**Little Hulton Big Local Board**

**ACTION LOG – Open actions**

**Date of this update**: 5th August 2019

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| **PAGE NO.** | **Ref** | **Date** | **Action** | **Lead** | **Due** | **Previous Update(s)** | **Update – for this meeting** |
| **2019** | | | | | | | |
| **Previous meetings actions** | | | | | | | |
| 2 | **5.1** | 1st July 2019 | Complete a forecast for a phase transition from LHBL to Community Little Hulton. | Alison Jones  Sue Owen | August board meeting |  | Ongoing, will bring to September meeting. |
| 2 | **5.3** | 1st July 2019 | Amend budget to include grants for individuals and communities and businesses. | Alison Jones | September board meeting |  | Ongoing – draft budget will be brought to September’s meeting. |
| 4 | **6.2** | 1st July 2019 | Invite step up grant applicants to meet with grant panel. | Alison Jones | August board meeting |  | Ongoing – meet was scheduled and then applicant cancelled. Alison to rearrange. |
| **August 2019** | | | | | | | |
| 1 | **3.1** | 5th August 2019 | Ask for further information regarding antisocial behaviour recorded in November/December 2018 at Septembers Community Safety mtg. | Alison Jones | September/October board meeting |  |  |
| 1 | **3.2** | 5th August 2019 | Ask the board of trustees if they want ForHousing to promote Trustee roles. | Alison Jones | September board meeting |  |  |
| 2 | **4.1** | 5th August 2019 | Send signed Spend Report to Big Local in order for them to release payment 3. | Kirsten Blackwood | September’s board meeting |  |  |
| 2 | **4.2** | 5th August 2019 | Collate figures of previous expenditure and a forecast of what is left to be cross referenced by Big Local. | Kirsten Blackwood | September’s board meeting |  |  |
| 2 | **4.3** | 5th August 2019 | Email business plan and an explanation of how the £200,000 will be spent to Adam Smith. Steve Skinner to be CC’d into email. | Alison Jones | September board meeting |  |  |
| 2 | **4.4** | 5th August 2019 | Send Alison Jones Adam’s email. | Steve Skinner | September board meeting |  |  |
| 2 | **5.1** | 5th August 2019 | Draw up a draft budget for year 3. | Alison Jones and Kirsten Blackwood | September board meeting |  |  |
| 2 | **6.1** | 5th August 2019 | Read Request For Propsal report and documents and making any necessary changes. | Alison Jones  Frank Hankinson  Jem Patel | September board meeting |  |  |
| 3 | **6.2** | 5th August 2019 | Send potential meetings dates to Frank and Anthony. | Alison Jones | September board meeting |  |  |
| 3 | **6.3** | 5th August 2019 | Remind Jem to send contract. | Beck West | September board meeting |  |  |
| 4 | **6.4** | 5th August 2019 | Send Beck Youth Unity leaflet For ForHousing to promote and put together a sentence which will be used as a promotional text. | Alison Jones | September board meeting |  |  |
| 4 | **6.5** | 5th August 2019 | Email Youth Unity regarding SCL offer and GM Moving. | Alison Jones | September board meeting |  |  |
| 4 | **6.6** | 5th August 2019 | Speak to Karen and Claire regarding Youth Unity and future plans. | Alison Jones | September board meeting |  |  |
| 4 | **6.7** | 5th August 2019 | Share details on ForHousing’s Youth Voice fund. | Beck West | September board meeting |  |  |
| 4 | **7.1** | 5th August 2019 | Send Beck West details of the measuring change session which is being held on 9th October 2019. | Steve Skinner | September board meeting |  |  |
| 4 | **7.2** | 5th August 2019 | Raise issue with Big Local about sessions not being available to everyone and uploading material online. | Steve Skinner | September board meeting |  |  |
| 5 | **8.1** | 5th August 2019 | CC Sharon into GM Mental Wellbeing Executive group email. | Alison Jones | September board meeting |  |  |