



LOCAL SERVICES COMMITTEE (LSC) MEETING MINUTES

DATE: TUESDAY 9 JUNE 2026

LOCATION: HYBRID (IN PERSON & ONLINE)

CHAIR: JILL

1 OPENING

Meeting opened with a moment of silence.

Readings: 12 Concepts – read by Adam

12 Traditions – read by Ruth

2 ATTENDEES

Jill - LSC Chair, Louise - Treasurer, Kat - Co-Panel Leader BHT, Tyler - Co-Panel Leader BHT, Sally Ann - Balman House Panel Leader, Aaron - Ford Prison Leader, Adam - Tech & Zoom Support, Steve - Prisons Chair, Nicky - Shore House Panel Leader, Mark - Literature Chair, Ash - Guest, Barry - Guest, Ruth - Guest.

3 APOLOGIES

Ben, Peter and Lucy

4 MINUTES OF PREVIOUS MEETING

Approved.

5 VACANT POSITIONS

Vice Chairperson - 3 years clean time - Aaron voted in

Vice Presentations Coordinator - 2 years clean time - Ash voted in

Vice Literature Secretary - 1 year clean time

Vice Minutes Secretary - 1 year clean time

Vice Treasurer - 4 years clean time

Panel Leaders (x2) – HMP Lewes - 4 years clean time

Co-Panel Leader – BHT Recovery Project - 2 years clean time

Tea Person - 1 year clean time

6 ELECTIONS & NOMINATIONS

VICE CHAIRPERSON

Aaron nominated

Clean time: 11+ years

Experience: Extensive service, previous secretary roles, co-panel leader experience

Outcome: Elected

VICE PRESENTATIONS COORDINATOR

Ash nominated

Experience: Extensive service across committees, presentations, Area Chair

Outcome: Elected

PANEL LEADER – HMP LEWES

Barry nominated

Previous experience in multiple service roles including Treasurer and Chair

Outcome: Elected

TREASURER (FUTURE CONSIDERATION)

Kat expressed interest subject to capacity once current role ends

7 TREASURER'S REPORT

Opening Balance: £500

Closing Balance: £326.20

Noted increased spending due to printing costs

8 REPORTS

BHT RECOVERY PROJECT

Reported by Kat

Meetings well attended and appreciated by residents

LIGHTHOUSE WORTHING

Reported by Peter and Ben

Strong engagement and positive feedback

Residents attending external NA meetings

SHORE HOUSE

Reported by Nicky

Strong meeting with excellent engagement and identification

BALMAN HOUSE

Reported by Sally Ann

First meeting well attended

Second meeting smaller due to change in residents

MILLVIEW HOSPITAL

Reported by Jenna

Small but effective meetings

Strong engagement and positive staff relationships

Action: Review use of keyrings due to potential safety concerns

HMP LEWES UPDATE

Progress ongoing

New visit scheduled: 12 June

Attendees: Barry K, Aaron A (+ possible members)

Vetting in progress for additional members

Steve intends to step down from prison service role in July

HMP FORD UPDATE

Reported by Aaron

Vetting process underway for potential members

Long-term plan to establish meetings within prison

Focus on building relationships and capacity

8 BRIGHTON PRIDE 1ST-2ND AUGUST 2026

Reported by Louise

10 volunteer places available (+2 build/break passes)

Location to be confirmed

Literature packs to be prepared (~100 packs)

Mark requested literature be requested from him in advance

FRIDAY ATTENDANCE (PRE-EVENT DISCUSSION)

Proposal raised regarding Friday presence

Decision: Deferred pending further information

To be discussed via WhatsApp/email after clarification

9 LITERATURE

All requests fulfilled and meeting lists distributed

Issue raised regarding ordering access – under review

10 POSTER DISTRIBUTION

Poster distribution needed in Polegate, Hailsham, Battle, Bexhill, Seaford and Newhaven.

11 ANY OTHER BUSINESS

CGL HASTINGS

Awaiting confirmation for future meetings

YMCA PORTSLADE

Positive engagement

Proposal for new meeting under discussion

CHICHESTER CENTRE

Agreement in principle to host meetings

Logistics to be confirmed

PRESENTATION ALLOCATION PROCEDURE

Opportunities offered to committee first with 48-hour response window

Shared via email and WhatsApp, if unfilled, offered to wider service list

Emergency exceptions apply

Outcome: Agreed in principle

ADMINISTRATIVE UPDATES

Website updates required as the current Vacant Positions list is now outdated

Jill to notify webservant of Vacant Positions

12 NEXT MEETING

Date: Tuesday, 14 July 2026

Format: Online only

13 CLOSING

Meeting closed with the Serenity Prayer