

Notes of the Sompting Big Local Partnership 1st General Meeting on Monday 9th December 2013

Present:

1. Adrian Barritt, Adur Voluntary Action/Locally Trusted Organisation;
2. Alan Dunn, Resident;
3. Albert Cuckney, Resident/Sompting Football Club;
4. Alun Jones, Resident;
5. Andy Brook, Chair, North Lancing Community Association;
6. Anne Godley, Resident;
7. Cllr Carson Albury, Adur District Council;
8. Cllr Chris Servante, Resident/Parish Council;
9. Cllr Gareth Smith, Resident/Parish Council
10. Gill Crowter, Resident;
11. Jim Boot, Big Local Rep.
12. Joe Riddle, Herald Reporter;
13. Jonathan Paine, Resident;
14. Mel Shaw, Adur and Worthing Councils/Resident;
15. Mike Tristram, Trustee, Sompting Estate;
16. Nicky Hellard, Resident;
17. Nigel Howard, Resident;
18. Phillip Godley, Resident
19. Roger Foregard, Federation of Small Businesses;
20. Trevor Crowter, Resident;

Forming the Big Local Partnership

1. The meeting opened with a discussion on forming the Sompting Big Local Partnership, a key milestone in the [Big Local Pathway](#). This followed on from the previous meeting held on 4th November when the Memorandum of Understanding with Local Trust had been circulated and eight people had put their names onto and signed the document:

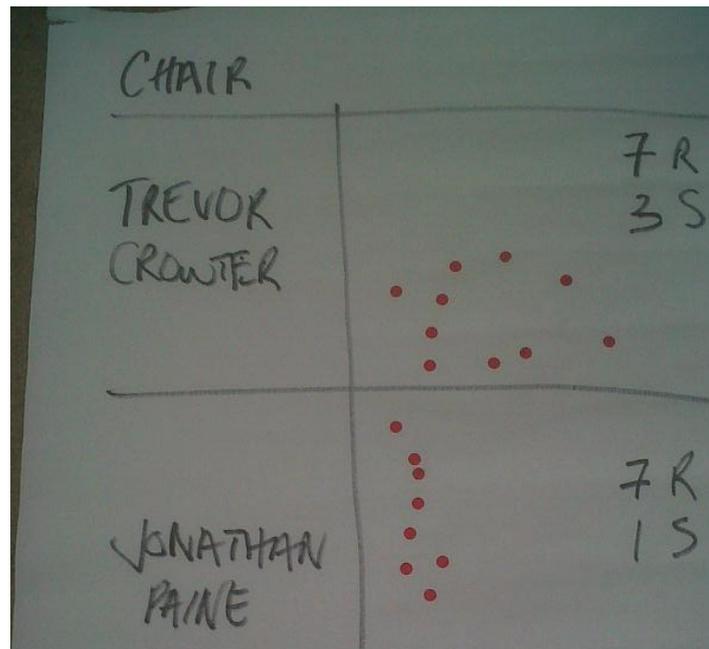
Name	Status	Organisation name
1. Anne Godley	Resident	
2. Trevor Crowter	Resident	
3. Roger Foregard		Federation of Small Businesses
4. Mel Shaw	Resident	A&WDC
5. Jonathan Paine	Resident	Sompting Community Church
6. Kay Vincent	Resident	
7. Christ Servante	Resident/Councillor	Sompting Parish Council
8. Sarah Leeding	Resident	

The following other people added their names at the General Meeting:

Name	Status	
9. Gill Crowter	Resident	
10. Carson Albury	Councillor	Adur District Council
11. Adrian Barritt	Director	Adur Voluntary Action
12. Philip Godley	Resident	
13. Ann Godley	Resident	
14. Nicky Hellard	Resident	
15. Alun Jones	Resident	
16. Gareth Smith	Resident/Councillor	Sompting Parish Council

Notes of the Sompting Big Local Partnership 1st General Meeting on Monday 9th December 2013

2. A nomination form had been handed out at the previous meeting and circulated with the notes so that people who were interested in taking a role in the partnership could express an interest and give a little background about themselves. Two residents had put themselves forward for the role of chair in advance of the meeting – Trevor Crowter and Jonathan Paine.
3. Both candidates gave a short description of themselves and their suitability for the role. As with previous meetings, everyone present, with the exception of Joe Riddle from the Herald and Jim Boot, was given a sticky dot to vote on their preferred chair. At the suggestion of the meeting, the dots of those people representing an organisation, and not resident in the area, were marked with a permanent pen to distinguish the dots from those of the residents.



