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| **No** | **Meeting Date** | **Action** | **Resp** | **Completed** |
| 1. | 18/03/20 | Update the group on the propping up of the Burlington Hotel and likely opening of the seafront.  Update:  Tim Whelan gave an update on the Claremont Hotel. He reported that Houses 10 and 11 had collapsed and the party wall between the Burlington and the Claremont had come down. The party wall had previously been delaying the contractor’s works because of insurance issues. Structural engineers will be reviewing the site and making propping plans. This is expected to take 2 weeks, after which the hoarding can go back up and the road can be reopened. Work will continue from the back and the forensic examination can begin shortly. David Tutt asked if there was a risk to the Burlington and Tim confirmed there was- therefore prop was needed asap. | Tim Whelan |  |
| 12. | 18/03/20 | What support is available for businesses who are not on the rateable value register, for example, all the small units in the Enterprise Shopping Centre in Eastbourne and any commercial property where rates are paid by the landlord and included in the commercial rent to the tenant  Update:  David Tutt asked about the Chamber’s list of issues. There was no update from the LGA. Caroline Ansell has spoken to key players in the business community including Denise at the Enterprise Centre. MPs are working on supporting the business community nationally. Christina Ewbank mentioned that there is a risk of a two-tier society developing with larger businesses surviving but micro-businesses failing. East Sussex is primarily made up of micro businesses with 87% employing less than 10 people. Caroline Ansell clarified that the problem was about being on the rateable register. Miles felt that Cohub members felt missed out because of the nature of the rating system. Christine stated that 35% of their members are sole traders. | MP’s office | Ongoing |
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| 14. | 25/03/20  15/04/20 | Financial support for Business Improvement Districts (BIDs).  Update: Information on the Eastbourne BID has been provided by Stephen Holt to the Chamber and to Caroline Ansell’s office. Caroline Ansell MP has made representations on behalf of our local BID through parliamentary channels and it is with BEIS & Treasury; MPs across the Country have similarly lobbied as this is a national challenge. Specific financial support for BIDs has not been announced. Caroline will continue to raise.  Update: Steve Holt said that the BID expected a 50% drop in income. He thanked Caroline and Philip for their support. Tim Cobb also voiced his support for the BID and how much work had gone into getting it established. | MP’s Office | Ongoing |
|  |  |  |  |  |
|  |  | Volunteering Update |  |  |
| 37. | 01/04/20 | Miles Berkley and Philip Lakka to discuss EU Settled Status off line.  Update: Caroline Ansell has the dataset and will be writing to EU nationals once the current climate has improved. Miles Berkley to collaborate on the content of the letter. | MP’s office/ Miles Berkley | To be reviewed at a more appropriate time |
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|  |  | MHCLG update |  |  |
| 49. | 08/04/20 | PPE: Caroline has raised localised delivery scheme with ESCC CEO and has the offer of a potential hub and co-ordinator. Dialogue is ongoing.  Phil confirmed that Eastbourne had received another delivery but that we acting as a depot with the County Council arranging distribution. Further update next week.  Ensure local production of PPE is recognised as part of the arrangements if we get to move to an Eastbourne delivery hub to take on the last mile.  Forward details of local groups who want to assist to Caroline/David and Ian.  Forward email from sewing circle to Ian in connection with producing scrubs. | MP’s Office  Phil Evans  Caroline Ansell/ David / Ian Fitzpatrick  Ana Corney/All  David Tutt |  |
|  |  | Business Update |  |  |
| 50. | 08/04/20 | Christina Ewbank highlighted the issues she is still receiving from members.  Insurance Claims: Post cross-sector meeting of 8th April, Caroline Ansell has conferred with Christina Ewbank and on issues with insurance, Caroline to relay to Treasury local disappointment over very delayed responses by Lloyds’ and Caroline to write to Hiscocks on behalf of a Eastbourne business whose claim was rejected. Sub group to continue to work together.  Support for dividend-related loss of income | MP’s office (Insurance sub group)  MP’s office | Ongoing  Ongoing |
|  |  | AoB |  |  |
