

## Sompting Big Local

6 Cokeham Parade, Cokeham Lane, Sompting, West Sussex, BN15 0AH  
Email: [somptingbiglocal@adurva.org](mailto:somptingbiglocal@adurva.org)

### Minutes

Wednesday 14<sup>th</sup> January 2015

Sompting Big Local Hub, Cokeham Lane

Present

Partnership

Trevor Crowter	Resident	Mary Martin	Resident
Dawn Giles	Resident	Cllr Debbie Kennard	Resident & WSCC, ADC
Pat Locke	Resident	Alun Jones	Resident
Mel Shaw	Resident	Cllr Carson Albury	ADC
Gill Crowter	Resident	Ray Downie	Resident
Paul Mansell	Resident	Adrian Barritt	AVA
Tony Nicklen	Resident	Barbara Locke	Resident
Emma Crowter	Resident		

Non-Partnership

Scott Crowter	Member of the public.	Jim Boot	Local Trust Rep
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Apologies

Kay Vincent	SPC	Kerry Ramshaw	Resident
Jacqui Matten	Co-ordinator		

Web: [www.biglocalsompting.org.uk](http://www.biglocalsompting.org.uk)  
Facebook: somptingbiglocal



## Sompting Big Local

Open 6.45

Jim Boot opened meeting, with welcome. Proposed moving item VII. Chair and other roles to the 1<sup>st</sup> item on the agenda, in view of the chair, Mel Shaw, elected at the AGM having to stand down. The terms of reference state that a new Chair can be voted in by partnership members. Mel asked whether Adrian had a vote as the trusted body. As he was a member of the partnership he got a vote. Jim then explained about how Big Local, local trust and AVA as our trusted organisation work. Pat Locke asked as AVA was controlling the funds was this not a conflict of interest. Trevor Crowter responded by stating that the trusted organisation did not have control, Jim stated that AVA is responsible for releasing money to projects identified in the Sompting Big Local Plan and is accountable to Local Trust for this. However, the decision on what goes into the plan is down to the Sompting Big Local Partnership. If the Partnership wishes to make any changes to the Plan, these have to be agreed in advance with Local Trust ie before any expenditure is incurred. The vote was to be conducted once Adrian had arrived.

Trevor asked as Cllr Chris Servante was not in attendance had he been removed from the partnership. Jim responded by stating that a managing behaviour and conflict policy had been drawn up and that unfortunately one member had excluded himself by his behaviour and that it would need to be ratified tonight by partnership.

Chair and other roles.

There were two candidates for Chair, Ray Downie and Alun Jones.

Adrian decided that he would not vote. The vote was conducted by private ballot and was collected by Jim Boot and Emma Crowter. Results were then announced by Emma.

Ray Downie:8

Alun Jones:4

There were no spoilt votes.

Tony Nicklen proposed Alun Jones as Vice-chair, seconded by Barbara Locke.

This was agreed by partnership.

### Apologies for absence

Apologies were received from Kay Vincent (Parish Council meeting), Jacqui Matten (meeting of Adur festival) and Kerry Ramshaw (work commitments)

### Approval of minutes from last meeting

Sompting Big Local  
The minutes were agreed as correct with no amendments.



# Sompting Big Local

## Chair Report

Due to new chair no formal report was given. Although Ray thanked volunteers and Co-ordinator for keeping hub open over Christmas period. Also showed partnership draft of Newsletter prepared by Jacqui and himself. This to be printed on glossy paper, with 8000 printed costing £290 and then distributed to every household in Sompting to raise SBL profile.

## Finance Report

No formal report. Alun worked on accounts for AGM. Adrian had bought with him a print out of transactions from Sompting Big Local. He summarised that there had been deposits of £75,000, withdrawals of £40,000 leaving a balance of £35,000. There was a miscellaneous payment of £5000 which was a transfer to the Building Society account. Barbara asked if the headings now mirrored the ones required by Lottery. Tony offered his services, as he is able to do outlines and cost centre analysis. Ray, thanked him for his offer but at this current time it would not be required. Carson asked that the insurance payment on the sheet included insurance on the windows. Adrian responded that the window insurance cost is currently covered by AVA and were insured for a value of £5000.

Trevor mentioned that he had a phone call before Christmas regarding report requested by Local Trust on the Getting Started Funding. Jim explained that this fund was in addition to £1000000 allocated by the national lottery. The report had not been completed due to the previous treasurer using his own headings rather than the ones required by Local Trust. Jim informed partnership that he had had no contact from Local Trust regarding this report. Trevor would work on this report with Jim.

