**Little Hulton Big Local Partnership Board**

Minutes of the Meeting held 7th December 2020 via Zoom

Present: Anthony Gritto, Entela Isufi, Jasmin Bakhre, Kirsten Robinson, Nathaniel Lynch, Sharon Higgins, and Sharon Maddocks and Steve Skinner

In Attendance: Alison Jones, Helen Johnson (minutes) and Susan Owen

Apologies: Carole Gallagher, Gemma Fish, Rebecca West and Shelagh Higginbottom

1. **Everyone was welcomed to the meeting and apologies were given.**
2. **Declarations of conflict interest.**

It was declared that the agenda items included:

* A bid for a small grant from the charity to Big Local which may conflict the interests of Sharon and Anthony, however Shelagh Higginbottom and Mary Wheldon who are not members of the charity have reviewed the grants bid.
* Worker contracts. Alison and Sue will be asked to leave the meeting during this agenda item

1. **Minutes and matters arising**

The minutes from the previous meeting on 2nd November were agreed as a correct record.

All matters arising have been dealt with.

Alison read out the draft letter to Mandy thanking her for all of her hard work, this will be given to her on her Wednesday by Sue. The board approved the letter.

Rebecca West hasn’t sent information about the food banks – **Alison to chase**

1. **Finance and plan extension**

Kirsten shared the budget plan extension for October – March 2021

Funding left from Big Local is £47,844

Budgeting to spend is £57,224

Alison will go back to Big Local to ask for more money for this. It will be looked at again in January to work out what will be needed.

Expenditure only for October £8,827

The budget plan extension has been emailed to all board members.

An email was received from Big Local with questions about the bike track. **Alison to forward email to board members.**

As it was done remotely/electronically, there has been an error with payment for a small grant. The payment of £500 to the memorial garden at Kenyon Lodge, Pemberton Fold and Bethany Church was not paid. The money for these will be paid this week.

1. **Updates**

Sharon Maddocks and Sharon Higgins have been to visit the hub. Sharon M said that it was awesome to see how organised it is and that the whole space is being used. There was Sale Sharks in one room and food collections going on. The headteacher from Harrop Fold came to look too. Sharon added that it was amazing to see the work that Alison and Sue are doing and thanked them for doing a marvellous and inspiring job. Sharon also noted that there were volunteers who are filling a gap that’s needed.

Sharon H said that she was impressed about how organised it was and that it is meeting an important need in Little Hulton. The food provision is excellent, it was great to see how everyone has come together. Sharon added that it was great that the headteacher from Harrop Fold was interested in becoming a trustee of the charity. Little Hulton Big Local has changed from what it was originally meant to be as a community hub and has not adapted to what is needed. Sharon felt that a priority is to create a mental health provision, perhaps talking to Steve about it, and have a proposal to liaise with Public Health England to look into this more.

**Alison will email Sharon H outlining what work has been done at the hub and also the challenges.**

It was reported that 80 food bags were given out this week which was for 200 people. The hub has now been registered with Environmental Health so that the hub can now store chilled food from Fare Share and the Love of Food Salford. There is enough money from the charity to carry on doing the food work until the end of the financial year. This will carry on being free in January but will look into setting up a membership scheme from February with a charge of £3 a week. Sue has done a survey to see what people can afford and people understand the need to pay a little to help fund the pantry project.

The toy appeal has had more toys donated than it did last year. There have been 33 different referrals, including 30 families from Bethany Church, for toys. There have been some donations from companies, individuals and from a couple who came into the hub and donated £100 for the toy appeal.

The second lockdown stopped small group activities. The pavilion can’t be used. Maverick are to do some small group activities from their premises in Walkden now that we’re out of lockdown which will be 8 children per session.

The charity appointed Mandy Lee as the new Youth Development Worker and Mandy will start in January. A full programme of activities are needed for January, February and March which will be run by Walk the Plank, Foundation 92 and Maverick.

Some social action work has been completed with Sale Sharks which included packing the toy appeal parcels.

There is a pre-construction meeting regarding the bike track on Wednesday which Anthony will be attending.

The pavilion is now on the planning portal and people can now comment on it. If you google ‘planning applications’ and type ‘peel pavilion’ in key word, it should come up. Alison asked everyone to please leave a comment.

1. **Christmas card competition**

The Christmas card competition went on Facebook and there were responses from 2 children and 2 adults. Winners need to be chosen. Alison had emailed the entries to the board members. It was decided that the children’s entry with the sleigh on it would be the chosen card. Alison will tweak the message on the picture from ‘Stay Home, Stay Safe’ to ‘Stay safe this Christmas’.