| 54. | 08/04/20  15/04/20 | Lessons learned: continue to provide feedback to Paul Corney.  Update: Paul Corny advised that Keith Ridley has been offered a daily slot on Sarah Gorrall’s radio show. This will give the opportunity to publicise all the good news stories in Eastbourne emanating as a result of this crisis.  Actions:  DT to call Keith Ridley to give the OK.  The Voluntary and Business subgroups to liaise with a member of the comms teams to start capturing the stories. | All  David Tutt  Adam Chugg/Christina  Ewbank |  |
| 56. | 08/04/20 | Recovery Plan: to be included on future agenda |  |  |
| 58. | 08/04/20 | Dental care – engage further with dental practices - ascertain need/waiting times/pubic transport ahead of representation to chief dental officer to establish emergency dental care in Eastbourne. | MP’s office | Ongoing |
|  |  |  |  |  |
| 59. | 15/04/20 | Food for the Homeless/ Food parcels. Peter advised that the homeless are still presenting and that Matthew 25 Mission are preparing up to 200 meals a day. Howard confirmed that he is also delivering food parcels to the homeless who have been placed in temporary accommodate.  Action: Peter and Howard to liaise in order to identify whether there is a duplication of effort. | Peter Chorley/Howard Wardle |  |
| 60. | 15/04/20 | Insurance: continue to lobby ministers to bring pressure to bear on insurance companies who are not honouring claims on clients’ business interruption insurance.  Forward specific details to the MP’s office. | MP’s office  Christina Ewbank |  |
| 61. | 15/04/20 | Mental Health: those working to provide support are in need of funding to support counselling and befriending initiatives.  Actions: Forward Hamza’a contact details to David.  Raise in next week’s meeting with County.  Pursue County rep’s attendance on this forum with Becky Shaw | Adam Chugg  David Tutt  David Tutt |  |
|  |  | Police Update |  |  |
| 62. | 15/04/20 | Christina enquired about activity in the Town Centre in respect of the street community.  Action: Rachel Barrow to send latest stats to Christina. | Rachel Barrow |  |
|  |  | MP’s Office |  |  |
| 63. | 15/04/20 | DEFRA has voiced concerns in relation to the setting off of fireworks and the release of Chinese lanterns during the weekly appreciation of NHS workers.  Action  Tim to consider comms in conjunction with the Fire Service. | Tim Cobb |  |
| 64. | 15/04/20 | Mortgage Companies  Difficulties are being experienced in relation to mortgage holiday/re-mortgage.  Action: Send details to Caroline and David | Paul Corney |  |
| 65. | 15/04/20 | Businesses not on rateable register: Christina asked whether any potential funding for this could be channelled through Let’s Do Business or EDEAL, who could carry out the due diligence.  Actions  Prepare briefing paper on the scale, scope and mechanics then share with Caroline and David.  Ask Peter Sharp to forward the details from East Sussex in Figures to Christina. | Christina Ewbank  Ian Fitzpatrick |  |
| 66. | 15/04/20 | Payment to Self Employed: Miles raised the fact that people in this category have to wait for three months for any payment and that this is causing hardship. Can the HRMC make an interim payment? Caroline advised that she had already raised with ministers but will continue to lobby. | MP’s office | Ongoing |
| 67. | 15/04/20 | Banks/Insurance  Banks are still not granting any CBILS loans. Pressure needs to be brought to bear from all quarters on both banks and insurance companies as their lack of action is going to bankrupt a lot of companies and severely hinder any recovery. | MP’s office / David Tutt |  |
|  |  | Voluntary Sector |  |  |
| 68. | 15/04/20 | There has been amazing response to the call for volunteers both locally and nationally. Some matching of volunteers to organisation has taken place but not everyone has been contacted yet.  Comms to be prepared : Great response; you will be contacted as demand increases | Tim Cobb |  |
| 69. | 15/04/20 | Hospitality  Krystian is aware of a couple of businesses that had been in the process of having their premises re-valued by the valuation office prior to 11 March. The rateable value may come in under £51k, so will they now qualify for the grant?  Action: Ian to arrange for an email response to Krystian from Tim/Nick | Ian Fitzpatrick |  |
| 70. | 15/04/20 | Krystian advised that he had not seen any details on accommodation requirements. Accommodation for victims of domestic violence has been identified; David to discuss any County requirements with Becky Shaw. | David Tutt |  |
