**Little Hulton Big Local Partnership Board**

Minutes of the Meeting held 4th May 2021 via Zoom

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

In Attendance: Alison Jones, Sue Owen, Helen Johnson (minutes), Charlie Butterwick, Daniel Kelso, and Clare Andrews

Apologies: Entela Isufi and Shelagh Higginbottom

1. **Everyone was welcomed to the meeting and apologies were given.**

Alison informed everyone that Sharon Higgins has resigned from the board. She has suggested that more residents are needed at board level.

**ACTION: Alison to look for potential new board members**

1. **Declarations of conflict interest.**

There is a conflict with Jasmin Bakhre as Women with Wings have a grant application. Jasmin will leave the meeting whilst this is discussed.

1. **Minutes and matters arising**

The minutes from the previous meeting on 6th April were agreed as a correct record.

All matters arising have been dealt with apart from:

Rebecca to report 27-29 peppercorn rent

**ACTION - Rebecca will chase Jen Patel and let Alison know.**

Rebecca said she will speak to Jen to ensure that the 12 month peppercorn rent is put into writing.

**ACTION – Rebecca to share youth survey results with Alison**

Alison to check this.

Alison and Anthony attended a meeting about the opening event for the bike track on 2nd June. 30 people can attend the event due to Covid restrictions. It was agreed that Anthony will attend on behalf of the board.

Alison has been emailing local Councillors weekly to push forward with the planning for the pavilion.

Steve circulated the information from other Big Local Trusts who have completed plans and have conducted consultations during Covid.

Sharon spoke to the English teacher at Harrop Fold regarding the grant request which Sue was chasing. Sue hasn’t heard anything so Sharon will now speak to the Finance person at Harrop Fold and give a deadline for the end of next week.

Sue emailed the cricket club regarding the unspent £500 they were allocated for training. The cricket club responded and asked if they can use the money on paying for a coach and two assistants for £50 a week. **The Board agreed**.

1. **Peel Park Pavilion**

Charlie Butterwick gave a planning update and talked about next steps. Charlie has received a response to the email from the Planning Officer. There were further comments from the Highways Authority and some minor changes may happen. The Planning Officer is waiting to discuss planning with the Highways Authority about the layout of the car park, bicycle storage and a few other tweaks. Charlie is positive that the application will be approved.

The Pavilion extension will be a phased build due to funding. The café will be in the first phase as it is a priority. The community space will be 24 square metres in the first phase but will be 80 square metres in the complete build. The board had concerns about the reduction of community space. It was discussed that the café area could be used when the café closes, tables could be moved out the way etc. Charlie also suggested turning the toilets into unisex toilets, to move the office to where the ladies’ toilets currently are and to knock down the wall between the office and community space to open it up. This gives another option, subject to funding.

The plan will be to get the café up and running first to show funders and gain more funding for the next phase.

Alison shared the funding strategy.

Capital

£4,410 raised by Buy a Brick

£5,000 given from Salford CVS

£100,000 Big Local money remaining

Potential

Match Crowd Funding in June matching anything raised – potential for £5,000-15,000

Job Centre Plus – potential £5,000-10,000

Three capital funders, Garfield Weston, Bernard Sunley and Gubay Foundation – to be looked into after planning.

Steve suggested the Community Renewal Fund from the Local Trust.

**The board agreed to pay to get costing quotes from Charlie.**

**ACTION: Alison to find more funding to apply for when planning permission is granted**

Alison discussed crowdfunding. She will speak to Salford CVS to see if their £5,000 donation can be put on the Go Fund Me site to encourage more donations.

ACTION: Alison to send Buy a Brick poster to board members

It was suggested that a plaque of donators could be put in the building for those who buy a brick.

1. **Finance**

Kirsten shared the budget for 1st October 2020 – 31st March 2021

Grants and agreements £47,845 (original) Actual: £110,345 (includes £62,500 from bike track)

Additional income £1,094 from the charity

Bike Track £8,000 (£5,000 from Salford CVS BOOST Grant)

Total £119,439

Activities £9,000

Actual spend £67,208 (-£58,500 for bike track)

Employees £31,598 Actual £30,764 (underspend of £1,194 on travel/training)

Premises £5,736 Actual £4,606

LTO costs £5,540 Actual £5,340

Income balance £11,521

Overspend of £479 will be covered by Salford CVS.

Total income end of plan £568,037

Balance overspend £2,889 which Salford CVS will cover.

Kirsten gave a reminder of the approved budget from April.

1. **Transitions**

The board discussed what was needed for the charity to become the LTO if that would help with transition and legacy.

Steve referred to Greenmore in Bradford who have set up a charity as LTO and it is going well. Clare mentioned that there are 10 Big Local areas out of 150 who have become their own LTO. To do this process it will depend on information available, financial policies/procedures as a group, signing terms and conditions of grants. Guidance has been produced by Local Trust which can be viewed:

<https://localtrust.org.uk/big-local/programme-guidance/big-local-partnerships-becoming-or-setting-up-their-own-locally-trusted-organisation/>

Alison talked about how the board have previously said that they want staff, to invest in Peel Park and have youth activity in Little Hulton. Alison suggested that if the charity is its own LTO then it will save money and will bring income. If the charity is to be grown, then it will need big funds so it makes sense to be own LTO.

Clare said that a proposal needs to be submitted. There is information on this in the guidance mentioned above.

**The board agreed to have a separate meeting dedicated to the LTO transition after September. The meeting will ne a combination of the board and charity.**

**ACTION: Kirsten to get advice on VAT for building and Alison to check VAT at Parr Bay Big Local. Steve will get information from the other 10 Big Locals for pros/cons and circulate.**

1. **Coffee machine decision**

Alison has been finding quotes for a coffee vending machine for the pavilion.

Plumbed in machines:

Rijo42 quote £2,050 plus VAT

Vending Sense quote £4,450 plus VAT

Lavaticia quote £5,700 plus VAT

Or a commercial Nespresso machine £1,905 plus VAT – would have to be topped up by hand.

**Board agreed to go ahead with Rijo 42 coffee machine.**

**ACTION: Alison to visit Rijo42 show room and check simplicity of use along with Shelagh and flag anything before final decision. Alison will also look to see if there is a potential trade in for this time of coffee machine to a barista type after the café is up and running properly, and ask for a caffeine free option.**

1. **Youth meeting/youth budget decision**

**ACTION: Alison to check with Mandy and send dates for meeting round to all**

£5,000 in the budget for the next 6 months. This can be put into the charity and pool all budgets to move the youth project forward for the next 6 months. **The Board agreed to this decision.**

1. **AOB**

Grant –

Women with Wings have asked for £500 towards a £1,000 project to organize a day at the seaside for families they have supported.

**Board agreed.**

Steve mentioned a survey on what support is needed in the future of the Big Local Trust which is available until 1st June. There is also an invitation for a Big Local focus group on racial inclusion on 10th May 10.00am – 11.30am. Steve will circulate all information to the board.

Alison mentioned some possible funding from Power to Change as there is eligibility for Power Up funding support from a mentor which will involve consultation and advice to be used between now and August. It could be used to revise business plan for the pavilion and some VAT advice. There isn’t any guarantee of a successful bid. **Board agreed for Alison to pursue.**

Alison asked for two volunteers to sign off the Coalfields Regeneration as trustees. **Sharon and Nathaniel agreed.**

Meeting ended: 7:00pm

**Date and time of next meeting: Monday 7th June 2021 5.00pm - 7.00pm via Zoom**