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| **Little Hulton Big Local Board Meeting**  **Monday 5th November 2018**  **18:00 – 20:20**  **Little Hulton Big Local Community Space M38 0BA**  **M I N U T E S** | | |
|  | **Introductions, Welcomes and Apologies**  **Present**  Sharon Maddocks (SM) Vice Chair, Alison Jones (AJ) LHBL Development Manager**,**  Shelagh Higginbottom (SH) Board member, Anthony Gritto (AG) Board member, Kate Lewis (KL) Board member, Carole Gallagher (CG) Board member, Susan Owen (SO) LHBL Community Organiser, Sharon Higgins (SH)  **In Attendance**  Kirsten Blackwood (KB) Salford CVS DCEO,Gill Bruder (GB) Salford CVS (minutes); Barbara Bayliss (Park Run); Entela Isufi;  **Apologies**  Fay Flatt (FF) Board member, Jacqui Jones (JJ) Board member, Stuart Wild  Sharon Maddocks (SM) is currently standing in for chair. SM, welcomed everyone to the meeting and noted apologies.  Entela has expressed an interest in joining the board as a board member at LHBL. The board welcomed Entela to the meeting and approved her becoming a board member. |  |
|  | **Declaration of Conflict of Interests**  No official conflicts of interest. Discussions around Youth Development worker on agenda. Board members interested in applying need to declare this to AJ. |  |
|  | **Minutes of last meeting & matters arising**  The minutes of the meeting held on 1st October 2018 were approved as an accurate record.  One amendment was asked to be made. Date on the minutes to be updated to 1st October 2018.  Actions were discussed and action log updated. | **Action 3.1** |
| **4.** | **Park Run – Barbara Bayliss**  Barbara gave a presentation to the board, here are the highlights:  Park Run began in 2004 in London and now there are 1500 park runs in 20 countries. Junior park run joined in 2010 and now has 10,000 young people aged 4 to 14 year old completing weekly runs. We also have over 4,000 volunteers.  Park Run want to set up a park run every Sunday morning at 9am in Peel Park for a 2k run. There will be several marshals on the course to support the children. Feedback is it encourages family time and also develops awareness of local parks. There are opportunities to learn new skills and children completing their Duke of Edinburgh awards come along and volunteer.  11 runs is equivalent to a half marathon and the children then receive a certificate.  We are working with SCC to get permission to go ahead with a regular park run but there is a cost of £6,000 to set this up. £3K will be contributed by Park Run and we are looking for £3,000 from the local community.  The board asked what does the £6,000 get spent on?  We need to pay salaries, setting up the website, equipment, bar code scanners and a laptop. This is a one off cost to set up the project, there are no ongoing costs.  We are looking for an April start at Peel Park, flyers are being sent out and I am arranging visits with local primary schools and also GP practices as it fits with the social prescribing agenda.  Park Run are asking LHBL for £1500 towards to the costs of this and the other £1500 from Community Committee.  AJ to send the presentation to board members.  Barbara left the room  The board discussed funding the £1500 and agreed that subject to the Community Committee approving the other half they were happy to fund the other £1500. AJ proposed the funding comes from the small grants fund so we have a signed agreement and monitoring form. The board approved this. | **Action 4.1** |
| **5.** | **Finance and Budget**  KB presented the final budget for year ending 30th September 2018 and explained the variances.  The board approved the final budget.  KB presented the draft budget for 1st October 2018 to 30th September 2019.  Planned expenditure for the year on activities is £143k with a total expenditure of £244k.  AJ flagged up that all monies need to be spent by 2026 and that this year will be a peak spending year for LHBL and that we have to face reality that money will run out.  Discussions took place about setting up as a CIO so we can apply for funding.  The board approved the draft budget. Carole Gallagher proposed and Kate Lewis seconded the proposal.  AJ & SO to bring work plans to next meeting based on the budget approved today. | **Action 5.1** |
| **6.** | **CIO and Capital Project**  At the last 2 meetings we have discussed setting up LHBL up as a CIO with a broader membership and broader community focus. Names suggested are “commUnity” or “Community Little Hulton”. A CIO gives legal status with no individual liability and will allow LHBL to apply for funding. AJ has been looking funding with Power 2 Change but will have to be a CIO first.  The next 2 steps are:   1. AJ has downloaded a model constitution from the Charity Commission website and Claire Darlington is currently looking at this. AJ to chase 2. Complete the Charity Commission form. We need to agree our objectives. Jeff to support with this.   The board agreed to meet on a Saturday morning to agree the objectives. The date agreed was Saturday 24th November at 9am to 12pm.  AJ has met with Annie Surtees from SCC and Binnie from Neighbourhood Management and they are not opposed to transferring the Pavilion over on a long term asset transfer. Jeff Scales will deliver the presentation on the Asset Transfer and AJ to check the date with Jeff.  The recent consultation has shown that the kids of LH want a skate park. There is a meeting on 15th November to meet the residents of LH.  AJ noted that we need to meet the aspirations of the young people and to include the kids in the decisions that are made. The Council have previously said no to a skate park due to the noise levels. We need something to excite the young people if we cannot get them a skate park.  The AGM was agreed for Saturday 2nd February from lunch time onwards and will be at the Pavilion in Peel park. AJ proposed presenting the work of the community researchers and use the feedback from the consultation.  AJ to speak with Salford Dadz to confirm the room booking.  Steve Skinner arrived at the meeting  AJ to ask Becky to create designs for both names suggested along with a logo before the meeting on 24th November. | **Action 6.1**  **Action 6.2**  **Action 6.3**  **Action 6.4** |
