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| **Little Hulton Big Local Board Meeting**  **Monday 1st July 2019**  **17:30 – 19:40**  **Little Hulton Big Local Community Space M38 0BA**  **M I N U T E S** | | |
|  | **Introductions, Welcomes and Apologies**  **Present**  Sharon Maddocks (SM) Chair, Carole Gallagher (CG) Vice chair, Fay Flatt (FF) Board member, Anthony Gritto (AG) Board member, Mary Wheldon (MW) Board member, Nathanial Lynch (NL) Board member, Susan Owen (SO) LHBL Community Organiser, Alison Jones (AJ) LHBL Development Manager, Shelagh Higginbottom (SH) Board Member, Entela Zhajaku (EZ) Board member, Sharon Higgins (SH) Board Member, Kate Lewis (KL) Board member, Steve Skinner (SS) Board member, Beck West (BW) Board member  **In Attendance**  Ashley Chapman (AC) Salford CVS (minutes)  **Apologies**  Stuart Wilde (SW) Board member, Kirsten Blackwood (KB)  Sharon welcomed everyone to the meeting and apologies were noted. |  |
|  | **Declaration of Conflict of Interests**  Alison Jones and Susan Owen declared a conflict of interest regarding agenda item 5 and staffing. It was agreed they would leave the room during the discussion. |  |
|  | **Minutes and Matters Arising**  The minutes of the meeting were agreed as an accurate record. Actions were discussed and the action log updated accordingly.  **Matters arising**  **March Board meeting 2019**  7.4 – Cooking classes will be discussed in September for trial in October.  7.7 – Regarding skate park, further consultation has been agreed. A meeting has been scheduled for Wednesday 3rd July with Liz Whitehead.  Alison to invite James McAvoy to Community Little Hulton meeting. | **Action 3.1** |
|  | **Finance update including budget**  Alison presented the Budget from October 2018 to May 2019.  Currently waiting for paperwork from Cleggs Lane Church in order to process payment.  The forecast change for Little Hulton pound (underspend) and Gas and Electricity (overspend) was explained. Awaiting refund from BSE Energy. Recently changed their provider to EON and bills seem more reasonable but a slight overspend is still likely.  Internet supplier changed to Talk Talk at £40.00 a month.  Admin cost has been queried, youth club registrations accounts for a lot of this. Expected to stay within budget.  The finance year runs to the end of September. It is forecast that the total spend for the year will be £227,632. |  |
|  | **Budget 2019/2020 including staffing**  **The Million paperwork.**  Alison presented LHBL’s current spending from the total Million pound which leaves a remaining £158,605 budget for year 3. This amount does not include the £105,000 dividend which will go towards capital for Community Little Hulton. Alison then presented a draft budget for October 2019 – September 2020.  Sharon asked if new contracts would be needed if the staff move from LHBL to the charity. Alison confirmed the staff would be able to move and advice would be taken from Salford CVS if this decision was made.  Alison and Sue left the room. Sharon led a discussion on staffing, LTO and the draft budget and plan and how the board would like to move forward in year 3.  Steve Skinner asked whether the board had thought about developing a track record for the CIO and explained how Bradford Big Local had passed the LTO roles over to the CIO.  The board approved the draft budget and agreed the proposal to continue with staff members. Alison and Sue entered the meeting again and Sharon informed them of their decision and asked both to complete a forecast for a phase transition from LHBL to Community Little Hulton.  Alison asked all board members to write 4 priorities for LHBL on ‘**What would be your priority?’** card which was circulated during the meeting. Alison to collate and circulate all completed cards.  Alison asked board members to prioritise grants. Employment, Training  Discretionary came out on top. This led to a small discussion around grants. Beck West asked if grant pots could be merged. It was agreed that grants for individuals and communities/ businesses should be included in the budget. Alison to amended budget accordingly to bring to September’s board meeting.  Kate Lewis left the meeting – 19:00. | **Action 5.1**  **Action 5.2**  **Action 5.3** |
|  | **Sub Groups Updates**  **CIO Update**  Sharon gave an update on the first Community Little Hulton meeting. Meetings currently organised to take place once a month. The next meeting will take place on 31st July 2019.  Opportunity to become a trustee is still available.  The main objectives of the group is to work towards Peel Park. Alison Jones, Anthony Gritto and Frank Hankinson are working on planning with the support of Shared Assets.  Other work areas – Branding, own website, stall at Spirit of Little Hulton, launch event in September.  **Capital including Shared assets**  Alison provided an update. A meeting with the council has been scheduled for Wednesday 3rd July to discuss Peel Park.  Offer from Kenny waste to clear car park area.  Agreed at last meeting to invest some time with Shared Assets (Lorraine) to get the group to planning, first meeting on 5th July. Anthony and Frank will represent the board at the meeting.  Meeting with For Housing at the end of July.  Applying for £15,000 from the Impact fund from Salford CVS. Alison to circulate application.  **Finance and Grants – including small grants**  Meeting on Wednesday and all grants were agreed.  Women With Wings – £300 - Summer Trip for 120 people. Funding would allow people who couldn’t afford the trip otherwise to attend.  Craft Group – £350 - Public Liability and marketing to attend Spirit of Little Hulton festival.  Society Inc – £400 - Publicity and attendance at Spirit of Little Hulton festival.  Board ratified decisions.  **Employment & Enterprise – including Learning Journeys and one discretionary grant**  Update on Learning Journey from Alison.  Received a request from Mustard Tree for a contribution to take on another building on the Little Hulton district. Alison felt the grant wasn’t strong enough in need which has been fed back to Mustard Tree, however support is being offered and LH plan to help with the idea. Alison is meeting with Mustard tree to see if there is a potential role for them in Peel Park or community hub. The group is working on the grant and will bring it to the board in the future.  Teacher training beauty course (PETALS Education) - £543 – Alison gave an update on the discretionary grant and presented the additional information provided by the applicant.  Step Up grant - £5000 – Training qualification and resources, learning to drive.  It was agreed that Alison would invite both applicants to discuss application with the panel. Carole and Fay agreed to sit on the panel, Alison will send out dates. Potential for applicants to demonstrate nails on someone.  Anthony Gritto left the meeting 19:13  Steve Skinner and Nathanial Lynch and Fay Flatt left the meeting 19:26.  **Youth Unity**  Sharon explained the difference between Mandy and Karen’s report then presented the Youth Unity report from Karen. Alison agreed to circulate this to all board members.  Brief discussion around monitoring. Beck informed the board that ForHousing are working with young people to create monitoring. It was agreed that Mandy would sit on the ForHousing process.  Ashley to send Beck Jelly Bean monitoring tree.  **Staff reports**  Sue and Alison presented their staff reports which were circulated prior to the meeting.  It was agreed that going forward, unless something needs a decision or a board member has a question workers reports don’t need to be read during the meeting. Reports are circulated prior to the meeting. | **Action 6.1**  **Action 6.2**  **Action 6.3**  **Action 6.4**  **Action 6.5** |
| **6.** | **Big Local Events**  ? |  |
| **9** | **AOB**  The board thanked Sue and Alison for their hard work. |  |
| **10** | **Date and time of next meeting**  The next meeting will take place on Monday 5th August, 5:30pm – 7:30pm in the LHBL premises.  Meeting closed at 19:40. |  |