4. As can be seen from the photo, each candidate received an equal number of votes from residents (seven each) but Trevor received three additional votes from organisations and Jonathan one additional vote. There followed a discussion on how to go forward with appointing the chair. It was proposed and a small majority of the meeting agreed (6:5) that both candidates should be appointed as joint or co-chairs of the Sompting Big Local Partnership, as this compromise best reflected the views of the residents present.
5. Even though Trevor and Jonathan were to act as joint chairs, it was suggested that there needed to be clear roles. It was proposed that the Sompting Big Local Co-ordinator should have a single line of reporting and as Trevor had this role up to this point he should continue in this role. This was agreed by the meeting.

Other roles

6. The other roles were uncontested. Alun Jones stood for Vice-Chair and gave a short description of his background as a former chair of a Community Association. Alun was proposed and seconded and the meeting agreed by a show of hands for Alun to take the role of Vice-Chair.
7. Roger Foregard stood for the role of Finance Officer and gave a short description of his professional experience as an accountant, his previous role with Worthing Credit Union and his current role as Secretary of the Adur and Worthing Federation of Small Businesses. Roger

Notes of the Sompting Big Local Partnership 1st General Meeting on Monday 9th December 2013

was proposed and seconded and the meeting agreed by a show of hands for Roger to take the role of Finance Officer.

8. Gareth Smith stood for Publicity Officer and gave a short account of his experience as a parish councillor, as well as his knowledge of local history and ITC including website and social media. Gareth was proposed and seconded and the meeting agreed by a show of hands for Gareth to take the role of Publicity Officer.
9. There were no nominations for the role of Secretary and while it was felt to be important to appoint a volunteer/resident to this role, it was suggested **that Jim Boot and Ann Watts (Co-ordinator) could share this role in the interim.**
10. In addition, Kerry Ramshaw a resident and member of staff at the Sir Robert Woodard Academy has completed and submitted a Nomination Form to become a Member of the Partnership. The other Members are listed in the MoU.

General discussion

11. It was asked if special interest groups should be on the partnership ie for rural or children's issues or football. It was suggested that the Partnership can invite anyone in at any time.
12. It was suggested that the idea of recruiting patch-workers or street champions as a way of communicating with residents should be pursued by the Communications Group. Also, that messages for particular groups or interests need to be co-ordinated [by the partnership].
13. It was further suggested that approximately 15 members was about the right number for the Partnership (there are now 17). It was pointed out that there are to be sub-groups too. There is already the Communications and Hub Sub-Groups. It was asked who was on the Hub Sub-Group and the meeting was told that it was currently Trevor, Sarah and Nicky. **It was suggested setting up a sub-group for young people. It was also suggested to put together a [project] plan.**

Boundary

14. At the previous meeting the working group had agreed that the current Big Local Boundary should be extended to include the whole of the civic parish. This was again proposed and agreed so that an application to extend the boundary could be included with the submission of the Memorandum of Understanding to Local Trust.

Code of Conduct

15. The Local Trust Code of Conduct was also agreed to be used as the Code of Conduct for the Sompting Big Local Partnership and for the signatories to the Memorandum of Understanding to adhere to.

Hub

16. Trevor gave an update on the Hub. The Hub is now open on Tuesdays, Wednesdays and Thursdays 9am to 3pm. On Tuesday and Thursday it is staffed by Ann Watts, Big Local Co-ordinator and volunteers. On Wednesday it is/will be wholly staffed by volunteers.
17. It was proposed that the Hub opens for shorter hours during the week ie 9am to 2pm which would enable it to be open on Saturdays – possibly with Ann's involvement or else with volunteers. **It was agreed to refer this to the Hub Sub-Group.** It was also suggested that local groups could fill the Saturday slot.
18. The group was reminded that Ann's role is not simply to staff the Hub (see separate note of Ann's job description and work programme).

