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| **Little Hulton Big Local Board Meeting**  **Monday 3rd June 2019**  **17:30 – 20:10**  **Little Hulton Big Local Community Space M38 0BA**  **M I N U T E S** | | |
|  | **Introductions, Welcomes and Apologies**  **Present**  Sharon Maddocks (SM) Chair, Susan Owen (SO) LHBL Community Organiser, Alison Jones (AJ) LHBL Development Manager, Shelagh Higginbottom (SH) Board Member, Frank Hankinson, Entela Zhajaku (EZ) Board member, Carole Gallagher (CG) Vice chair, Beck West (City West) Board member, Mary Wheldon (MW) Board member  **In Attendance**  Dez (D\_) Sale Sharks, Kirsten Blackwood, DCEO (KB) Salford CVS, Ashley Chapman (AC) Salford CVS (minutes)  **Apologies**  Fay Flatt (FF) Board member, Sharon Higgins (SH) Board Member, Steve Skinner (SS) Board member, Stuart Wilde (SW) Board member, Jackie Jones (JJ) Board member, Anthony Gritto (AG) Board member, Kate Lewis (KL) Board member, Ryan Monk (Sale Sharks)  Apologies were noted, AJ confirmed the meeting was quorate. |  |
|  | **Declaration of Conflict of Interests**  No declaration of interest were raised.  Sharon Maddocks signed off Cleggs Lane’s grant for the café. They will report back to LHBL by 31st December 2019. |  |
|  | **Sale Sharks – progress update**  Dez provided an overview of the Sale Sharks programme. He explained what the programme entailed and circulated a 6 month report.  Sharon asked where their referrals are from. Referrals come from schools where they have an agreement of 10 learners per programme. Harrop Fold have been sending referrals for current programme. They are currently in the process of engaging with virtual schools and they are hoping to increase engagement with looked after children.  Dez gave an overview of the Summer School Transition programme and explained the board’s involvement. This led to a discussion around potential activity ideas. The board agreed trips out of Little Hulton would be beneficial, with the possibility of visiting potential employers, a climbing wall, bike track; etc. Meeting scheduled on Thursday 6th to discuss summer activities for young people. Dez confirmed Rob will attend as he can’t himself.  High Tide Foundation – Dez to look into and arrange a meeting.  Beck agreed to send over information on For Housing grants (£5000) to Dez. | **Action 3.1** |
|  | **Minutes and Matters arising**  The minutes of the last meeting were agreed as an accurate record. Actions were discussed and action log updated.  7.11 (3rd December) – AJ informed the board that they were unsuccessful with the School of Business Trade up grant.  3.1 (March) – Action to contact KW to discuss a potential reverse mentoring programme. AJ informed the board that there are now plans to arrange an intergenerational picnic in the park event instead.  3.1 (April) – KB will look into VAT once the charity is set up and the board have made a decision regarding the new build.  3.2 (May) – Learning Journey day is scheduled to take place on the 24th June and action learning is taking place to see how they can get more men applying for grants.  6.7 (May) – Action recorded incorrectly. AJ to contact free-lance trainer who gives advice on how to link with the business sector. A meeting has been scheduled for 11th September. Twilight session is for board members and trustees only. The afternoon session is open for any group working in Little Hulton.  It was agreed that AJ would send an announcement out once the charity is registered. | **Action 4.1** |
|  | **Finance update including budget**  Kirsten presented the finance report. As of the end of May they are two thirds through the financial year. Salford CVS are currently subsidising Big Local by £33,000. Kirsten informed the board that there has been some confusion regarding the £60,000 balance transfer from the first year. A meeting between Kirsten and Steve has been arranged to sort this.  Changed Gas and electric provider to EON. The previous provider has taken a direct debit of approximately £2000 as a final bill. This has been queried with the provider, there will be an update for the next board meeting.  Recently changed telephone and broadband suppliers. A two year contract has been taken out with Talk Talk for £33 a month plus VAT. It costs £125 to pay the contract off early. Alison stressed that the board need to be aware of what is on contract and that this needs to be considered when thinking about future budgets.  No grants this month. Sue informed the board that the last round will be discussed next month, but currently grants are within budget. |  |
|  | **Task Group Updates**  **CIO Update**  Currently waiting to hear back from the Charity Commission. Carole Gallagher has agreed to be chair and there are now enough trustees as Frank Hankinson has agreed to become a trustee. Alison reminded the board that they can still join the board.  An urgent meeting with trustees will be scheduled once the charity has been approved to agree a work plan. It was agreed that the charity will be the lead for the Pavilion. All partnership bids to go through the new charity.  **Capital including Shared assets**  Shared Assets have been approached regarding supporting LHBL to move the Peel Park project forward. Alison, Anthony and Frank met with Lorraine Hart, the proposal was shared with the board. There was a discussion about the proposal. Sharon felt it wouldn’t be useful to pay more money to repeat work which has already be done, however the board did feel they needed someone to help them with the next stage of the project and thought the proposal was a good deal if Shared Assets understood where LHBL were up to as they are a trusted partner of Big Local.  