

Held in the Community Room, Sompting Village School

Present:

1. Trevor Crowter, Joint Chair and Resident
2. Jonathan Paine, Joint Chair and Resident
3. Alun Jones, Vice Chair and Resident
4. Roger Foregard, Finance Officer and Federation of Small Businesses
5. Cll Gareth Smith, Public Relations Officer, Resident and Parish Council
6. Jim Boot, Big Local Rep
7. Andy Brook, Chair, North Lancing Community Association
8. Sarah Leeding, AVA and Resident
9. Cllr Chris Servante, Sompting Parish Council and Resident
10. Cllr Lyne Phillips, Cokeham Ward
11. Judith Howarth, Minute Taker

1. **Welcome**

The joint chairman opened the meeting welcoming all in attendance.

2. **Apologies for absence were received from:**

Nicky Hellard
Cllr Carson Albury
Adrian Barritt
Gill Crowter
Jacqui Matten

3. **Declarations of Interest**

It was agreed that these be made aware as and when appropriate

4. **Minutes from the 6th General Meeting on Monday 12th May 2014 and matters arising:**

No issues arose and the minutes were agreed.

Matters Arising

A) Post office Facilities in Sompting (TC) still to make further enquiries

5. **Pathway Funding Update**

A letter confirming we are receiving the funds should be with us by the 11th June. Money will be paid by BACs.

6. **Proposal to move to a Constituted Group**

Caution is being advised regarding becoming a constituted group, as we have AVA (Adur Voluntary Action) as back up.

For fundraising projects it would be better to form small groups i.e 'Friends of Big Local

7. **Proposal to Open Bank Account**

At present if members require petty cash, ??? has to go to Shoreham to raise a cheque. This costs our volunteers time and money.

If we have a bank account in our own name in Lancing, we will save money and time. We would be able to present funds to small groups and using the large cheques as Sompting Big Local, rather than AVA.

Cheques would need to have at least two signatures from either

- a. Two chairpersons
- b. Vice Chair
- c. Finance Officer

Maximum of £500

It was agreed that a Nationwide Account would be opened

8. **Standing Items**

a. **Big Local Plan V2**

- i. The version 2 plans were distributed
- ii. Comments were asked for the vision 10 themes
- iii. The action plans may need expanding

iv. **Small Grants Application**

Trying to keep the form simple

To be open and inclusive to all

Would like all applications to be dealt with promptly and monies issued within 2 weeks

It was asked what is the maximum amount of funding can be applied for.

They should be asked if they have applied for any secondary funding.

The Small Grants Application is for community and voluntary groups

v. Communication Plan - would you think of some phrases on a simple message

vi. Section 6 Risks and Challenges needs expanding

b. **Finance Report** I am sorry I really don't understand my scribble (My apologies)

c. **Co-ordinators Report**

i. Jacqui Matten left a report with the chair

d. **Big Local Hub Committee Report**

i. The kitchen is coming along nicely. They still require a splashback, flooring and to get hot water sorted. The leak in the ceiling still needs to be fixed.

e. **Communications and Website Report**

i. All seems to be working well. All members received their minutes and agendas for the meeting.

f. **Millfield Engagement**

i. Jacqui is talking about taking on the garden beds, she is going to communicate with the Parish Council.

9. **Sompting Festival 13th - 15th June 2014**

a. Members of the Sompting Big Local Partnership will be there on the Saturday and the Sunday. Saturday the festival is open from 9am to 10.30pm and on the Sunday from 12pm to 6pm.

b. Jonathan will be there from 8am to set up the gazebo, Roger has offered to help. There will be pens, t-shirts and cadburys eggs

c. Carson and Roger have said that they will be there on the Saturday and Jonathan on the Sunday.

d. Alun will send around an email to see who else is available to help

10. **Any other Business**

Transport Group - Still more work to do

The South East Financial Capability Forum are meeting at Adur Civic Centre on Friday 20th June. If you wish to attend then you need to book a place with Mel Shaw

Digital Hub - Nigel has offered St Peters as the Digital Hub (IT Junction with a Training Provider) This is to aid local residents who wish to get on line, learn a skill, apply for jobs.

It was asked how are people going to apply for grants / funding beyond the 2 year plan? (Was there an answer?)

STAR PEOPLE (Run by Unlimited) has been relaunched. Anyone over the age of 16 who lives in Sompting can apply for a grant from £500 to £5000. This is a grant for enterprising individuals NOT groups. Leaflets will be available in the Big Local Hub.

National Volunteers Week - 2nd to 9th June - (30 Years Old) The theme is 'time to say thanks'

Volunteering - Please check your car insurance, you may not be covered for using your car whilst volunteering. Such as other passengers or any equipment you are carrying. There is an indemnity policy which groups can hold which can cover volunteers

Roger Foregard informed the meeting that he would be standing down as Chairman of the Federation of Small Businesses in November of this year. He also asked whether Sompting Big Local Partnership would still like him to stand as Finance Officer as he was not a local resident. Members attending were in agreement that he remained in his post.

11. Closed

The meeting closed at 9pm

12. Time and Date of the Next Meeting

Monday 14th July 2014 - 715pm until about 9pm

Venue: Community Room at Sompting Village Primary School.