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| **Little Hulton Big Local Board Meeting**  **Monday 5th February 2018**  **18:00 – 20:30**  **Little Hulton Big Local Community Space M38 0BA**  **M I N U T E S** | | |
|  | **Introductions, Welcomes and Apologies**  **Present**  John Butler (JB) Chair, Alison Jones (AJ) LHBL Development Manager, Susan Owen (SO) LHBL Community Organiser, Sharon Maddocks (SM) Board member, Stuart Wilde (SW) Board Member, Jane Nickeas (JN) Board member, Carole Gallagher (CG) Board Member, Kate Lewis (KL) Board member, Alison Gresty (AG) Board member, Mary Wheldon (MW) Board Member, Anthony Kollie (AC)  **In Attendance**  Kirsten Blackwood (KB) Deputy Chief Exec, Salford CVS, Ashley Chapman (AC) Administrator, Salford CVS (minutes)  **Apologies**  Fay Flatt (FF) Board Member, Nathanial Lynch (NL) Board Member, Claire Darlington (CD) Board Member, Rob Sharpe (RS) Board member Sylvia Philips (SP) Board Member.  John Butler (JB), Chair, welcomed attendees to the meeting and noted apologies.  Board members and attendees introduced themselves. |  |
|  | **Declaration of Conflict of Interests**  Kate Lewis (KL) raised a conflict of interest as she sits on the City West board.  Alison Jones (AJ) asked all board members to complete a form stating any potential Conflict of Interests. Forms are sent out annually and any relationships/links are kept on record. AJ will email the form out to board members. | **Action 2.1** |
|  | **Minutes of last meeting, matters arising and action logs.**  The minutes of the meeting held on 8th January were agreed as an accurate record subject to the following amendments:  Pg1: KL passed on apologies  Actions were discussed and action log updated.  **Matters arising – Confidential Item**  Kirsten Blackwood (KB) provided an update on Enthusiasm Trust. Big Local are now involved and will get back in touch with KB when they have further information. KB will carry on dealing with the complaint and keep the board informed. |  |
| **4.** | **Finance Update**  KB gave an update on finances, there were no variances.  Any decisions on forecast changes are discussed in Finance and Grants meeting and brought to the board.  The total expenditure to 31.12.17 is £34,460. January’s expenditure will be totalled once everything spent is known.  The board approved the accounts.  £35,000 is allocated to Employment, Training and Wellbeing activities which is set up for small grants. Currently they have 2 applications, 1 has been paid, 1 is being processed and another was received on 05.02.2018. AJ mentioned delivering help to these grants in different ways, possibly with space in the new build.  £1900 was sent to Sue Hankin for the boiler, kitchen, shed and alarm system. Currently the new build has required minimal work but may require more in the future with extra costs. Shifting money from the Empolyment and Training Activities was discussed in the Finance meeting. There is a significant under spend on this line and providing space in the new building can be seen as alternative to grants. |  |
| **5.** | **AGM & Workshops**  Notes from the workshop have been typed up and members of the Capital Build task group were confirmed – Jane (JN), Karen (KB), Steve (SS), Claire (CD), Sharon (SM), Liz Green (LG-) & Alison (AJ). AJ has sent potential meeting dates out to all members.  Positive feedback on the AGM. A great turn out which the board felt was out of interest in the meeting, rather than just being a part of a community group. Everyone was very supportive and great soup!  AJ has wrote up the minutes. The board were asked to email AJ with any amendments or missing names of people who attended. The actions were discussed – need to explore options for community newsletter as social media doesn’t reach everybody.  **Park Run**  AJ informed the board that they had received an unsolicited request for £3000, matched funding, for the initial support and set up of a Park Run in Peel park. LHBL wouldn’t be the whole funder and once established the run would sustain itself.  After a discussion the board agreed that the request was something they would consider but needed further exploring.  AJ will email Amy asking for information on what the money will be spent on and whether they would use the LHBL logo on any marketing. Salford Dadz may currently be using the park to run activities – AJ will check up on this. | **Action 5.1**  **Action 5.2** |
| **6.** | **New Building**  Sue Owen (SO) gave an update on the new build. There has been lots of interest from children passing and they expect lots more children to use the space. Karen Booth (KB) is going to look at how the space can be improved for young people and signage for the front of the building will be arranged.  The volunteers were a great help during the move. The move took 2 days and was very quick. The keys to old building were handed back to City West who were happy with everything.  They are currently having some problems with the boiler but no other problems to report. New furniture is need but no plans as of yet.    The board were very positive about the new build and felt it was better placed.  Space will be provided to other organisations and agencies, from Monday – Thursday. The building can be accessed on Fridays but groups using the space will need public liability insurance as there will be no staff.  The board have agreed to rent the space out for free during the first 3 months in the building. The space is currently being used by CAB, Achieve, Europia (ESOL), Health Works, Broughton Trust, Health Improvement team and Sale Sharks (from mid Feb). |  |
