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| **Little Hulton Big Local Board Meeting****Monday 1st April 2019****17:30 – 19:45****Little Hulton Big Local Community Space M38 0BA****M I N U T E S**  |
|  | **Introductions, Welcomes and Apologies****Present**Sharon Maddocks (SM) Chair, Alison Jones (AJ) LHBL Development Manager**,** Susan Owen (SO) LHBL Community Organiser, Entela Zhajaku (EZ) Board Member, Sharon Higgins (SH) Board Member, Nathanial Lynch (NL) Board Member, Anthony Gritto (AG) Board Member, Natalie Stokes (NS) Board Member; Faye Flatt (FF) Board Member; Jasmin Bakhre (JB); **In Attendance**Kirsten Blackwood (KB) Salford CVS DCEO,Gill Bruder (GB) Salford CVS (minutes)**Apologies**Kate Lewis (KL) Board member, Shelagh Higginbottom (SH) Board Member; Carole Gallagher (CG) Board Member; Stuart Wilde (SW) Board MemberSharon Maddocks (SM) welcomed everyone to the meeting. Apologies were noted. Frank Hankinson has completed the application to become a board member. AJ to call and invite him to the next board meeting. | **Action 1.1** |
|  | **Declaration of Conflict of Interests**EZ declared an interest in the discretionary grant decision  |  |
|  |  **Minutes of the last meeting & matters arising, including Spirit of Little Hulton**The minutes of the last meeting held on 4th March were approved as an accurate record. Actions were discussed and action log updated.Action 3.1 – AJ to contact KW to discuss reverse mentoring – ongoingAction 4.2 – Sue has met with Colin to discuss the Crossing petition. Colin is meeting with Paul Dennett to progress this and the petition is going to be televised.Action 4.3 – AJ has contacted Seddon’s and have confirmed it would be more expensive to knock down and rebuild than amend the existing building. KB asked AJ if the costings included VAT. KB & AJ to discuss further.Action 7.2 - CR to update risk log, response to the complaint will be completed this week.Action 7.3 – Noel to design and make funding thermometer for LHBL window – on goingAction 7.7 – Contact Freestyle regarding Stake Park. AJ has contacted and is awaiting costings – on goingAction 7.13 – AJ to email Eileen Buckham to confirm start date for outreach workers – AJ has sent exchanged several emails but no date confirmed.In previous years LHBL have said they would cover the shortfall in funding for the Spirit of Little Hulton Event. The overall cost is around £10k.Currently £1k has been given by Tesco Bags of Help Fund and £1,000 from City West. Application has been submitted to Community Committee for £2,500 and there is £1k in the bank.The board agreed to underwrite £2,500 to pay for the marquees. | **Action 3.1** |
|  | **Women with Wings, Jasmine Bakhre**Jasmin introduced herself and gave an overview of how she set up Women with Wings.Women with Wings was set up 2 years ago to support women around employment, training and business when English is not their first language. The group is open to everyone and Jasmin has just moved into her own premises in Little Hulton precinct.Jasmin is currently looking for funding so she can deliver training to help women build confidence and have faith in themselves so they can move to the next level. Women with Wings currently has 45 members and have supported 15 women, 9 of them from Little Hulton.Sue was asked to write a case study on the work Jasmin has done and add her successes to the newsletter. | **Action 4.1** |
| **5.** | **Finance** KB presented the budget for October 2018 - February 2019. The budget runs to September 2019.KB explained the forecast change to the budget of £19,021. Most of this is a reduction in spend in activities and the under spend on salaries due to Mandy starting work half way through the year.AJ explained that there are 2 holding accounts:1. Youth Unity which has £5,594.67
2. Shop income which has a balance at 8.2.19 of £9,905.00

Income from room hire has been invoiced Society Inc have been invoiced for £1,000 and Sale Sharks have been invoiced for £1,500.There is potential for online selling at the shop and SO & AJ are looking into this. |  |
| **6.** | **Business Plan**AJ circulated the draft Business Plan and asked for comments from the board.The plan has 2 immediate purposes:* Ask City West if they will support the project
* Secure a lease for the Pavilion