| 71. | 15/04/20 | Recovery; hospitality is likely to be the last to have restrictions lifted. Will the government offer any additional support?  Caroline to ascertain more information on timeline/dates. | MP’s office |  |
|  |  | Comms Update |  |  |
| 72. | 15/04/20 | Press releases to be prepared this week:   * 45% take up of business grants * Chinese lanterns/ fireworks; EBC comment to be included in Fire Services release. * Volunteers not contacted   Tim advised that Ian Smallwood for Business East Sussex is always looking for offer support and will be delighted to help.  Include Ian Smallwood in future meetings | Laura Walsh |  |
|  |  | AoB |  |  |
| 73. | 15/04/20 | Contact tracing  Miles queried how this will work for Eastbourne residents who are not digitally connected.  Action: Email Caroline for onward transmission to Digital Services | Miles Berkley |  |

**COMPLETED ACTIONS**

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| **No** | **Meeting Date** | **Action** | | **Resp** | **Completed** |
| 2. | 18/03/20 | Write to County re delaying the increase in parking charges and issuing permits for hotel guests.  Update: Cllr Tutt had meeting with ESCC CEX and it has been agreed to delay the increase. Free parking for hotel residents not pursued as not relevant at this time. | | David Tutt | Complete |
| 3. | 18/03/20 | Send copies of letters already send to County on parking charges to Anne Marie Field for inclusion in newspaper article. | | Steve Wallis and Kyrstian Hayter | Complete |
| 4. | 18/03/20 | Forward copy of letter that has already been sent to the Chancellor in relation to Tourism. | | David Tutt | Complete |
| 5. | 18/03/20 | Formulate a Business Continuity Plan in association with Eastbourne Volunteers, CAB, Matthew Mission 25 and Churches Together. | | Adam Chugg | Complete |
| 6. | 18/03/20 | Forward examples of best practice in Portugal to Adam Chugg. | | Anna Corney | Complete |
| 7. | 18/03/20 | Raise issue of an extension to free travel times with County.  Caroline Ansell has already flagged this with ministers and will advise the group of any feedback.  Update: Cllr Tutt raised with County. In the meantime, Stagecoach buses have extended the time that the passes can be used. | | David Tutt | Complete |
| 8. | 18/03/20 | Advise Mark Cotman of any essential supplies for the voluntary to be ordered via the hoteliers’ suppliers. | | All | Complete |
| 9. | 18/03/20 | Arrange for Business Wardens to visit supermarkets both in the Town Centre and retail parks to assist in whatever way they can. | | TW | Complete |
| 10. | 18/03/20 | Update Caroline Ansell following meeting with SIUs at which identifying any domestic abuse cases needing intervention will discussed.  Update: Caroline Ansell confirmed that she had been in conversation Sussex police and that they are being very proactive. If there are any issues she will feed into the group. | | Rachel Barrow | Complete |
| 11 | 25/03/20 | Raise with Caroline Ansell whether there will be easements in respect of personal independence allowance and pension credits.  Update: Caroline Ansell MP and Alan Bruzon Citizens Advice spoke on Thursday 9th April re. benefit easements in general which had been very much welcomed and specifically around potential access challenges in a time of lockdown for pension credit and PIP. There is no immediate concern for individuals as the current system is holding and the CAB is still working effectively and providing support. The situation is dynamic so there may be further easements but the potential future improvements to the system they discussed such as trusted person/use of email correspondence will be relayed to the DWP by Caroline when Alan has looked at a number of individual cases to strengthen a representation. | | Philip Lakka | Complete |
| 12. | 25/03/20 | Clarify Christina Ewbank’s understanding that if commercial renters miss one month in the next three months they cannot be evicted but could be if they miss two.  Need to pursue on case by case basis. Send details to MP’s office  Further related details are listed below and on the wider question, Caroline Ansell spoke to the Department for Business Energy Industrial Strategy on Thursday to confirm the position. Essentially this provision is not a rent free period, nor is it a payment holiday. It is only a safeguard against eviction for nonpayment. Tenants could miss more than 1 payment in the three month window and still be protected from eviction on those grounds but tenants are still responsible for eventual payment of all contractual sums and, the landlord can still take other collection and enforcement action and tenants can still be evicted for other breaches of lease. Each commercial tenancy and tenant-landlord relationship and legal contract will be different and where businesses are facing difficulties on a local level with commercial tenancies, they are best advised to seek specific legal advice on their tenancy.  **Further details:**   * The following are not within the protection of section 82: a licence to occupy (unless it is in reality a lease, despite being described as a licence); a tenancy at will; tenancies that are expressly excluded from Part 2 of the 1954 Act, such as farm business tenancies and tenancies not exceeding 6 months. * Rent is defined widely in section 82(12) to include ‘any sum a tenant is liable to pay under a relevant business tenancy’. This means that a landlord may not forfeit during the relevant period for non-payment of main rent, insurance contributions, service charges and any other payments due under the lease. * While the government is clearly keen to encourage collaboration rather than litigation between landlords and tenants, even during the protected period, a hard-pressed landlord will still be legally allowed to: take payment from a rent deposit; add interest to the debt in accordance with the interest provisions in the lease; sue the tenant and/or any guarantor for the debt; exercise Commercial Rent Arrears Recovery; serve a statutory demand and institute the relevant insolvency process * Section 82(11) confirms that any failure to pay rent during the relevant period shall be ‘disregarded’ if the landlord seeks to oppose renewal on the grounds of ‘persistent delay in paying rent’   **Action 12 Cont.’d ‘Chamber’s list of issues’**  **Question:** What support is available for businesses who are not on the rateable value register, for example, all the small units in the Enterprise Shopping Centre in Eastbourne and any commercial property where rates are paid by the landlord and included in the commercial rent to the tenant  Caroline Ansell has raised this issue through parliamentary channels and it is with the Treasury and BEIS. As with BID funding, it is a national picture and MPs cross the country have similarly raised. She will continue to lobby. David Tutt is likewise raising across all his channels. They will continue to work together and lobby on this. Caroline has signposted The Enterprise Centre to Locate East Sussex as a possible **source of local grants.**  **Question:** Can “furloughed” staff do any work from home or are they not allowed to work at all? Some staff should be furloughed because their business income has gone but they still want to maintain contact with their customers for the future. Is this within the rules? COMPLETE  Furloughed staff can undertake training and voluntary work. Furloughed Directors need to perform statutory duties but not engage in activities which provide services or generate income. There are some flexibilities: you can stop and start furlough to marry up with project work deadlines for example. Employees with caring responsibilities can now also be furloughed.  **Question**: Care homes and homeless shelters are struggling to buy provisions because of the restrictions supermarkets are putting on food items. Is there any way around this? Many cannot make bulk purchases as they do not have space to store large items or the funds to buy in bulk.  Care homes, businesses regardless of size and now with a minimum order of just £100 can now register with Booker in Hammonds Drive. Immediate access via personal registration, two pieces of ID. Care homes also included in priority list so can collect between 7.30 & 11 a.m. Caroline Ansell’s office has signposted those care homes who have contacted her office to this new provision.  **Question:** Are homeless shelter workers recognised as key workers and able to leave the home to care for this vulnerable cohort? **YES**  **Action 12 Cont.’d ‘Chamber’s list of issues’**  **Question:** What support is available for businesses who are not on the rateable value register, for example, all the small units in the Enterprise Shopping Centre in Eastbourne and any commercial property where rates are paid by the landlord and included in the commercial rent to the tenant  Caroline Ansell has raised this issue through parliamentary channels and it is with the Treasury and BEIS. As with BID funding, it is a national picture and MPs cross the country have similarly raised. She will continue to lobby. David Tutt is likewise raising across all his channels. They will continue to work together and lobby on this. Caroline has signposted The Enterprise Centre to Locate East Sussex as a possiblesource of local grants.  Question: PPE **see new Action 49**    Question: BID **see new Action 14** | | MP’s Office  All | Complete  Ongoing  Complete  Complete  Complete |