| **7.** | **Youth Development worker**  KB circulated the Youth Development worker JD to the board.  The Chair asked if anyone was thinking of applying for the position to leave the room.  KB asked everyone to read the JD and to feedback any comments to her by Friday morning.  The role will be line managed by AJ and will be responsible to AJ and Youth Unity. AJ to circulate to all board members and Youth Unity by email. The JD needs to be approved by Alison Page (CEO Salford CVS) as the position will be employed by Salford CVS.  Interviews will be held on 14th December and AJ asked for a rep from the board to support in the interviews  AJ wants a young person to be involved with the panel and was asked to speak with Wade from Sale Sharks to see if they have anyone who would like to support this. | **Action 7.1** |
| **8.** | **Task Group updates**  **Small Grants**  There is £20k in the small grants budget for community grants. The finance group have made the following proposals:   * Have one round rather than separate winter, spring and summer rounds * Groups can only apply once * Keep a reserve of £5k for new groups * Have a grant limit of £750.00 * Keep the minimum income of eligible groups at £100k * Make it very clear that receipts are required * Ask for estimates to be shown on the budget page * Ask how the group will evidence value for money / ways of keeping costs down * Ask if the activity will be free or if there is a charge to offset costs and ask what measures there will be to promote inclusiveness for those who cannot afford the charge * 25% of grants is to be awarded to organisations new to Little Hulton or new initiatives   The board approved the proposals  **Employment and Enterprise**  NEET has gone live and we are asking how they can make a difference. CVS are advertising on their website and has been sent to a list of providers. The closing date is 12th November and Bill Ince from Harrop Fold are involved.  AJ informed the board that 1 small grant had been approved by Paul and Anjit for £500 for a local craft group.  There has been an application for a step up grant for a DJ but he did not show up for the panel meeting. AJ to inform them that they need to reapply if they get in touch.  **UnLTD**  The panel meeting for UnLtd grants is on 6th November. A review with Amjid is booked for 29th November and looking for Jasmin and Frank to attend.  Anthony has been on two Learning Journeys, one to London and one to Cornwall. Anthony fed back to the board his experience of the journeys.  **Youth Unity**  There is no Youth Unity class this week due to issues last week.  LHBL have supported two play days at Peel Park Pavilion and a family trip to Buile Hill Witches walk which was attended by 39 local parents and families.  Party for Life had over 100 people attending and Karen has secured £250.00 from Seddon’s to pay for the event.  Discussions have started with Salford Community Leisure on the new SLA which ends in November.  AJ to send email with date for the Youth Unity meeting.  The Chair thanked all board members who have been involved with the task groups.  Millie Mays had to cancel their event last week due to low numbers. They have decided to change their name to “Our Hearts our Community”.  A family night has been arranged for 7th December at Top Club, it is a free event and anyone can attend. AJ agreed to attend on behalf of LH.  AJ to send thank you letter to the Charity as they have raised lots of money for LH. | **Action 8.1**  **Action 8.2**  **Action 8.3** |
| **9.** | **Workers Reports**  Alison and Sue presented their workers reports which had been circulated to the board prior to the meeting.  LH pound - By the end of December we will have the timesheets off everyone to see who has been involved from 1st September to 30th November.  **Policies**  Shelia has made some recommendations to the policies which were presented at the last board meeting and the board approved the recommendations.  Alison confirmed that LH is using Salford CVS Child Protection policy.  AJ & SO and Unity front facing staff have completed safeguarding training.  Anyone applying to the NEET will have to confirm they have completed Salford Safeguarding Standards.  AJ to circulate policies to the board for comment.  The board approved the policies subject to any comments from the board. | **Action 9.1** |
| **10.** | **Risk – Steve Skinner**  Steve presented two requests from Local Trust.   1. Gather information of what is happening locally 2. We are half way through the programme and are assessing the risk and looking to reduce the impact. What is our contingency plan and we need to complete a structures risk assessment.   Steve circulated a Big Local Review 2018 paper to all board members to complete and return to him.  The board asked Steve to bring examples from other areas and the task group to the November board meeting in order to complete the risk assessment. | **Action 10.1** |
| **11.** | **Date and Agenda of next meeting**  The next board meeting will be held on Monday 3rd December 2018, 6pm at the LHBL premises. |  |