Trevor asked who the new signatories for the nationwide bank account would be, it was agreed that the chair, vice-chair, finance lead and secretary would be new signatories.

## Communications Report

A report was read by Barbara Locke.

Trevor asked when communications group meet, so should anything need adding to Facebook or Webpage, partnership are aware. Barbara responded with Wednesday mornings.



# Sompting Big Local

## Co-ordinator Report

No report due to Christmas period, full report for February partnership meeting.

## Managing Conflict and Behaviour Policy

The management conflict and behaviour policy was circulated for all partnership to sign. This policy arose due to the Local trust having a code of conduct but no procedure if this was not adhered to.

Jim informed partnership that unfortunately the policy has had to be implemented. A volunteer of Sompting Big Local had informed him of posts on Facebook of a negative nature which conflict with SBL Managing & Behaviour Policy. These were:

- 6a. Personalising issues/demonising people
- 6b. Demeaning someone
- 6c. Paranoid behaviour/exhibiting it publicly
- 6i. Constant negativity which is undermining of individuals or the partnership

Jim Boot asked the individual to apologise, Cllr Chris Servante responded with an email to Jim Boot, partnership members and local MP, with no apology. Therefore his final sanction is exclusion from Sompting Big Local. Jim filed 2 incident reports, which can be found in the incident folder in the Sompting Big Local hub.

It was voted for the permanent exclusion to be ratified by partnership. (11 agreed, 1 disagreed, 3 abstained)

Trevor asked if this included all events and meetings, Jim responded yes, all events, entering the hub and all meetings held or organised by Sompting Big Local. Chair, Ray Downie confirmed. Trevor then asked if Cllr Servante apologised would he be allowed back. This promoted discussion, Jim Boot commented that this would be down to partnership discussing and voting on this issue, should the situation arise in the future. As it stands now the situation is permanent exclusion.

It was raised, that if in the event he came to the hub what should be done, particularly if lone working. It was decided that the door of the hub be kept locked, and only opened if the volunteer felt comfortable about allowing the visitor in.



## Memorandum of Understanding and Code of Conduct

Jim gave a quick overview of the memorandum of understanding, whilst it was being signed by partnership members.

Pat asked whether any training cost come out of the £1000000 allocated to Sompting. Jim answers that any training cost come out of a separate fund allocated by the Big Lottery. Pat then asks if it is possible to split the money between trusted organisations, this is possible and the west Sussex credit union was given as an example. However all trusted organisations need Local Trust to do due diligence. Carson and Debbie indicated that the West Sussex Credit Union should meet this criteria, and Carson offered to lead the project with west Sussex credit union. Trevor to give information when previously explored to Carson.

## Any other Business

Roles of Officers.

Trevor asked if there could be a list of Leads for the partnership to have. Ray informed the partnership that a “family tree” will be done by Emma.

Buses

Alun asked if it was possible to allocate some money for the advertising of the bus service which should start around Easter. Ray said that it needs to be discussed, but advertising could be put in next newsletter.

## ACF

Trevor bought up that an advert for Albion goals in the adur community forum did not have Sompting Big Local logo on. It was suggested that stickers for equipment purchased from grants. Ray informed that Jacqui was in the process of looking at this. It was also decided that terms and conditions would be given to grant applicants to allow SBL to obtain outcomes from these grants. Jim to send Emma examples of grant forms from other Big Local areas for a revised grant application form.

### Water bill

Adrian advised partnership that he rang southern water today (14/01/15). He needs to check whether the metre still goes round after turning of stop cock and they will call him back tomorrow. They have frozen the bill.

### Partnership meetings

As agreed, partnership meeting will be bi-monthly, with Leadership meeting in the months between. Ray plans to move partnership meeting around Sompting by using different venues. The February meeting is now confirmed for Monday 9th February at URC opp the hub. With the following meeting in April at St Peters in Bowness Avenue, time and date to be confirmed. Changing venue will engage with all of the community.

### Joyful Whippet.

It was mentioned that the Joyful Whippet is to be sold. Jim advised partnership that should they look to buy that the Local Trust would help. It would also be possible to split the purpose of the building. Trevor suggested that we should look at registering the Joyful Whippet as a community asset. Carson agreed to investigate this further.

Meeting closed at 8.20