**Little Hulton Big Local Partnership Board**

Minutes of the Meeting held 6th October 2021 via Zoom

Present: Entela Isufi and Sharon Maddocks

In Attendance: Alison Jones and Helen Johnson (minutes)

Apologies: Kirsten Robinson, Sue Owen, Anthony Gritto, Rebecca West

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 6th September were agreed as a correct record.

Matters arising:

**Alison to drop off agreement for Sharon to sign. This will be given to Access Sport.** The agreement has been sent to Access Sport and the banners for the bike track have been sorted.

**Alison to finalise the activities plan and also put in information about capital funding. Alison to also add wellbeing packs for older people along with the toy appeal in December.** Alison will finalise plan.

**Rebecca will check ForHousing finance department regarding VAT advice.** Alison said that she will chase VAT advice.

**Alison to re-jig the budget and send to board and send on extension request to Big Local.** The budget has been sent to the Big Local Trust and it has been agreed.

1. **Finance**

Alison talked through the budget for April – September 2021.

Total income **£65,677**

Employment Discretionary Fund £531

Coffee Machine £3,000

Small grants £1,000

Meetings and events £764

Peel Park Pavilion £1,645

Youth Direct Delivery £5,000

Total activities £11,940

Employees

Development Manager £16,056

Community Organiser £7,869

Total employees £23,926

Office/premises overheads

Business rates £788

Credit card fees £15

Photocopier/printing £812

Postage £13

Repairs/renewals £1,877

Gas/electricity £642

Water rates £576

Stationery £21

Telecoms & Internet £257

Total premises overheads £5,002

LTO costs

LTO Senior Management £2,500

Admin Support £511

Employee Overheads £1,100

Total LTO costs £4,111

Total Expenditure **£44,979**

Alison suggested moving £1,000 from discretionary grants and meetings and events and more over to small grants.

The end of year total is £50,022 with a carry over of £15,655.

It was agreed that in future budgets, more is needed for repairs.

Costs for next 6 months, October-March

 Employment Discretionary Fund £2,000

 Meetings & Events £4,000

 Peel Park Pavilion £1,000

 Volunteer – training, expenses, activities £250

 Development Manger £19,657

 Community Organiser £9,636

 Training £200

 Travel £200

 Redundancy Liability £10,407

 Credit card fees £18

 IT Maintenance £200

 Photocopier & Printing £900

 Postage £25

 Repairs and renewals £1,400

 Service charges: Gas & Electricity £2,100

 Service charges: Water £1,000

 Stationery £100

 Telecoms & Internet £400

 LTO Senior Management £3,000

 Admin support £600

 Employee Overheads £1,320

 **Total costs £64,414**

£6,000 has been budgeted for contingency as a safety net in case that the Community Ownership Fund is unsuccessful.

 Holding account total £17,631.48

The reward for volunteers during lockdown needs to come out of the holding account total. This is a total of £110.

1. **Funding/transition – what’s next?**

Big fundraising is needed from core funding e.g. Lottery and Children in Need. There is a need to know what we want the charity to be doing and how this will be will funded. A commitment to the charity is the only way to guarantee money coming in and successful fundraising. This is also why the charity should look to become own LTO etc. to save money. If you are your own LTO you get 5% from Big Local Trust.

**ACTION: Alison to ask Kirsten to give a list of paid work done and what is already in place to the charity i.e. insurance. A meeting with Kirsten to discuss possibilities to be arranged.**

The charity AGM can allow for an update on the Big Local spend as well as accounts.

There is a youth provision priority for the charity to deliver as is known that this is a need. Also need to think about what else is needed in the community that the charity can deliver. It was suggested that groups could be run and to ask for a contribution. Groups should be targeted at loneliness and social isolation.

Meetings have been set up for this month to discuss everything in detail. Clarity is needed on what the charity will deliver. It was decided that this meeting would replace the Big Local business meeting for this month.

Alison has sent out an email to potential building partners to ask what they can offer and if they want to be delivery partners. Alison is also meeting with Sale Sharks and Foundation 92 to see what their offer in the new building will be.

If it is agreed that the charity will carry on with youth provision, there won’t be capacity to run the café in-house. A model needs looking at to decide who will run the café.

The meetings this month will discuss funding, transition, board members on both LHBL and CommUNITY LH and the direction of the charity.

The Crowdfunder ends next Tuesday. A pledge of £2,000 has been donated from Great Places. The total is now £18,238 with £20 ready to bank. £6,000 has been offered by Salford City Council. The crowdfunding may still match with Sport England as a formal decision hasn’t been made. Process to Ride has declined to match funding. Despite losing 5% commission on the crowdfunding, the target will be achieved and the individual supporters have exceeded the target. West Lancs Masons haven’t responded to the funding ask, Booths may be interested and a funder connected to the centre in Walkden is available, Alison will approach.

Funding which has been achieved:

£1,000 from Big Local – a letter is needed to state that the board has agreed.

 Circa £19,000 from Crowdfunder

 £7,500 from original paper buy a brick

 ForHousing offer Liberty Bathrooms/Kitchens costings.

 Over 50% of matched funding has been secured.

1. **AOB**

There was no other business.

Meeting ended: 6.15pm

**Date and time of next meeting: Monday 1st November 2021 5.00pm - 7.00pm.**