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| 13. | 25/03/20 | Check whether directors of small businesses can be classed as employees and furloughed in some cases.  Update: Confirmation received that they can. | | Philipp Lakka | Completed |
| 14. | 25/03/20 | Payment of the BID levy to be discussed outside the meeting.  Update: Analysis has been received by MP’s office. Work in progress. | | Philip Lakka / Christina Ewbank | Ongoing |
| 16. | 25/03/20 | Helen Burton that she is aware of a case whereby a mother would like her daughter and grandchild to move in with her during this period as her daughter is currently living in one room. Her daughter has been advised that if she does so she will lose her place on the housing waiting list.  To be discussed outside the meeting.  Update: Tim Whelan confirmed that the allocations can be used to ensure that this does not happen Send details to Tim Whelan | | Helen Burton  Helen Burton | Complete |
| 17. | 25/03/20 | The Cavendish hotel and Wetherspoons.  The conduct of these two companies was raised by a representative of the business community who understood that they had laid off large numbers of local people from their workforces, in response to the pandemic, rather than furloughing them and raised by another on the call, that Britannia’s live-in staff at The Cavendish had been made homeless.  The Cavendish Hotel reported that they will be taking advantage of the Government’s furlough scheme and that all its local workforce have either been furloughed or are still working. It adds that it has no live-in staff in Eastbourne. This was confirmed by the Group HR Manager for Britannia Hotels.  JD Wetherspoon reported that they will also be taking advantage of the Government’s furlough scheme and all its local workforce have either been furloughed, are still working, or have left. Tim Martin’s office confirmed this also. Of 92 weekly employees, across the London & County and 75 at the Cornfield Garage, they report that 88 are on furlough, 1 is on maternity leave, 2 are on sick leave, and 1 chose to leave.  In the course of the meeting of the 8th April, when doubts over the veracity of these position statements were again raised, Caroline Ansell pledged to look at any individual cases forwarded to her office that contradicted these assertions. | | Philip Lakka | Complete |
| 18. | 25/03/20 | Send organisations’ contact to details to Anne Marie Field for publication. (In light of additional enquires received by Matthew Mission 25 for help/food parcels from people on zero hour contracts. As so much is now closed, they don’t know where to go for help). | | Peter Thorley | Complete |
| 19. | 25/03/20 | Make representation to the Chancellor re the terms of the business interruption loan scheme:   * Loans in excess of £250k are at commercial rates and need to be secured. * Loans under £250k are supposed to be interest free but this not being offered.   Update: this had been picked up the LGA, DCN and MP’s office. Chancellor stepped in on Friday. Loans are now easier to obtain. | | David Tutt | Complete |
| 20. | 25/03/20 | Alan Bruzon would like to meet with key personnel to co-ordinate activities especially In relation to housing.    Conference call taken place. | | Tim Whelan | Complete |
| 21. | 25/03/20 | Check with Rachel Barrow on whether the police have any plans to extend the retirement date for officers due to retire or calling any back from retirement?  Update: No plans to extend retirement dates or call for retired officers to return. Has been call for volunteers with a good response. | | Stephen Holt | Complete |
| 22. | 25/03/20 | Check with the MP’s office regarding what proof may be needed if stopped by the police when carrying out volunteering work.  Update: Police advised that a letter confirming reason on letter headed paper will suffice. | | Philip Lakka | Complete |
| 23. | 25/03/20 | Discuss the ongoing delivery of food to the homeless housed in temporary accommodation.  Update: Additional funding made available to supply homeless with kettle; microwave, toaster, phone, first aid kit and list of where to get food. Those not able to prepare own food are receiving parcels from the Foodbank. | Peter Thorley /Steve Wallis / Tim Whelan | | Complete |
| 24. | 25/03/20 | Forward details of any homeless people who you think may not be on the Council’s radar. | | ALL | Complete |
