

<b>Date:</b>	19 <sup>th</sup> August 2019	<b>Venue:</b>	SBL HUB
<b>Present:</b>	Kevin (chair) (KP), Pat (PL), Barbra (BL), Leon (LRL), Tricia (TRL), Keith (KC) Emma B (EB) Emma C (EC) Mel (MS) Jess (for Barn project only) (BP)		
Apologies	Jim (JB)		
Agenda Items	Conversations	Actions	
The Barn Project	<p>A short presentation was given to partnership for seed funding for a pilot project. The cost of the pilot requested from SBL is £1957, this would also for assest to purchased. The project would target Sompitng residents through discussions with local schools etc. Age range for young people would be 8-12 years with a maximum of 12 young people on any session. The pilot would look to start in May half term, BP explained that while it had hoped to start in October, with weather being unpredictable the instructors felt May would represent a better time to start. The project would be based at the Barn owned by Sompting Estates and the Venue would be given free for this.</p> <p>It was asked regarding the stainability of this project going forward. BP gave a breakdown of cost regarding the Pilot. Equipment for the project-£614.98 this has a 3 year life span, so would not re-funding for equipment in this time period. The remainder is for 12 young people to attend the project. This represents a cost of approx. £27 per participate per session. This is carparable with other similar projects, although no other feature an over night stay. BP was keen to have participants who needed the project rather than just those who could afford it, therefore the pilot project would allow for a need to be evidenced to other funders.</p> <p>PL asked whether the project would require further funding from SBL. BP stated that while there are 800 funding pots that can be accessed, if SBL wish to continue funding after the pilot they can.</p> <p>BP then showed how different levels of grant funding would impact on the cost to residents. Once the project is up and running it is envisaged that there would be 4 sessions through May half term, August and October half term</p> <p>BP was thanked for there attendance. BP left at this point.</p> <p>Proposal: To support the Pilot of the Barn Projec Proposed: BL 2<sup>nd</sup>: KP Agreed All</p>		<p>EC to inform BP with grant agreement.</p>

<p>Apologies and Minutes approval.</p>	<p>Apologies had been received by Jim. It was noted that NL had not attended 3 meetings with no apologies. It agreed to forward email to establish reasons for absence as per the terms of reference</p> <p>KP ran through Minutes of June 2019. Window cleaner or KP to clean window for window display.</p> <p>Proposed by PL, 2<sup>nd</sup> by KP agreed by all.</p> <p>KC asked about last months minutes. EC explained that she had only received details of review earlier that day.</p>	
<p>LTO Update</p>	<p>EB gave partnership accounts summary to partnership. EB said as there had been an underspend the next grant had not been drawn down from Local Trust, however Community Works had spoken to them and should it be needed it can be drawn down quickly. EB talked through Trello which the EC is now using to track tasks and to formalise work requests from partnership. TRL asked what Trello was, EB explained that this was a simple project management online tool, which can be shared with partnership.</p> <p>A conversation was had regarding policy and procedures and induction pack, as part of writing the new plan, policy/procedures would be reviewed. KC spoke about using people passions and skills to drive projects forwards, MS resposned with that is the idea behind the leads. It was queried regarding the process of blind copying in on emails, while this was introduced a year or so ago it was agreed that this would be discussed at the next meeting.</p> <p>KC asked if it was possible to have the budget as underspent on a graph. EC said this was possible if she had accounts before meeting.</p>	<p>EC to add email communication between members to next agenda</p> <p>EB to send EC accounts week before so a graph can be produced.</p>
<p>Co-ordinator Report</p>	<p>EC spoke about meetings that had taken place, and gave feedback specifically on the going local project. EC showed how she records notes from meetings on Trello. Meetings:-</p> <ul style="list-style-type: none"> <li>• Embodied Practices (from playday)</li> <li>• Pumkin Patch</li> <li>• Community Transport</li> <li>• Going Local update</li> <li>• Croshaw Pre-start meeting</li> </ul>	

