|  |  |  |
| --- | --- | --- |
| **Little Hulton Big Local Board Meeting**  **Monday 3rd December 2018**  **18:00 – 20:40**  **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**,**  Susan Owen (SO) LHBL Community Organiser, Fay Flatt (FF) Board member, Jacqui Jones (JJ) Board member, Stuart Wilde, Anthony Gritto (AG) Board member, Steve Skinner (SS) Board member, Carole Gallagher (CG) Board member, Shelagh Higginbottom (SH) Board member, Nathanial Lynch (NL) Board member, Sharon Higgins (SH) Board member, Mary Wheldon (MW) Board member    Shelagh Higginbottom (SH) Board member, , Kate Lewis (KL) Board member, Carole Gallagher (CG) Board member, ,  **In Attendance**  Kirsten Blackwood (KB) Salford CVS DCEO,Ashley Chapman (AC) Salford CVS (minutes); Peter Little (PL)  **Apologies**  Kate Lewis (KL) Board member, Alison Sherrington (AS) Board member, Entela Zhajaku (E Z) Board member  Sharon Maddocks (SM) welcomed everyone to the meeting and noted apologies. Board members and attendees introduced themselves. |  |
|  | **Declaration of Conflict of Interests**  Sharon Maddocks and Stuart Wilde work alongside two groups which have applied for a small grant; it was agreed they would not contribute to the grant discussion. |  |
|  | **Minutes of last meeting & matters arising**  The minutes of the meeting held on 5th November were approved as an accurate record.  Actions were discussed and action log updated. |  |
| **4.** | **Strategic and Business Influence – Peter Little**  Peter Little (PL) gave a presentation to the board on the potential strategic and business influence of the Youth Unity programme.  In terms of fundraising time needs to be dedicated to finding and building relationships with local businesses. PL suggested two potential local business LHBL could approach PL to send out prospect map via email. The board suggested other potential businesses (Mono alarms, Kenny’s waste, Tim’s Chemist). PL agreed to research businesses. Board members to send suggestions to PL via email.  It was advised LHBL approach business before partnerships and to attend any sessions of alternative youth clubs before approaching groups for partnership.  SS asked whether you can ask business for more than cash donations. PL suggested being as imaginative as possible and confirmed that you can ask for other services such a volunteering hours, training; etc. PL to research local businesses with staff volunteering policies for LHBL to contact.  AJ asked for fundraising ideas, ways to push a project with an event and how to approach businesses. PL is currently researching this and informed the board that he has found appropriate training sessions for board members to attend.  SM thanked PL. PL left the meeting (7:55pm) | **Action 4.1**  **Action 4.2**  **Action 4.3** |
| **5.** | **Finance**  KB presented the budget from October 2018 – November 2018 (1 month) and explained the variances. She explained that the total spend varies from the report presented in the subcommittee meeting as £8500 was adjusted in to last year’s spend. |  |
| **6.** | **Work Plans**  AJ circulated staff work plans to board members identifying staff roles, responsibilities and priorities. YDW is acronym for Youth Development Worker.  AJ provided a brief overview of LHBL’s plans to change into a CIO and the benefits of doing so.  SM asked whether the CIO board would be different to the LHBL board and whether members can sit on both. AJ confirmed this and explained that the CIO board meetings would take place quarterly, however in order to make decisions the meetings would have to be quorate.  Steve Skinner (SS) thought it would be helpful to include the board’s role of overseeing and delivering the plan to the work plan. AJ agreed to add this to the plan.  SM questioned how the board would review the plan. It was agreed and approved that work plans and targets would be reviewed in AJ’s work report.  The board thanked SO and AJ for all the work they do for LHBL. | **Action 6.1** |
| **7.** | **Task Group Updates**  **CIO Capital Project**  AJ gave an overview of what the CIO will entail and how LHBL will support the CIO. LHBL plan to ring fence money for the CIO while it is in its formative years and both will be supported by the Community manager.  AJ and KB are going to meet to discuss LHBL spending to come up with potential suggestions on different ways of financially supporting the CIO. This will be discussed in January’s board meeting.  AJ is meeting with Jeremy Engineer on 4th December to discuss the online CIO request form and is currently working on the constitution.  There are currently 4 trustees on the board. AJ to send out trustee roles and responsibility information to current trustees.    **Youth Unity including SCL/SLA**  Recent meeting took place regarding SLA with SCL. £3500 for art club will not proceed next year. AJ to arrange meeting with SCL manager to discuss LHBL and SCL relationship and future.  AJ to arrange Youth Unity meeting for January.  Citywest have been in contact regarding funding. AJ to arrange meeting with Rebecca West.  