| **7.** | **Task Group Updates**   1. **Employment and Enterprise**   **Step Up Grants**  Wendy’s Wool Creations requested £2000 for a stock pile to create and deliver orders on request. The panel agreed with the bid. They felt that there were other expenses to take into account and thought that it would help if she explored workshops. The board approved a grant of £2500. SO will phone Wendy on Wednesday with the offer, paperwork to follow.  A cleaning company have requested a grant for £3000, generally the panel felt positive but wanted some steer from the board. Overall the board felt uncomfortable about the grant and agreed for AJ to contact the applicant about alternative options: Discretionary grants, Business team in Salford for bridging loan- KL will explore contacts and Salford Business Growth Hub.  The board agreed that there needed to be ongoing discussions regarding boundary issues.  **Employment and Training Grants**  Women With Wings have applied for £1000 to run training sessions. The board felt that it met the criteria but they had further specific questions. AJ to contact and get further information for next board meeting.  **UnLTD**  Good meeting, the project is now in place and there are clear plans. The next meeting is at the end of March.   1. **Young People; Youth Unity**   No current updates, next meeting is on 07.02.2018. The youth club is still extremely successful and the volunteers are working really hard.  There are discussions around establishing a Young Person Assembly which is currently ongoing.  AJ informed the board about an incident with a young man outside the youth club on 01.02.2018. The incident had nothing to do with the Youth Unity however board member Claire Darlington (CD) was a witness. A statement was given and the police will send this to LHBL. CD is okay now but was shook up. The board passed on their concerns and explained they were there to help. The board agreed to debrief after the event and review current procedures in place. The group will meet and provide an update at the next board meeting.  **Youth Allowance Grant**  The Youth Allowance Grant has now closed but a late bid for £500.00 from Harrop Fold has gone to the Youth Panel for costumes and make up. The grant has been signed off by a young person and the board approved it.   1. **Grants and Finance**   The meeting with RHS went well and the visit for board members is confirmed for 20.02.2018. Their grants are available to everyone. The current grant - Greener Britain is due to close on 12.02.2018, SO will include this in the grants pot email on 06.02.2018 with the other small grants due to launch.  Little Hulton has been classified as a target area for funding and Claire During has agreed support the group working on the Gardens of Remembrance and help with the Japanese knot weed.  The group is working well.   1. **Mental Health, Wellbeing & Happiness**   The meeting went well. A few organisations have plans to connect up and deliver services from LHBL (Achieve, 42nd Street; etc.).  Providing support for parents with suffering children was mentioned. Somewhere where parents’ can skill up and offload. AJ will send an email to arrange further discussions.   1. **Workers Reports**   Sue provided an overview of her work report with the following highlights:  The Health & Safety Policy is due to be finished by the end of week – 09.02.2018.  Very positive feedback for the volunteers, who have helped with the move and preparing new premises. SO is now focused on keeping the volunteers focused, providing them with something to do and getting them work in the community.  Alison presented her monthly report with the following highlights:  Annual leave is arranged for 6th-12th and the 16th Feb.  The hub will now be open day times and evenings, AJ asked the board if anyone could cover the hub to help take the pressure of her and SO. Alison Gresty (AG) and Jane Nickeas (JN) agreed to help out.  Three volunteers attended the Project Management training.  The break in cost LHBL approximately £60.00, including the cost of a tablet which was £30.00. To claim on insurance the loss would have to be between £50-£70, the board agreed not to claim. | **Action 7.1**  **Action 7.2**  **Action 7.3**  **Action 7. 4**  **Action 7.5** |
| **8.** | **AOB**  KL suggested looking at the idea of a local area currency, similar to the Hull coin. The board agreed to invite someone to next Employment and Enterprise meeting. KL will pass on details to AJ.  Eric McBean has requested to become an associate member of the board. The board approved this, AJ will send Eric a form to complete.  Rebecca from City West will attend the board meeting on 05.03.18.  AJ asked the board to promote the ‘What does Community Hub mean to you?’ exercise to any friends, neighbours, schools, organisations they know in Little Hulton. The completed cards need to be handed back by the middle of March. KL agreed to put something on the councillor newsletter, which is due out in 2-3 weeks.  The meeting closed at 20:35. | **Action 8.1**  **Action 8.2** |
| **9.** | **Date and Agenda of next meeting**  The next board meeting will be on Monday 5th March 2018 at 6pm at the LHBL premises. |  |