	<ul style="list-style-type: none"> <li>• Resident re Work/CV/Volunteer</li> <li>• Media Trust</li> <li>• Lunch Stop</li> <li>• AGE UK- trip to Eastbourne</li> </ul> <p>Events:- Playday (including report and press release)</p> <p style="padding-left: 40px;">Fairy Day- Paperwork</p> <p>Minibus:-</p> <p>Electric Storm- Base and Flipout</p> <p>Age UK-Newhaven</p> <p>Admin:-</p> <p>Set up rory facebook</p> <p>Instagram</p> <p>Set up all our Ideas.</p> <p>MS mentioned that the while website works there is a lot of writing at top. EC explained that one of the plugin needs updating however, EC cant access wordpress to update it. RM was having the same problem. KC offered to have a look, and if he couldn't fix then the company who supplied website would be approached.</p>	<p>EC to supply KC with login details.</p>
	<p>Brief conversation was had around Community Week, with some concerns raised. It was felt that this would be better to be had a later date.</p> <p>It was also discussed regarding timing of grants with a suggestion that a time limit is considered for events for example a grant cant be applied for if the event is in the next 12 weeks. This would then take the pressure of the partnership to make a rushed decision,</p>	
<p>Media Trust Feedback</p>	<p>Those who attended the session found it useful. EB asked for the 3 key outcomes/lessons. These were:-</p>	

	<p>Our comms is actually good, with other Big Local areas struggling.          Have a comms group to share the workload.          Look at creating a project around Big Local reporters to upskill young people who would be interested in working in journalism.</p>	EC to send action plan out with minutes.
Consultation Feedback	<p>EB briefly explained how 'all our ideas' work. Looking at the site so far there had been 247 unique users, with the top four ideas of Bollards like in Ferring, Updating both Halewick Park and the play park on Sompting Rec and having vandal proof toilets on the rec.          At the moment the site is only shared on Facebook, so it was discussed about ways to engage other users such as in schools.</p>	EC to speak with SRWA in September.
Sompting Public Toilets	<p>BL spoke about residents asking for better public Loos in Sompting. She had asked EC to look into companies that have supplied public loos in other areas and was waiting to hear back from them          KC often vandalism occurred because people are disengaged. MS said the sewage line under the toilet would probably also need replacing.          As residents had expressed the need for more disabled facilities in parks it was suggested to look into changing places, to see there requirements of a public loos/changing places.</p>	
Partnership working	<p>KC raised a concern that it was perceived that SBL was anti-SPC. Members responded by saying this is not the case and they are open to conversations and working together but felt that this had to be 'true' working together. Members felt that councils could apply but they would expect match funding as residents also pay precept/council tax to these bodies.</p>	
Grants	<p><u>Friends of Sir Robert Woodard Academy.</u></p> <p>Grant for £162 so organisation can join the national body, so they will be covered by insurance.</p> <p>Proposed: MS 2<sup>nd</sup> PL agreed all</p> <p><u>6 UP Book Awards</u>          SBL has funded this for last 3 years, and based on the feedback received the partnership felt that they would continue to support this project.</p> <p>Proposed KP 2<sup>nd</sup> PL agreed all</p> <p><u>Tide of Light</u></p> <p>Replacement gazebo cover to replace on damaged by wind at playday.</p> <p>Proposed KP 2<sup>nd</sup> LRL agreed all</p>	<p>EC to inform and send agreement</p> <p>EC to inform and send agreement</p> <p>EC to inform and send agreement</p>

	<p><u>Love in a bag</u></p> <p>A resident set this up, for those starting Chemotherapy. Members were unsure if they could help fund anything in the bag, but felt they would like to help. It was suggested to meet with them and Community works to find away that SBL could help.</p> <p><u>Mini-Medics</u></p> <p>EC to apply for a grant to run a mini-medics course in Sompting with Sompting 1<sup>st</sup> Aid. Need Name of partnership member to go grant.</p> <p><u>Sompting Football Club</u></p> <p>SBL can only commit to 1 years funding due new plan. The members would also like to see 3 quotes for the kits.</p>	<p>EC to arrange meeting with applicant and CW</p> <p>EC to send application to LRL to read and approve.</p> <p>EC to advise SFC</p>
Makerable	Partnership were asked if they would like to carry on with this. They felt at this time they could do this through comms.	EC to advise makerable

Minutes by E Crowter