| 25. | 25/03/20 | Hotels able to offer accommodation:  Discuss with EBC and the MP’s office the impact on both furlough and invalidating their business interruption insurance should they take in the homeless on a regular basis.  Update: Great response from the hoteliers. Providing accommodation for a number of groups. | | EHA | Complete |
| 26. | 25/03/20 | Some smaller guest houses that have food hygiene certificates have volunteered to cook food so would be able to prepare meals for those homeless who end up in accommodation without cooking facilities.  To be discussed outside of the meeting  Update: facilities in place | | Adam Chugg / Helen Burton / Krystian Hayter | Complete |
| 27. | 25/03/20 | Prepare comms for publication in the Herald by Friday encouraging online contact wherever possible but advising the vulnerable which numbers to contact. | | Tim Cobb/ Tim Whelan | Complete |
| 28. | 25/03/20 | Update Tim Cobb on Channel 4 Dispatches visit to Eastbourne. | | Mark Cotman | Complete |
| 29. | 25/03/20 | Forward the foodbank’s top 10 list to the EHA.so that they can check their overstock.  Update: Tim Hulme advised that the College has 6k frozen meals in their freezers that they had offered to ESCC but they so far have not taken up the offer.  Check whether this can be utilised by the Council Hub at Devonshire Park.  A removal company has offered use of its lorries for logistics. Forward details to the Council. | | Tim Cobb  Ian Fitzpatrick  Paul Corney | Complete  Complete  Complete |
| 31. | 01/04/20 | Forward list of issues sent to Caroline Ansell to David Tutt so that he can raise during the District Councils’ Network telephone conferences. | | Christina Ewbank | Complete |
| 32. | 01/04/20 | Raise with the MP’s office the exclusion of co-working space from the Grant Scheme. | | Philip Lakka |  |
| 33. | 01/04/20 | Speak to colleagues in Durham Council to confirm whether they have made grant payments and identify whether there is any scope for knowledge sharing.  Ensure Contact Centre has up to date grant information. | | Nick Ducatel  Nick Ducatel | Complete  Complete |
| 34. | 01/04/20 | There is concern over the conduct of some banks and mortgage companies in respect of them decreasing the loan to value and not honouring offers already made. Raise with MP’s office.  Update: Raised as a concern of wider, national principle by Caroline Ansell through parliamentary channels. Any individual cases to be invited to contact Caroline’s Office. | | MP’S office | Complete |
| 35. | 01/04/20 | There has been a fantastic response to the call for volunteers. Work now needs to be done on ensuring that volunteers are being matched to those groups needing support. Helen Burton to lead this workstream. | | Helen Burton | Complete |
| 36. | 01/04/20 | There is a link on the Chamber website detailing those members that will deliver food for those that can pay. Link to be forwarded to Adam Chugg for inclusion on the 3VA and Website and to Ian Fitzpatrick so that these details are available to the dedicated call answering team.  Tim Cobb to also include in press release.  Update: only two outlets at the moment, so not publicising in case they are overwhelmed. | Christina Ewbank  Tim Cobb | |  |
| 38. | 01/04/20 | There needs to be consistency of messaging and steps to ensure that this messaging is being disseminated.  Headlines to be included on the Eastbourne Facebook page with link to the Council Website, which will remain the main source of information.  Email items to [davidtutt10@gmx.com](mailto:davidtutt10@gmx.com) for inclusion.  Tim Cobb to incorporate in Comms Plann  Arrange regular bitesize sessions hosted by David Tutt to feed into social media. | | Tim Cobb  All  Tim Cobb  Tim Cobb | Complete  Complete  Complete |
|  |  | Hospitality | |  |  |
| 39. | 01/04/20 | Email details of the nominee to attend future accommodation meetings to Tim Whelan.  Update: Tim Whelan to send EHA details of people to be accommodated. | | Krystian Hayter | Completed |
| 40. | 01/04/20 | Ascertain if anything can be done to bring forward the 80% payment of staff salaries. If not, hotel staff may lose their jobs. | | Philip Lakka | Complete |
|  |  | Lessons Learned | |  |  |
| 41. | 01/04/20 | Feedback to Paul Corney on Lessons Learned presentation.  Present regular updates. | | All  Paul Corney | Complete |
