



LOCAL SERVICES COMMITTEE (LSC) MEETING MINUTES

DATE: TUESDAY 14 APRIL 2026

CHAIR: JILL

Meeting opened with a moment of silence

1 READINGS

12 Concepts – read by Bernard

12 Traditions – read by Nikki

2 ATTENDEES

Jill (Chair), Kat, Stephen, Mark, Nicky, Bill, Helena, Sally, Natalie (x2), Louise (Treasurer), Liv, Ashad, Ben, Peter, Nat S, Tyler, Barry (visitor), plus online attendees.

Apologies: Lucy, Jenna

3 PREVIOUS MINUTES

No minutes to approve (no previous recorded meeting).

4 VACANT POSITIONS

The following roles remain open:

Vice Chair (3 years clean time)

Vice Presentations Coordinator (2 years)

Vice Secretary (1 year)

Vice Minutes Secretary (1 year)

Vice Treasurer (3–4 years; shadowing required)

Panel Leaders (HMP Lewes – 4 years)

Representatives (Royal Sussex County Hospital – 4 years)

Representative (HMP Ford – 4 years)

Tea Person

Action: Members encouraged to consider service and nominations.

5 APPOINTMENTS & NOMINATIONS

Aaron unanimously approved as HMP Ford representative.

Paul Kane to continue covering Wednesday commitments without re-vote (no objections raised).

Barry introduced as potential volunteer for HMP Lewes vetting process (no vote at this stage).

VICE CHAIR:

Discussion held. Decision to keep position open until closer to October; interim cover to be reviewed if no nominations forthcoming.

6 TREASURER'S REPORT

Opening balance: £500

Travel expenses: £21.75 approved

Closing balance: £179.65

Funds requested: £320.35

Note: Mileage reimbursed at 45p per mile.

7 SERVICE REPORTS

HMP LEWES

Drug Awareness Day attended; NA literature table well received.

Prison expressed strong interest in regular NA meetings (Friday mornings available).

Vetting underway; additional volunteers required.

Next event: Friday 12 June 2026.

BHT RECOVERY PROJECT

Ongoing positive engagement; residents responsive to meetings.

LIGHTHOUSE (WORTHING)

Meetings going well; strong engagement.

Request for 30- and 60-day keyrings approved.

SHORE HOUSE

Two residents attended; positive engagement.

New room with NA literature established.

Decision made for Nicky to attend monthly to build continuity.

MILLVIEW HOSPITAL

Weekly meetings established; attendance growing.

Request approved for additional newcomer literature packs.

Leaflet rack available for placement.

POSTER DISTRIBUTION

Progress ongoing.

Suggestion raised to approach pubs/clubs (with permission) for poster placement.

ROYAL SUSSEX COUNTY HOSPITAL

Engagement remains challenging; liaison continuing.

CGL HASTINGS

Proposal agreed for NA to present once every 18 weeks (no objections).

YMCA PORTSLADE

Presentation successful; service requesting regular NA meetings (awaiting confirmation).

MEADOWFIELD & TURNING TIDES

Meadowfield awaiting management response.

Turning Tides contact ongoing.

8 WEBSITE & MEETINGS LIST

ASC Secretary contacted to confirm meeting details.

Updated Spring/Summer 2026 meetings list in progress.

9 HOPE PARK (STELLA OBEE)

14 July: meeting to be online

11 August: alternative venue to be arranged

10 COMMUNICATION

Agreement that reports and minutes will be emailed, not WhatsApp-only, to ensure inclusivity.

11 OTHER BUSINESS

Clarification agreed: ad-hoc presentation volunteers do not need to attend three meetings (requirement applies only to position holders).

Apologies exchanged regarding recent miscommunication.

12 NEXT MEETING

Tuesday 12 May 2026

13 CLOSE

Meeting closed with the Serenity Prayer.