There was discussion about what message should be included in the card and it was decided that it should include messages about community, family, being together and also include the achievements of Little Hulton Big Local from this year: food work, supporting young people, the bike track, keeping the hub running, networking between communities, the emergency funding brought into Little Hulton and the Heart of Salford award.

Gift vouchers will be awarded to the winner of the Christmas card competition.

1. **Grants**

Mary and Shelagh have provisionally approved the four grants.

Women with Wings £500 for continuation of food provision

Spirit of Little Hulton £500 for Santa and reindeer to go to schools and care homes

The charity £500 for an item collection appeal for older people

Bethany Church £500 for the food project.

Bethany Church didn’t receive the initial grant of £500 from earlier in the year. They have managed to keep going without the initial £500 they applied for but £500 now would support them at the present time. They wouldn’t need £1,000 as they managed without the initial bid. The board agreed to grant them £500.

The board agreed to all grant bids.

1. **New plan – next steps**

The new plan focuses on what will happen after the six month extension.

The consultation has started with six children from Sale Sharks. They were asked:

* How has lockdown/restrictions affected you?
* Are there any positives?
* If you were in charge of building a post-Covid world, starting in Little Hulton, what would you do?

Results from this consultation included the need to ensure access to food/essentials and quality placements for young people not in employment/training and connections with industries/businesses.

Sue is going to do interviews with older people asking them:

* What was your routine like before Covid?
* How was your routine been with the restrictions in place?
* What will your routine be like in the future?

In January an arts project with Walk the Plank will take place which will focus on building the world afresh and what the world will be like after Covid.

Asking the big question – the world after Covid. Alison and Sue to do work on this in January. They are going to be asking as many people as possible in Little Hulton. Alison asked the board to help ask these questions. Sharon M will take the questions to the debate club at Harrop Fold. Jasmin also said she will ask questions and feedback. Alison and Sue will ask people who visit the hub to answer the questions.

**Alison to send questions to Sharon M and Jasmin.**

Once the questions are asked in January, the answers will be pulled together. The next stage of the plan will be shared in February.

**Anthony and Mandy to talk about Facebook polls etc.**

A separate meeting is needed for the plan away from the board meeting.

The pavilion – look at the pros and cons and give options. This will help going forward. A workshop will be led by Steve via Zoom on a Saturday morning in early February – 6th February was decided as the date.

1. **Plan review**

Steve mentioned that when writing a new plan, the Big Local Partnership like to look back on an existing plan and build on that including lesson learnt.

Big Local want to ask 9 questions. Steve asked a few questions to the board.

What is the impact?

* Networking with different organisations in the community and bringing them together, working together to meet same needs
* Embracing new technologies, using social media in the community as ways of getting messages out to people
* The bike track – the children told us what they wanted and we managed to get it even when told that it wouldn’t happen, we found a way
* Grant work has helped local businesses to grow with initial investments
* Funding has been brought into the community and the charity was created to get more funding
* Getting recognised and being awarded the Heart of Salford special recognition award for organisation of the year, the Council noticing the hub work – people know where to go for help

What have we learnt along the way?

* Employing people and getting the right people in the right positions
* Taking it slowly, discussing and detailing
* Discretionary grants
* Personal service, the personal needs and approach

The long term aims need changing - wellbeing is still a priority. At the moment the decision is to stick with broad aims – can come back to this after the Workshop when we know more about the plan.

1. **Worker contracts**

Alison and Sue were asked to leave this part of the meeting.

Alison and Sue’s contracts will finish in March 2021 and a decision is needed on whether to extend their contracts or not.

The board members discussed whether to extend the contracts for another 6 months in order to not commit until the future plan is finalised.

Kirsten informed the board that Salford CVS have responsibility and duties that if contracts are ended then they need to be informed in January. If they can’t be informed in January then their contracts should be extended beyond March, if can’t tell in February then it should be extended to May – a 3 month gap should always be left.

It was decided and agreed by all board members that Alison and Sue should have 12 month contract extensions. Alison working 5 days and Sue working 3 days a week.

**Kirsten to draw up agreement for LTO and budget costs for employees.**

1. **AOB**

Big Local Trust measuring impact team offer free support around measuring impact on children’s projects and young people. They could also be a representation at the workshop.

Board agreed to support.

A decision was needed about the Youth Development Worker in regards to transferring the laptop which was originally funded by Big Local, to the worker paid by the charity.

Board agreed to the asset transfer.

Holding accounts:

Big Local £18,182.01 – grant £500 needs to be spent on activity packs for older people and volunteer week funding of around £300.

Youth Unity £10,917.02 – nothing outstanding. This money should be transferred to the charity. Board agreed.

**Date and time of next meeting: Monday 4th January 2020 5.00pm - 7.00pm via Zoom**