| 42. | 01/04/20 | West Rocks Hotel happy to provide help with food provision. Paul Corney to arrange contact with Howard Wardle.  Update:  Chris Copping’s details have been forwarded and he is happy to help in any way he can.  College Update   * Store of frozen meals: discuss storage solutions with Howard Wardle (space for freezer?) * College kitchen is available for use by Community groups. Advise Tim Hulme of any requirements * Engineering department has been producing masks for frontline staff. Miles Berkley produced prototype yesterday. Miles and Tim to meet to discuss supply chain. * The Chamber needs 10 masks per week for the street market.   Update: only one stall operating so only three masks needed | | Paul Corney  Oscar Plumley  All  Tim Hulme / Miles Berkley  Miles Berkley | Complete  Complete |
| 43. | 08/04/20 | Shielding: It has been recognised that some people who should be in the shielded category have not received letters. Guidance is being sent to GPs. Message to be communicated that if you feel that you should be in this category, speak to your GP.  Action: Tim Cobb to arrange comms  Food boxes: there are currently 3,000 in stock, 550 of which have been issued to the foodbank and 75 delivered. These are just standardised packs with basic provisions. Paul Corney asked whether any would be provided for special needs such as gluten free.  Action: Christina Ewbank to make enquiries with Chamber supplier and then update Ian Fitzpatrick.  Update: Chris Copping can supply gluten free and has been contact with In Fitzpatrick. | Tim Cobb  Christina Ewbank | | Complete  Complete |
| 44. | 08/04/20 | Business Support Grants: system should be live tomorrow. Details of the information that businesses will need to supply to be sent to/discussed with Christina Ewbank, Stephen Holt and Mark Cotman so that they can field some of the enquiries.  Update: Portal went live last Thursday with 340 applications on the first day. 814 businesses have applied and been validated resulting in £10m worth of grant to be paid; £3m yesterday and £7m today. This equates to 45% of the anticipated caseload. A letter and email has gone to all business that qualify as far as the council is aware. After next week, the team will telephone those that have not yet applied. Christina will forward details to Peter Sharp to those businesses that are unable to apply online for his team to assist them make their application. | Tim Whelan / Nick Ducatel  Christina Ewbank | | Complete. |
| 45. | 08/04/20 | Victoria Mansions: work is ongoing. Action: Stephen Holt to discuss with David Tutt offline. | Stephen Holt | | Complete |
|  |  | Police Update |  | |  |
| 46. | 08/04/20 | EHA advised that there were reports of ASB and lack of social distancing. Action: to be logged via 101 | EHA /All | | Complete |
|  |  | MP Update |  | |  |
| 47. | 08/04/20 | Caroline Ansell to organise a visit to Eastbourne by the Tourism Minister Nigel Huddleston. This is to meet key partners, visit key places, discuss recovery and future plans and campaigns.  Update: Has sent invitation request. | MP’s office | | Complete |
| 48. | 08/04/20 | Station Health Hub closure has been suspended. Continuing to lobby to ensure facility remains opens as there is insufficient GP capacity in the town.  Action: David Tutt and Caroline Ansell to work together on this. | Caroline Ansell / David Tutt | | Complete |
| 49. |  | PPE  Ana Corney to send details of a PPE provider facebook group to Caroline | | Ana Corney | Complete |
| 51. | 08/04/20 | Concerns were raised regarding the effect of self- isolation on Mental Health.  Action: Forward any specific examples to David Tutt so that he can raise with County. | Paul Corney/ All | | Complete |
| 52. | 08/04/20 | Cancelling events; the effect of this on the Tourism industry was noted and EHA requested prior notification of any events that are to be cancelled in future. Cancellation of the tennis tournament was not an Eastbourne announcement but was made by the LTA.  Action: Keep the EHA update on future event cancellations. | Phil Evans | | Complete |
|  |  | Comms update |  | |  |
| 53. | 08/04/20 | PR to be prepared on;   * ESCEG frozen meals; Matthew 25 Mission taking 500 per week * 3VA: those on furlough volunteering * Shielding; if you didn’t get a letter and you think you should contact your GP * GoodSam app going live * Small business grant – delivered ahead of schedule | Tim Cobb | | Complete |
| 55. | 08/04/20 | NHS Wellbeing Survey: Christina Ewbank to circulate for onward dissemination and completion.  Update: Over 2000 responses received | Christina Ewbank /All | | Complete |
| 57. | 08/04/20 | Furlough: Mark Cotman requested clarification regarding the entitlement of a member of staff returning from maternity leave.  Update: An employee returning from maternity leave should be allowed to return as planned and on the established terms and conditions and be furloughed from there. | | Caroline Ansell | Complete |
|  |  |  | |  |  |