**Little Hulton Big Local Partnership Board**

Minutes of the Meeting held 5th October 2020 via Zoom

Present: Anthony Gritto, Entela Isufi, Gemma Fish, Jasmin Bakhre, Kirsten Blackwood, Nathaniel Lynch, Rebecca West, Sharon Higgins, and Sharon Maddocks

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

Apologies: Bea Mburu, Carole Gallagher, Erica Jackson and Shelagh Higginbottom

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

There were no declared conflicts of interest.

1. **Minutes and matters arising**

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

All matters arising have been dealt with.

The monthly board meeting time has now been changed to 5.00pm – 7.00pm.

1. **Peel Park Pavilion**

**Bike Track**

Access Sport have sent two reports which has been circulated to all board members. One was about the summer programme and one reporting the progress of the project. Tenders have been submitted. Four companies came through for tender and a company has now been selected. It will be a good quality bike track.

**Peel Park**

Andy from the RHS is back at work and is going to start work on the Pocket Park project. This project will involve all people in the community and there will be some work with young people from Walkden Academy and Worsley College.

**Pavilion**

The planning has now gone in. It will be up for comment on the website, Alison will check this is available. There was no last-minute advice given about the planning, the only changes have been the render and other minor changes. There was also tree and mining surveys done.

**Lease**

A short-term lease has been proposed whilst things are being sorted out. A three-year proposal has been suggested but Alison and Kirsten have advised to include a break clause. This would mean that you could have a break from the lease after one year and then see how it is going.

The charity, Community Little Hulton, would take on the lease to ensure that there isn’t any personal liability. Money will have to come from Big Local or the raised money from the charity.

Utility costs, April 2019 - Mar 2020:

Electric £808.48

Water £361.33

There would be a peppercorn rent of £1.00

The lease may mean that we have to take on the building insurance and the repairs of the building. Some funding is available to deal with building repairs.

Prior to lockdown the hub was used by the arts group on a Wednesday (who would like to get back in), ASSP Autism group on a Friday and the charity using it for children’s activities 4.00pm-6.00pm, two days a week. The café area may be used by older people, dependant on Covid and the weather.

The building is Covid-safe. Cleaning is being done once a week via a donation, new wipeable furniture has been brought in, there is a steam cleaner, and the furniture is wiped down after every session. There is a risk assessment for each group for use of the building and there is a list of things which have done to ensure the building is Covid-secure.

Steve asked if there was a way to negotiate terms i.e. the lease holders only do internal repairs and the owners do the external repairs.

**ACTION: Alison to send Jen Patel and Rebecca West the heads of terms to read through.**

£2,000 was donated from Salford CVS in recognition of the emergency response work which was done. This can be used to support the building repairs for the year. The charity could be asked to help take on the lease.

Nathaniel agrees that this is a good idea as it will help wind down Big Local and help transfer the brand across.

Board members are happy to look into the short-term lease with a break clause, as long as they are happy with the heads of terms.

Now that the board have agreed to look into the lease, Alison will look at the coffee machine quotes again. The coffee machine can be free, be a paid service and have tokens, so it’s manageable for groups to use.

**ACTION: Alison will look at further quotes for the coffee machine.**

1. **Finance and plan extension**

For the 6-month extension, an extended budget and a renewed service level agreement between Little Hulton Big Local and Salford CVS has been drawn up.

LTO budget and financial agreement: £43,650.34

LTO cost £3,000

Manager cost £3,586.67 (including redundancy costs – just in case)

Community Organiser £3, 228

Youth Development Worker £538 (for two months, and redundancy costs)

**ACTION: Kirsten to send budget and service level agreement for Sharon to sign.**

October 2020 – March 2021 6 months extended budget:

Employment Discretionary Fund £3,000

Partnerships Work (Peel Park Trax) £12,500

Small grants £5,000

Meetings and Events £250

Peel Park Bike Track Capital £50,000

Volunteer expenses £250

Youth Direct Delivery £8,000

Development Manager £19,803

Community Organiser £10,386

Youth Development Worker £656

Redundancy Lialbility £7,353

Training £200

Travel £200

Backpay from April to March 20 £713

Business Rates £800

IT Maintenance £200

Photocopier/printing £1,500

Postage £50.00

Rent £1.00

Repairs and renewals £850

Service charges: Gas/Electricity £1,800

Service chargers: Water £550

Stationery £125

Telecoms and Internet £300

LTO Senior Management £3,000

Admin support £1,000

Employee Overheads £1,540

**Total budget for 6 months: £130,026**

A large proportion is capital investment for Peel Park.

Alison asked everyone is a budget of £3,000 for the coffee machine should be included.

Board agreed to put it in the plan.

**The Board agreed to seek to extend the current plan for six months to take us to March 2021**

**ACTION: Alison will add text to explain the coffee machine addition. She will also add some text with the plan to explain where it is up to. The text and budget will be sent to Big Local trust this week.**

The community consultation is on hold as it is felt that it is the wrong time to send surveys out. It will be done at some point, just not a survey at this stage.

Before lockdown there was a plan to talk to older people. It’s important that we try reaching older people to try and stay in touch as it’s difficult on how they’re feeling, they feel as if they are shielding again. ForHousing are contacting all of their over 70 tenants with localised information for winter. The information will include food banks, flu jabs etc. In November they also plan to phone every resident over 70 and referrals will be done if they need more support to feel safe.

