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| **Little Hulton Big Local Board Meeting**  **Monday 1st October 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, Nathanial Lynch (NL) Board member, Susan Owen (SO) LHBL Community Organiser, Steve Skinner (SS) Board member, Mary Wheldon (MW) Board member,  **In Attendance**  Kirsten Blackwood (KB) Salford CVS DCEO, Emma James (EJ), Frank Hankinson (FK), Sheila Arnott,Ashley Chapman (AC) Salford CVS (minutes)  **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. |  |
|  | **Declaration of Conflict of Interests**  No official conflicts of interest. Discussions around Youth Development worker and staffing (admin role) 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 3rd September 2018 were approved as an accurate record.  Actions were discussed and action log updated. |  |
| **4.** | **Finance and Budget 2018 - 2019**  Kirsten Blackwood (KB) presented the budget from 1st October 2017 – 31st August.  AJ and KB are currently working on the year 2 budget. KB to send completed budget to board via email. Budget to go on November’s board meeting agenda.  Matched funding required in year 3, discussions around this to take place at a later date.  The board agreed to look at the year 2 budget 6 months in. Agenda to be added to April’s meeting. | **Action 4.1**  **Action 4.2**  **Action 4.3** |
| **5.** | **NEET Proposals from Employment and Enterprise Task Group – Frank Hankinson and Emma James**  There is £30,000 available for LHBL to put out an expression of interest for providers to apply to run a provision for NEET children.  Emma James presented the Proposal for the Provision for NEET, and ‘at risk’ of NEET, Young People in Little Hulton.    The pilot is a targeted and intensive re-engagement provision, to address a gap in local provision and connect more young people in Little Hulton to positive opportunities and destinations.  The pilot aims to work with 24 key stage 4 children (years 10-11).  Sheila Higginbottom (SH) asked why Little Hulton have such high NEET figures compared to Salford and why children don’t see the benefits of education. Emma assured her that one of the programmes aims is to start and increase children’s aspirations. The provider would need to do research on why young people aren’t engaging to address the issue.  Sharon asked who would do the accreditation. Emma’s response was the provider of the course.  Whether volunteers could help with the provision was questioned. Emma explained that this depended on the remit of the organisation.  Kirsten asked who would monitor the contract between LHBL and the provider. AJ explained that this would have to be done by LHBL with the help of Emma.  There were questions regarding the budget and the detail of it. The successful provider would have to provide a detailed budget and research future funding to sustain the programme and enable longevity.  Sharon thanked Emma, Frank and Sheila.  The board agreed the proposal. LHBL will put out an expression of interest, to choose a provider for the provision, with the help of Emma.  KB to help with wording around VAT and whether providers can recover their VAT. | **Action 6.1** |
| **6.** | **Youth Development Worker**  Mandy Lee’s report and costings were circulated before the meeting.  Proposal to use the £15,000 underspend from Youth Social Action to employ a Youth Development Worker for the youth provision. Employment would be through Salford CVS, subject to funding in the future from LHBL.  It was suggested that the Youth Development Worker would do work on evidence in order to bid for future funding.  SM asked whether the role would work on the children’s holiday provisions. AJ confirmed that the appointed worker would work alongside Claire on Tuesday and Thursday’s as well as during school holidays.  The board agreed for AJ to put the Youth Development Worker role out for recruitment. The role will not just be for Little Hulton residents and secondments will be accepted.  AJ to prepare the job description to bring to November’s board meeting.  The board felt that this role was a bigger priority than the admin role discussed in September’s board meeting. Admin will continue to be bought off Salford CVS when needed. | **Action 6.1** |
| **7.** | **Task Group Updates**   1. **Youth Work Training**   Potential for youth work training to be part of Youth Development Workers role rather than using external provider.   1. **Capital Meeting – Way Forward**   Sharon feedback from the Capital Funding meeting. Attendees found it very enjoyable and informative. Estimated income generation and costings for one year provision at Peel Park Pavilion is a £33,000 deficit.  Jeff is researching different café and youth provision models to raise money. Jeff will create a business model to help with any challenges.  The sustainability of the youth provision was questioned. Charging schools and pupil referral units was suggested, with free submission for families.  The board agreed further exploration was needed. Currently 4 days of Jeff’s support left.  Meeting regarding strategic influence, links to businesses and employment relationships on the 17th October 2018.  Data received from the capital build questionnaire has been passed on to Seddon’s, email circulated before the meeting. Seddon’s to complete costings for November’s board meeting. AJ to ask for a modular building cost.   1. **Workers Reports and Policies Way Forward**   Sue Owen (SO) presented her workers report. Report was circulated before the meeting. Five impact form extension requests received.   1. **Hilton Lane Primary School** – Garden and Bike rack project – Delay in project due to head teacher being off for 6 weeks. The board approved project extension. 2. **Craft group** (Mary Wheldon and Sheila Higginbottom raised a conflict of interest, it was agreed they would not be involved in the discussion). Extension was approved. 3. C**legg’s Lane Café** - £250 left. Money was original requested for staff to update hygiene certificates, however, current certificates up to date. Café have asked to use the money on a hot water/boiler supply instead. The board agreed the variation. 4. **Kenyon Residents** – Asked for a 4 week extension. The board approved the extension. 5. **Little Hulton Children’s Committee**- carry over to Chritmas event   Total volunteer hours of 2000.  AJ presented her workers report. Report was circulated before the meeting. Putting an expression of interest for Creating Civic Change, she will continue to work with young people.  Discussion around residents contacting LHBL about emergency support. | **Action 7.1** |
| **7.** | **AOB**  Steve Skinner requested a slot on the agenda of the next meeting to discuss risk.  The meeting closed at 20:20. |  |
| **8.** | **Date and Agenda of next meeting**  The next board meeting will be held on Monday 5th November 2018, 6pm at the LHBL premises. |  |