**Little Hulton Big Local Partnership Board**

Minutes of the Meeting held 7th June 2021 via Zoom

Present: Anthony Gritto, Entela Isufi, Nathaniel Lynch, Sharon Maddocks, Rebecca West, Jasmin Bakhre and Steve Skinner

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

Apologies: Kirsten Robinson and Shelagh Higginbottom

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

There were no declarations of conflict of interest.

1. **Minutes and matters arising**

The minutes from the previous meeting on 7th May were agreed as a correct record.

Matters arising:

The lease for the hub will continue on a peppercorn rent until the end of the financial year.

No separate LTO meeting has taken place yet, but this isn’t needed until after September.

Alison spoke to Parr Bay Big Local and a consultant via the Power Up Programme. Their advice is if things move forward with the pavilion, then the charity should register for VAT. The money saved would out way the income generated. VAT returns will also need to be done. More advice can be given. VAT would have to be paid on the café but not the food club. The charity can de-register after the building work is done.

The Power to Change bid was successful and support will now be given to help reshape the business plan.

The Coalfields Regeneration big has been signed off by the charity.

1. **Finance**

The budget from April – September 2021 was shared, and Alison talked through it.

Alison will check the meetings and events with Kirsten as there should be more than £250, Alison will also check the telecoms budget.

Note the LTO cost for the next 6 month is £5000 in addition to the 5% that Salford CVS receive directly.

**ACTION: Alison to check budget with Kirsten**

1. **Decisions**

**Peel Park**

Sam Smith from the planning office has emailed Alison and has said that the plans have now been passed on to highways for review. The developments are being supported and recognised as a positive development. No date has been given for when the plans will come out of planning.

In order to go to other funders, work is needed by the architects to provide more detailed costings. There will be a cost for this work. It will go from an outline design to a detailed design, paying a quantity surveyor to draw up the exact costings. The fee for an outline tender pack will be £925 as well as payment to the quantity surveyor. Charlie has provided three companies he’d recommend for a quantity surveyor. The cheapest one is £600 plus VAT.

Originally, additional money was applied for from the Big Local Trust for the bike track. There is now £9,000 underspend as there has been success with partners for bike track funding. Alison suggested informing the Big Local Trust of the variation to the spend in order to pay for the outline tender pack and quantity surveyor.

**The board agreed.**

**ACTION: Alison will ask Charlie to produce a booklet outlining the design and background to the project which can be sent with any funding applications.**

**Coffee Machine**

Shelagh has reported that the coffee machine was a good idea, it’s easy to use and there is a lot of choice.

**The board agreed to the purchase of the coffee machine.**

Nathaniel raised the reports of vandalism at the bike track over the bank holiday weekend. Alison informed everyone that some caballing went missing and someone had a ride in a digger on the compound which has keys left in it. There has been no vandalism, but kids have tried to get on site – it isn’t open access.

Sharon mentioned that Claire Coy, Principle of Harrop Fold is keen to get something out in the school newsletter about looking after things.

**ACTION: Alison to get something from the final bike track meeting on Wednesday and send on to Claire Coy.**

Rebecca suggested saying that as it’s a building site, for health and safety reasons the kids should avoid the area until the official launch.

**Extension period for Peel Park funding**

Salford City Council have said that a lease is needed if the coffee machine is bought. Alison filled out the necessary paperwork for this in December but there still hasn’t been a lease. The opening event of the Bike Track is during the 1st week of July and a week before this there is a fun fair weekend with hope of the coffee machine being in before then. If a lease cannot be provided in time, then an interim licence could be obtained from Andy Mullan. Big Local Trust need to be approached for an extension until end of July for additional funding to purchase the coffee machine and to pay for the quantity surveyor, this was originally supposed to be for the end of May.

 **The board agreed.**

 **Crowdfunding**

Alison has found four opportunities that would match money raised on crowdfunding – 2 x Sports England, 1 x Power to Change and 1 x Salford City Mayor. Most will match up to £10,000. Salford CVS have pledged £5,000 into the pavilion project and are now willing to put £5,000 into part of the crowdfunding. The crowdfunding would be in the name of CommUNITY Little Hulton. Little Hulton Big Local could also pledge from the holding account which would be £3,000. Which means £2,000 would need to be raised by crowdfunders via Buy a Brick and Buy a Tile – for those who can afford to spend £1.

Rebecca suggested applying for £500 for the ForHousing Community Fund for Buy a Brick and add that to the crowdfunding.

The plan would be to run the crowdfunding through the summer holidays whilst the kids are on the park and taking part in activities – August/September.

Commission of 5% is taken – 3% plus VAT per pledge which means that 25p would be taken from every pledge. Therefore, Alison suggested that all larger donations are done via card and smaller donations are put together collectively and added to the crowdfund. All names from the collective would still count towards the crowdfund. 100 names are needed.

A crowdfunding page with information and prizes for support needs to be created. Access Sport have offered 2 corporate days on the track.

**The board agreed to the crowdfunding.**

**ACTION: Alison to ask Karen about social media updates and to ask Mandy about doing a video**

Holding Account

There is currently £17,631 in the Little Hulton Holding Account. Alison asked the board if they are ready to close it and pass the money over to the charity or if the board need more time to think about it. Salford CVS do not want people to have holding accounts for too long. The board decided to wait to ensure that there are enough crowdfunding pledges. **The board agreed to hold onto the holding account and bring it to the September agenda to re-discuss.**

 **Youth funding final check**

There have been two youth unity meetings where they looked at the structure of the meetings, approaching things slowly, how many people could be inside the pavilion and having activities also going on outside to control numbers. It was decided that young and older kids will be on separate nights and there will be a partnership night where someone external can deliver provision. This is all being held off until September to give time to prepare.

The youth provision for the summer has already been organised. Paid sessional workers are being discussed to work alongside volunteers. The money for this sits within Big Local. Youth funding is in the budget and the £5,000 can be pooled with the charity money. The charity is to invoice Big Local for £5,000.

**The board agreed.**

The next youth unity meeting is on 16th to progress plans for youth provision. Anyone is welcome to join the meeting and add input.

1. **Consultation final plan**

Alison asked the board would questions are they wanting to ask and what answers are they looking for as part of the consultation. The board discussed and agreed the following:

* The achievements of the charity should be shared
* Show the plans for the pavilion and ask what people would like to use the pavilion for
* Volunteer recruitment opportunities
* Asking young people for direction of youth provision

**ACTION: Alison to pull questions together and circulate to board**

1. **Big Local Connects**

Steve informed everyone of the Big Local Trust event which normally takes place annually. It is being held again this year after a year hiatus. It is an opportunity to meet others from Big Local partnerships and involves workshops. It’s free to attend and travel costs are paid for. Applications are now open and will be taking place in Nottingham.

**ACTION: Steve to circulate date of Big Local Trust event**

1. **AOB**

Alison informed the board that small group activities through the charity had to be halted due a child testing positive for Covid. No one else has had positive test results.

Alison has been asked to join the Big Local Trust meeting via Zoom to talk to members of parliament about challenges of community asset transfers in left behind communities at the end of June.

**Board agreed for Alison to attend the meeting.**

A fun fair is going to be on Peel Park on Saturday 3rd July and Sunday 4th July, Alison asked if anyone can help with the pop up café it would be appreciated.

The charity is due a business meeting, it was decided that this would take place on Wednesday 30th June.

Meeting ended: 6:50pm

**Date and time of next meeting: Monday 5th July 2021 5.00pm - 7.00pm via Zoom**