The board agreed that they don’t need suggestions or support regarding a Friends group and confirmed this was not something they have asked for. They agreed that their priorities are around commissioning and the lease. Alison to ask if Lorraine can offer sufficient advice regarding the lease or whether they would still need to contact a solicitor and ask whether she has any advice regarding the skate/bike park proposal. The board decided they would wait for this information before deciding whether to pay for the support.  The board agreed it would be useful to speak to the local community about the skate park.  The board want to go out for commission for the building work themselves but currently they do not have the skills to do this. They hope that the work with Shared Assets would help them to feel empowered and give them the skills to do the majority of the commissioning themselves.  Beck to see if For Housing’s Development team has any advice or recommendations on new builds which may help with the project.  **Finance and Grants – including small grants**  No grants this month.  **Employment & Enterprise – including Learning Journeys and one discretionary grant**  Received a bid for £543 from a local resident looking to enrol on a beauty teaching award course. Alison informed the board that this would be the applicants 2nd discretionary grant and previously nothing higher than £350 has been awarded in the past, this led to a discussion. The board agreed they wanted more information in order to understand her current situation and how she has got to this point in her career. It was agreed that Alison would invite her to the next board meeting/contact her for further detail.  Alison informed the board that the meeting with Jasmin from Women  With Wings has been changed to the 20th June.  Frank gave a brief update on recent Learning Journey event in Wales. He gave an example of a very successful Dementia Group Café called The Big Moose café in Cardiff whose profits, after running costs go to other community groups.  Learning Journey will be in Little Hulton on 23rd and 24th June. Bookings are being taken and Unlimited are promoting and selling tickets. Alison gave a brief overview of the plan for the two days and asked for suggestions of where to go for a meal. It was agreed that they would go to Toby Carvery at Logistics North. Alison agreed to send an email out with dates and times of the meal and informed the board everyone was welcome to attend both days’ events.  Dez left the meeting at 7:30pm.  **Youth Unity**  Sharon presented Mandy Lee’s work report. Paper work was circulated prior to the meeting.  Brief discussion around subsides on a Thursday night – Alison agreed to speak with Mandy to check what was agreed. A meeting has been scheduled to look at the closure in detail. In regards to recent happenings, currently the youth club were told they would receive further information about ‘safeguarding issues’ and open door policy, Alison agreed to chase this.  The board agreed they need to start monitoring youth clubs and noting down numbers.  The young people have reported back that they want more than a chill out area. Mandy has identified more needs to be done in the clubs to reach the needs of the children and to develop the staff.  **Staff reports**  Sue and Alison presented their staff report which was circulated prior to the meeting.  Sue to send details of yoga class to Beck West to share to scheme managers.  Alison informed the board that Alison Gresty who previously worked on a community research project has recently been offered a job at Society Inc. She has wrote a case study explaining how Big Local supported her which will be shared.  Alison asked the board for funding to go towards activities and food for older people. She also requested Tuesday evening sessions for activities for teenagers, with the potential of charging to help towards funding. Alison circulated the Direct Youth budget, the board agreed to fund the sessions out of the Direct Youth pot.  Update from CSR team meeting. Alison informed the board that some young people were involved in an incident and have been excluded from the youth club, however they are still trying to reach them and are going to continue offering support where they can.  Salford CVS’s Impact Fund grant round is now open. Organisations can bid for anything up to £15,000, however Alison informed the board that it is quite a competitive grant. Alison confirmed she could apply for the grant and felt it would be useful to do even if they weren’t successful, but it would take a day of her time to write the bid. The board agreed they wanted Alison to apply. | **Action 6.1**  **Action 6.2**  **Action 6.3**  **Action 6.4**  **Action 6.5**  **Action 6.6**  **Action 6.7** |
| **7.** | **Big Local Events**  Alison gave an update on upcoming Big Local events and confirmed which board members are currently booked on. Bookings are still being taken, board members were told to email Alison if they were interested in attending. |  |
| **8.** | **AOB**  Budget and staffing to be discussed at the next meeting. Alison agreed to create and circulate budget and costings ideas to help the board with their decisions.  The board thanked Sue and Alison for all their hard work. | **Action 9.1** |
| **9.** | **Date and Agenda of next meeting**  The next meeting will take place on Monday 1st July, 5:30pm – 7:30pm in the LHBL premises.  Meeting closed at 20:10. |  |