at how to make meeting more productive</p> <ul style="list-style-type: none"> <li>• Keeping on topic- should we go off topic make a note for later in the meeting</li> <li>• Taking courses on Chairing meeting, even if it is a refresher</li> <li>• Politely intervene should someone go off topic or dominate a discuss</li> <li>• Keep on time</li> </ul> <p>RM came up with an WIFS (what in it for Sompting) as a way to stay on track with discussions.</p> <p>EB expressed the importance of giving ourselves time to improve.</p> <p>It was also the mentioned the importance of having one conversation at a time, is the conversation relevant for the whole group or is it better placed to have the discussion with the relevant people at other time.</p>		<p>BL &amp; EC to write up as a code of conduct to be shared before next partnership meeting</p>
Approval of minutes	<p>Minutes from 20<sup>th</sup> of February</p> <p><b>Proposed</b> 2<sup>nd</sup> PL</p> <p><b>Agreed</b> 6 <b>Disagreed</b> 0</p>		

<p>Actions from last minutes</p>	<p><u>Quotes for Rear Door</u>  Two quotes obtained Pavilion Glass (PG) and Lancing Glass Works.(LGW) This is for a reinforced PVC back door.  PG= £814+VAT (total of £976.80)  LGC = £597.12 inclusive of VAT  Awaiting 3<sup>rd</sup> Quote before decision is made.</p> <p><u>Delegated Responsibility</u>  Hub- BL  Minibus- KP, PL  Events- BL, TRL  Health and wellbeing- HC, LRL  Young People- RM,NL  Parks and Open spaces- KP, BL, PL  Money Matters- MS, LRL</p> <p><u>Your Space</u>  Your space informed SBL that unfortunately their session at swiss cottage 1<sup>st</sup> school was full, and they could not accommodate the 2 members of partnership. However they have forwarded there Summer term training and invited us to one of those.</p> <p><u>Beyond the school gates</u>  Beyond the school gates have been contacted regarding the match funding offer, email was received an email from Simon saying 'Thank you for this and for the SBL considering our funding application. We appreciate the offer and will discuss how we take this forward.</p> <p><u>Window Update</u>  Awaiting quote for window sticker similar to that as a rolling banner on the website, and for events, information to then be on clouds in the sky,</p>	<p>EC to send contact details to EB</p> <p>NL, EC to continue working on this.</p>
<p>Finance and LTO Update</p>	<p><u>Finance</u>  Sean at Community works has updated the Financial procedure agreement to take make audit procedures easier. With in this the administrator has a debit card to replace petty cash, all receipts are then reconciled with CW on a month basis. Within this is also the closure of the Nationwide account, with all incomes (grants, 1<sup>st</sup> Aid etc) excluding that of the minibus to go through Community Works account.</p>	<p>Copies of this have been circulated ALL members to read and any comments on amendments asap so a final copy can be approved at the next partnership</p>

	<p>It would be upto SBL to decide the amounts in which the administrator can spend before authorisation is required. Any large invoices to be paid by Community Works directly and not by the debit card. EC asked if a vote would be required to shut the Nationwide, JB advised that when the policy is approved this would then happen.</p> <p>A spend report from community works for January 2019 to now was given to partnership with spend to date of £16987.42</p> <p><u>LTO update</u></p> <p>Sean has emailed the estate agent twice regarding the back door, and has had no answer. He advises replacing the door.</p> <p>Glass on the hub will be insured, awaiting quote to replace glass</p> <p>Minibus- SBL will decide what happens with this at the end of project, insurance due on the 15<sup>th</sup> April</p> <p>Lease- waiting for a signed copy to be returned by the Landlady</p> <p>EB advised partnership on training available of accountancy- if anyone interested to contact her.</p> <p><u>AVA</u></p> <p>The difference between AVA spend and SBL recorded spend now sits at £94, which can be accounted for by SBL records round up any transaction. JB has a meeting at AVA 21/3/19 to finalise the final spend report.</p> <p>Overall Spend £79,242.53.</p> <p>Management cost are £8100, from this payroll and pension charges of £524.66 will be deducted as should be included in the management cost. This leaves a management fee of £7575 to be paid of which Local Trust will pay £3895, leaving SBL to pay the remaining £3680.</p> <p>The working group has asked AVA to decrease the management fee but they have advised they are not willing to do this.</p> <p>PL asked if a partnership member should be attending meeting with JB, and he advised that AVA had requested that no member attended.</p> <p>It was raise that some of the figures on the AVA published accounts, which describe money related to SBL are misleading, AVA auditors to be contacted to explain these figures in a formal letter.</p>	<p>meeting</p> <p>EC to get quote.</p> <p>EC, PL to sort insurance.</p> <p>JB to update via email or at next meeting</p>
<p>Parks and Open Spaces</p>	<p><u>Croshaw Rec</u></p> <p>PL and EC met with Gloria (Chair) and Helen (clerk) to discuss how to progress this project. LPC have heard nothing from the football club so it was decided to proceed the project without them. It was discussed that rather than a full revamp to prioritise</p>	