Notes of the Sompting Big Local Partnership 1st General Meeting on Monday 9th December 2013

19. Practically, [although it has been deep-cleaned and substantially re-decorated] there is tiling [minor re-plastering/filling] and painting still to finish and the old walk-in freezer still to be removed. The kitchen also needs fitting.
20. Furniture [sofas, tables and chairs (to replace the garden furniture)] are still needed, plus some lap-tops. Mel volunteered to help secure some more furniture. The police have offered help too.
21. Five volunteers have come forward to help open and staff the Hub.

Co-ordinator role

22. Ann was unable to attend the meeting as it was her father's 85th birthday. She had written a report that Trevor read out (see separate note). Anne said it was a very positive report.
23. It was asked what the aims were for the Hub so that people would know what success looked like. Jim suggested reviewing the aims set out in the workshop held in May and the working group meeting in June and what was subsequently set out in the Getting Started submission. The text from the notes of these meetings are re-stated here in italic: *At the meeting in May a small group carried out a SWOT analysis of the Strengths, Weaknesses, Opportunities and Threats in opening a 'Permanent presence, shop or library'.*

<i>Strengths</i>	<i>Weaknesses</i>
<ul style="list-style-type: none"> • Location • Visible • Central • Volunteers 	<ul style="list-style-type: none"> • Slow start – footfall (based on experience in Lancing)
<i>Opportunities</i>	<i>Threats</i>
<ul style="list-style-type: none"> • Hosted (or supported) by Adur Voluntary Action • (Use Getting Started funding for) Digital display (for news and events) 	<ul style="list-style-type: none"> • How to contact Landlord/Estate Agent • (Cost) of rates, rents, services

24. *At the June meeting this was further developed: 'The shop should be used to promote Big Local and get ideas. It may cover its costs in time – as a café or by hiring its facilities or offering other services such as training for young/unemployed people.'*
25. *The Getting Started submission set out the objectives for the Hub as:*
 - a. *This [the Hub] will give a public face to Big Local right at the heart of the community.*
 - b. *It will allow residents to drop in at a time convenient to them to raise their ideas, issues and aspirations for the area.*
 - c. *There is no café on the parade and residents at the launch and family play morning identified opening one as one of their 'dreams' so opening the shop will in effect be a 'quick win' for Big Local and the community.*
 - d. *It is intended to run a DIY SOS style event/s to re-decorate and kit out the shop as a focus of community activity.*
 - e. *The aim is to recruit volunteers to run the shop/café and further use the shop-front to advertise volunteering and other job opportunities.*
 - f. *The academy has suggest work placements and a role for students and staff in running the shop.*
 - g. *Subsequently residents have suggested financial advice and debt surgeries and a work club.'*

Notes of the Sompting Big Local Partnership 1st General Meeting on Monday 9th December 2013

26. The most frequently raised issue by visitors to the Hub is the state of the pavements on the parade of shops and **Carson agreed to raise this with the County Council/lor.**

Finance

27. Adrian gave a brief update on the finance. There had only been £140 spend up until the end of October, the last date for which accounts are available. He would be able to give a more detailed update of spend when the group meets again in January as most of the spend on the Hub and Co-ordinator would be available. **Roger agreed to meet with Adrian in advance of the next meeting so he could provide the next financial update.**

Next meetings

28. It was proposed and agreed that the Sompting Big Local Partnership should meet monthly to start with and try and circulate venues within Sompting. It was proposed that the **next meeting should be on Monday 13th January at 7.15pm and the next one after that Monday 10th February at 7.15pm.** It was agreed in principle that the Sompting Big Local Partnership should meet on the second Monday of each month for the foreseeable future.
29. The road-show as set out in the Getting Started Submission¹ would start with Christmas events and continue in the New Year. It was proposed to put together a year's diary on the website. This would include Profile and Vision Workshops [to fulfil the other outstanding Big Local Pathway Steps required to draw down the £1m].

¹ The submission states: 'The residents aim to put together a programme of events and activities or road-show to raise understanding of Big Local but also to find out people's views and concerns as above. It is proposed to do this using the Good Bad Dream approach as previously stated or else another community planning tools/approaches still to be identified.'