Fay Flatt asked about the Youth Clubs open door policy. The board agreed to discuss the policy and feedback to Fay Flatt.  **Grants**  6 grant applications received and reviewed by the grants panel. 5 for £750 and 1 for £300.   1. Peel Patches - £750.00 – Agreed 2. New Beginnings - £750.00 – Agreed subject to additional information. 3. Bethany Community - £750.00 – Agreed 4. Magazine Club - £750.00- Agreed subject to additional information 5. Toy Appeal - £300 – Agreed 6. Mature Movers - £750.00 – Agreed subject to additional information   The board were happy with the small grants and approved them all.  Harrop Fold sent an additional bid for £400.00, received after the deadline. The board agreed for AJ to email the group suggesting they apply to the Community Committee instead. AJ to contact the group.  Newsletter  SO and Anthony Gritto (AG) met with the magazine club to discuss the newsletter. It was agreed a short newsletter will be produced as a trial for January. The front will advertise the AGM and the back will include a ‘Whats on Page’. Sharon Higgin (SH) to let SO know when she is available to discuss the newsletter.  Distribution wise, Alison Sherrington from Millie Mae’s may be able to help post around Little Hulton.  **Employment & Enterprise – NEET Project and Broughton Trust**  5 applications received for the tender. 3 were invited to interview (Salford Foundation, Broughton Trust, Sale Sharks), 2 were unsuccessful (City college and Human Kind). AJ briefly summarised the 3 interviewee’s approaches. All groups have now been officially contacted, Sale Sharks were the preferred approach, no further action required.  Raise the youth (Bolton) did not receive the tender email as they are not currently one of SCC approved providers. A partnership bid was expected between themselves and Sale Sharks but nothing received. Agreed no further action required.  Proposal from Broughton Trust regarding Job club. The board agreed to reject the application. AJ to suggest they join the employment and enterprise group in exchange for room hire.  Alison Gresty (AG) from SHARE has requested funding for training, £225.00. The board agreed a volunteer expenses grant.  New development worker at City West has asked to join the board. The board agreed this, AJ to contact asking her to complete application.  AJ has asked Charlie, Community Connector to speak with her line manager about the board.  **Workers Reports including Little Hulton Pound and Policies**  SO and AJ presented their workers reports which had been circulated to the board prior to the meeting.  Shelagh Higginbottom (SH) asked about whether the shop charges commission. Currently no commission is charged as premises is used instead of a grant. It is something LHBL will consider in the future. SO to look into and arrange discussions with the craft group.  £5000 of the budget has been put aside to the Little Hulton Pound (LHP). So far Cleggs Lane have a total of 1600 volunteering hours, totalling to £330 with the original dividend of 1 LHP per 5 hours volunteering. AJ suggested amending this to 1 LHP for every 2 ½ hours volunteering instead.  AJ suggested running the LHP leading up to the LH festival so volunteers can spend coins at stalls.  The board approved the dividend and the festival run up, subject to bringing the dividend down if necessary.  SO asked all board members to complete their volunteer timesheets including hours from September, October, November and the December board meeting.  Building  Building plans from Seddon’s and Portacabin have been received.. AJ and Claire Darlington (CD) are meeting to discuss plans with Seddon’s on 5/12/18.  Porta cabins have suggested adding two extensions to the current building, a café at the front and the clubroom at the back, costings were circulated prior to the meeting.  AJ discussed the asset transfer process with the council and explained how costings can differ for the council. Conversations have now begun.  There is a potential that an element of the funding could be won from the lottery. The board agreed for AJ to contact Walk the Plank and Spirit of Little Hulton in order to send an expression of interest to the Partnership or Reaching Community fund for the café.  **Big Local Trust – Steve Skinner**  Risk assessment toolkit, developed by Big Local to be postponed to Feb board meeting. Steve asked if the toolkit can be trialled by the board. | **Action 7.1**  **Action 7.2**  **Action 7.3**  **Action 7.4**  **Action 7.5**  **Action 7.6**  **Action 7.7**  **Action 7.8**  **Action 7.9**  **Action 7.10**  **Action 7.11**  **Action 7.12** |
| **9.** | **AOB**  Big Local North West networking event on 8th January 2019. Theme is around acquiring and managing assets and isolated groups. 3 spaces available, board members who wish to attend to contact AJ.  Different models of cafes meeting taking place on Friday 7th December, starting at 9:30am. |  |
| **11.** | **Date and Agenda of next meeting**  The next board meeting will be held on Monday 7th January 2019, 6pm at the LHBL premises. |  |