	<p>the what would make the best impact for residents. LPC recommended the following:</p> <ul style="list-style-type: none"> <li>New more welcoming fencing</li> <li>New flooring under swings</li> <li>Replacement of the wooden play equipment.</li> </ul> <p>Although still needs to ratified by full council, LPC discussed at A&amp;E meeting to increase their investment from £5k to £10k, and asked if SBL would consider increasing our contribution.</p> <p>It was also discussed if it would be possible to place a commemorative bench on the park.</p> <p>Both Wicksteed and Kompan have been contacted and will visit the site.</p> <p>BL and EC been to see playground and spoke with residents who will put their ideas to SBL.</p> <p>There was a conversation around the benefit as well as funding. EB advised that several parks have had CIF funding, but felt it may be unlikely for SBL to get this funding. An increase into SBL contribution was discussed, and RM asked regarding the funding for Hamble. EC explained that Adur have no responsibility for the park so will not be adding to the pot like with Hamble</p> <p><b>Proposal:</b> Purchase a commemorative bench for Croshaw Rec which LPC will adopt  <b>Proposed</b> BL 2<sup>nd</sup> PL <b>Agreed 6 Disagreed 0</b></p> <p><b>Proposal:</b> Increase SBL contribution to refurbishment of Croshaw Rec from £10k to £15k  <b>Proposed:</b> PL 2<sup>nd</sup> KP <b>Agreed 6 Disagreed 0</b></p> <p><u>Millfield</u></p> <p>After last meeting- SBL has contacted Rampion who potential would welcome a bid for the project, however it was recommended to apply in March or September. EC was hoping to have ground work quotes from ADC to proceed with the grant in March but have only heard today regarding ground work quotes. The size of the area was questioned as being larger than SBL original thought. After a discussion regarding the way forward SBL to visit site and photograph site to establish with ADC the exact area.</p>	<p>EC to speak with LPC regarding bench and to advise an increase.</p> <p>EC to contact Kompan and Wicksteed to arrange site visit- advise KP and PL</p> <p>KP, PL EC to visit site of Friday.  EC to find general plans for the site.</p>
Health and Wellbeing	A referrer has been appointed and currently going through the induction process, with a start date in Sompting/Lancing of 1 <sup>st</sup> April.AWC to lead on all communications.	

	Reporting meetings to happen every quarter. Sustainable Mind been in touch regarding co-creating a project rather than applying for action grant. Meeting was arranged for yesterday but was cancelled due to only Leon being able to attend from SBL.	
Money Matters	Minutes from last minutes circulated. EC have emailed re-loved last week, lead of project to be confirmed before any further action can be taken place	
AGM	LTO working group had had a discussion around the AGM, currently booked for 27 <sup>th</sup> April, however this date has proved problematic for many, so look to re-arrange for 16 <sup>th</sup> May 6.30pm start. A discussion was then had regarding new applicants on the partnership to ensure partnership is reflective of the area. EC showed a membership pack which another Big Local Area. Partnership liked the idea of being able have a pack on the website.	EC to complete draft membership pack
AOB	<u>4sight</u> Due to recent maintenance work on the minibus, 4sight group have had limited use. Partnership agreed for them to have free use of minibus for a trip out.	

Next Meeting: 17<sup>th</sup> April @ 6:30pm at the HUB

Chair: KP