

NOTES OF INAUGURAL MEETING OF EASTBOURNE TOWN BOARD

31 May 2024, 14.00hrs – 16.00hrs via MS Teams

Actions

Welcome

The Chair welcomed everyone to the meeting and congratulated all members on their appointments.

Introductions

The Chair congratulated everyone on their respective appointments and invited all Board members to introduce themselves.

The Chair outlined that the initial outcomes of the board and Long-Term Plan for Towns (LTPfT) is to work with the community to develop a 10-year Vision and a 3-year Investment Plan by 1st November 2024. This would begin the release of the intervention monies.

The Chair shared a slide of the timeline for the 10-year programme, which included important milestones for the funding to be provided, which it was noted can be rolled over if not spent in any financial year. Chair will distribute with these meeting notes.

RG

The Chair confirmed that EBC had already received £50,000 of capacity funding and is in the process of bringing in admin support for the Board. Spend to date has been minimal.

A further £200,000 of capacity funding will be released after the General Election for the engagement process with the community. The Chair suggested that this engagement process needs to cover the Town's 9 wards. The Chair proposed allocating £10,000 to each ward to prepare and run the engagement process. There was agreement that we should ensure we engage with young people and the P&CC asked for the police cadets to be included.

The Chair referred to Hastings Borough Council and Rother District Council being part of the first tranche of 55 towns and the importance of connecting with them and considering opportunities available for cross-working and maximising the funds.

The Leader of EBC commented on the restrictions associated with the current pre-election period. Currently the board is without the MP - a statutory member of the board. The Chair confirmed that the board will continue with the process of developing the community engagement programme ready for after the election.

LR clarified the difference between the Eastbourne Levelling Up Fund and this new LTPfT.

Board Governance (the rules)

- Terms of reference (ToR) – the Chair shared the draft Terms of Reference on the screen and confirmed that we can change and adapt them at any time. It was agreed that there was no need at the present time for a Deputy Chair. Minor amendments were agreed and the Chair would distribute the final amended version with these minutes.
- YS stated that there needed to be clarity around the priorities of the Board and the Council.
- There was discussion around the purpose of the Board and the P&CC shared details from the Hastings Board. The Chair has made contact with the Hastings board chair and will be meeting them mid June to share insight.
- There was a discussion around civic capacity and the generic term ‘stakeholders’. The term stakeholder will be better defined as the work of board progresses.
- It was agreed that the statutory members (MP, leader of the Council, leader of the County Council and the P&CC could send a substitute to the meeting. However, the remaining non-statutory Board members could not.
- It was agreed that the quorum for any meeting should remain as 8 and include both statutory and non-statutory members of the board.
- It was agreed that the role of Chair should be for a fixed term of 2 years.
- The Terms of reference (ToR) will be publicly available on the Council's website and distributed with these meeting notes.
- Code of conduct (CoC) – to be circulated and published on the Council's website.
- Conflicts of interest (Col) – to be circulated and published on the Council's website.
- LTPfT Governance Request Form – the Chair went through the list of suggested spend for the £200,000 capacity funding. It was agreed that the reference to business should be extended to community groups and charitable organisations. In addition, a note on the allocation list should be added stating that the spend is ‘subject to being amended as the engagement activities

RG

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<p>progress'. Submitted version to be distributed with meeting notes.</p>	<p>RG</p>
<ul style="list-style-type: none"> It was agreed that MH's address and business be removed from the form. 	
<ul style="list-style-type: none"> It was suggested that we should publish an update on the website regarding the appointment of Board members, what has happened to date and the next steps up until the end of June. 	<p>RG</p>
<ul style="list-style-type: none"> LR confirmed that we will be using the Council's website to publish details of the Board members, its work and associated documents, agendas and minutes of the Board meetings. Not everyone wanted a photo of themselves on the website and it was agreed that this would be at the individuals discretion. 	<p>LR</p>
<ul style="list-style-type: none"> It was acknowledged that we should use different venues around the Town for meetings and the engagement process. 	
<ul style="list-style-type: none"> The Chair referred to the consultancy support that may be required for supporting the board through the process and for preparing and managing the consultations and engagement. The Chair agreed to share details of a proposal with the Board for initial support and facilitation. Consultancy work is covered by the capacity funding. 	<p>RG</p>
<ul style="list-style-type: none"> Regarding the drafting of the Investment Plan, it was agreed that it would be done in conjunction with the Council with input from Board members and third parties as required. 	
<ul style="list-style-type: none"> Sub-boards (Themes) – it was agreed we should form sub boards for the three investment themes of safety and security; high streets, heritage and regeneration; and transport and connectivity. It was agreed that these sub-groups should include partner organisations and at least one non-statutory Board member. There is also a pool of people willing to support these sub groups. Chair to prepare outline proposal for discussion. 	<p>RG</p>
<ul style="list-style-type: none"> LR confirmed that we haven't yet received the data pack and boundary details from DLUHC. 	
<p><u>Board Organisation (how we manage ourselves)</u></p>	
<ul style="list-style-type: none"> Meeting frequency and location(s). It was agreed that the Board would meet monthly until the vision and investment plan are in place. The P&CC confirmed that they already sit on Hastings' and Rother's Town Boards. They intend to attend as many Eastbourne meetings as possible, but will send a substitute when unable to attend. Monthly meeting invitations to all board 	

<p>members will be sent out as Teams meetings – this will enable them to be hybrid.</p>	<p>LR</p>
<ul style="list-style-type: none"> • The Chair confirmed that he would like the board to meet in person but that all meeting should have a hybrid option to ensure they are suitably accessible for all members. There was agreement that meetings could take place at the Welcome Building as the board gets established. Costs for hiring the room will come from the capacity funding. 	
<ul style="list-style-type: none"> • Board communications – it was agreed that we will look into a Town Board email address that all Board members can use. The P&CC suggested we contact Rother as they can advise on how they have set this up. 	<p>LR</p>
<ul style="list-style-type: none"> • Board task groups, for example digital campaigns, financial oversight and building the vision and plan will need to be established. 	<p>ALL</p>
<ul style="list-style-type: none"> • Social event – it was agreed that an evening event should be arranged. The Chair will confirm the Lansdowne Hotel as a possible venue. 	<p>RG/CC</p>
<ul style="list-style-type: none"> • It was agreed that Friday afternoon at the end of each month, between 2.00 and 4.00pm was a good time to have the Board meetings. 	
<ul style="list-style-type: none"> • LR confirmed that the Board appointments are interim until DLUHC approve the membership after the election. 	
<ul style="list-style-type: none"> • The Chair confirmed that we are required to submit a LTPfT Governance Request Form, Terms of Reference for the Board and Code of Conduct to DLUHC by the end of today. The Chair and LR will complete and submit. Request Form as submitted will be distributed with these meeting notes. 	<p>RG</p>
<p>The Chair thanked the Board for their invaluable input today and for putting themselves forward for this important role.</p>	
<p>Next Meeting to be confirmed by Teams invitation. Placeholder for Friday 28th June, 2:00pm to 4.00pm. Welcome Building & Hybrid.</p>	<p>LR</p>
<p>Meeting end 3:45pm</p>	