We need to inform Local Trust that we want to invest £200k into the project and seek permission.AJ asked the board to read and understand the Business Plan. SM & SH agreed to read and feedback to AJ comments in time for the May board meeting.Becky at CVS will format the Plan once it has been reviewed by the board.The Plan can then formally be approved at the May meeting.  | **Action 6.1****Action 6.2****Action 6.3** |
| **7** | **Task Group Updates****Capital Project** The Business Plan is still to be approved. AJ has spoken to Vinny Nash and he is going to find someone who can attend a pre-planning meeting. AJ has costings from Seddon’s to get us to the planning stage and we are looking at £30k + VAT.The board asked AJ to look at other options before using Seddon.The costings are to include the cost of an extension and a new build.Another option to quote for is a modular building, does it need to be a brick building. Noel’s brother owns a company and have offered to give us a quote. AJ to contact and book in for a quote.**Funding Strategy**AJ produced a paper with a list of options on funding opportunities for the development of the Pavilion.AJ has a meeting booked with Big Lottery Partnership on 4th April at 9am. The board asked AJ to include the café extension in the bid.We can look at a Power to Change funding bid for up to £300k in the autumn time and we have an existing relationship with them.AJ has a meeting with a potential sponsor tomorrow to explore donner training. We can also look at a Children in Need bid once the Charity registration comes through.**Employment & Enterprise**Jasmin has recently been on a learning journey. UnLtd only have 6 people signed up and they need 12, this was due to the timing of the event.The next journey is on 25/26 June which is a Sunday and Monday, this will work better as people only need to book 1 day off work or find child care.**Grants**There have been 5 successful Step Up grants awarded totalling £18,644.53. These grants are available to help start up or develop a business.Sue highlighted the need to start targeting a male audience for the next round. Our promotional material needs to have a male focus. AJ to take this forward and come up with some ideas.**CSCS cost cards**There has been a request to ask if LH would fund some training at a cost of £2,250. AJ has looked at alternative options and has found someone to deliver CSCS training for free if we find a venue. It was suggested using the Pavilion.AJ to contact Sarah and tell her we have found someone who will deliver the training for free.**Community Grant**Sue presented a community grant to be ratified by the board. A local art group have asked for £750.00 to set up a local history project.The board ratified the grant and was agreed by the finance task group.AJ notified the board that Play Streets have been unsuccessful with their housing bid and could come back to LH. | **Action 7.1****Action 7.2****Action 7.3****Action 7.4** |
| **8** | **Workers Reports**AJ, SO and ML work reports were presented to the board. They had previously been circulated prior to the meeting.There has been a request from a couple of volunteers at Youth Unity to complete level 2 youth work training. The cost is £800.00 per person and the training takes place over 12 months. There is money in the budget for this.AJ to seek advice on who can do the youth work training and contact Raise the Youth. It is a big commitment as the training takes 1 year to complete and we need to ask what happens if they leave part way through the training. LH can also offer support around the writing sections of the training. It was agreed Mandy needs to attend the training.The board are happy for AJ to take this forward and find out more information.The SLA for Youth Unity is for 48 weeks a year so the youth club will be open over the Easter holidays.There has been a small number of incidents outside the youth club on a Thursday evening, AJ & SO are attending the session this week.The new SLA with SCL will be ready for the May board meeting.Entela left the room AJ presented a discretionary grant request from Entela for £350.00 who has asked for a grant to purchase a laptop to help her with her work placement. Alison has brought this to the board as Entela is a board member.The board approved the grantAJ is attending an event in Liverpool tomorrow at the School of Social Entrepreneurs.The board gave thank you to AJ & SO for all their hard work and support. | **Action 8.1** |
| **9** | **AOB** No other business.  |  |
| **10** | **Date and Agenda of next meeting**The next meeting will take place on Tuesday 7th May, 5:30pm – 7:30pm in the LHBL premises. Meeting closed at 20:00  |  |