Gemma asked if Step into Action’s number could be included on the leaflet to advertise their food delivery/pharmacy delivery/chat service.

**ACTION: Gemma to send leaflet and information about Step Into Action to Rebecca by the end of the week.**

Gemma informed everyone that in the last week they’ve sent out 165 meals, 37 food parcels, 22 welfare packs and 22 toiletry packs. She said that volunteer drivers are needed to help deliver the meals and food parcels.

**ACTION: Alison and Sue to raise the need for driver volunteers to the Volunteer Coordinator from Salford CVS in their next meeting.**

Alison suggested creating a task group about the consultation/plan. Sharon M, Sharon H, Gemma and Nathaniel all stated interest. The task group will discuss what needs to be done to reach as many people as possible to understand what is needed at the hub. The information from the need can help to apply for additional funds.

**ACTION: Alison to send out text and final copy of budget to board for comments. Comments need to be back to Alison by Thursday to send to the Big Local trust on Friday.**

1. **Youth Provision**

The charity’s application to the Children In Need fund was successful and the charity has been funded £47,000 over 18 months. This successful bid means that a Youth Development Worker can be employed. Local youth partnership can involve the worker.

Four 6-week projects for activities to build confidence, concentration skills and how they are feeling during this current situation will now happen due to this money.

It is difficult to know when larger open access sessions can start again. The service level agreement was due to go out to one partner, but the urgency for this diminished when the Children In Need fund was successful, the decision is to wait.

£8,000 for youth work has on the extended plan.

A detached programme during half term will be done and this time will be used to get ideas of what the young people want.

The Youth Development Worker (5-hour contract) contract will end at the end of October. The school project finishes at the end of November. Alison asked the board if they want to continue this 5-hour post or leave it as the charity will have its own post. The money for the 5-hour contract post will come out of Big Local, the new post will be paid by the charity.

Youth provision is advertised on the Youth Unity page and people ring to book places. It would be ideal to have an online booking system but this needs investment. Street Games, a youth organisation, can provide training for trustees. Alison will talk to them again and support the capture of the outcomes of the new project and the online booking system.

For the Children In Need project, the charity will work with youth partnership. Different partners will deliver different types of work, for example, SCL, Mandy doing some mural sessions with Fay Flatt and sessions with Walk the Plank.

There is some money left from for youth delivery – Alison asked how the board want to spend it. Detached work, in parks across Little Hulton and Walkden are already covered. Some will carry over from summer and money from the Awards for All bid so there is enough to deliver for half term. Small bookable session with 8-12 year olds will work well. No open access sessions can be done until the guidance changes.

The play packs for half term don’t cater for the older children. Sharon suggested using a scheme such as giving out Nandos vouchers to the older children to let them know that we’re thinking of them. £8,000 is available to spend on children 13-16 years.

Gemma suggested using the Education Centre as it is a large space which has been risk assessed. An invite online event could be created as a “boys night” for Xbox and poll night. The vouchers could be given out as prizes.

**ACTION: Alison and/or Mandy to talk to Nandos about vouchers for next board meeting**

Board agreed to extend Youth Development (5-hour contract) until end of November and then review it, dependant on if Mandy applied for the other position.

1. **Post March 2021 plan**

The Local Trust wants to find out about biological partnerships every year. Steve will write to everyone to find out everyone’s background and to find out the different types of people that are partnering with Big Local.

Steve asked 3 questions:

1. Does the partnership reflect the local community?

Yes, Alison and Sharon reach out to communities and keep the board well informed. There is a wide age range of people of different backgrounds. The board is diverse.

1. Over the last year, has the partnership behaved in line with the ethos of Big Local?

Yes, there has been an extended plan created. Projects are ongoing, there is the Bike Track and youth activity. Lots of local needs are dealt with.

1. Is there anything to say to Local Trust?

Having Steve at the meetings helps clear things up, he guides and gives support. He helps the board to consider things a bit more.

ForHousing have been allowed on this board and they have supported us.

Networking is done very well by Alison and Susan.

**ACTION: Steve to send Alison and Sharon the questions and answers to read through**

1. **Other Hub users rent**

Alison said that it was time to talk to people about rent again and has come up with rent costs.

Sale Sharks - £2,750 for the 1st Oct until end of September (last year). This is charging them for 13 months. They are going to be charged £4,000 for this year.

Visit from the Stork have space in the hub for shelving storage of nappies etc. and they pack parcels and then leave again. They have funding until the end of the financial year. They have offered £500 rent and to contribute to wipes etc for cleaning.

Society Inc. initially had a desk and they weren’t charged any rent. They offered £2,500 last year. They have now gone from 2 staff to 5 staff. They have doubled their workspace in the hub. They haven’t been happy to wipe down the toilets after usage. Alison and Kirsten are going to ask to have a meeting with them regarding safety issues etc. CVS will provide a detail on instructions on keeping Covid-safe. If they don’t want to follow the rules, they should go somewhere else. The Board agreed.

**Food work**

Mustard Tree closed mid-August without any notice. The hub have provided emergency food every Wednesday since Mustard Tree closed. 40 food bags will were given out last week and this is going up. There are two orders a week from Fair Share and you donate what you can afford, the hub have given £200 from the Healthy Holiday Fund.

A meeting has taken place with the foodbank, food share network and volunteers. They have offered a food bank session in the building for one day a week. They will bring their own food and do a food bank offer (not parcels) for 6 months as a referral service. Extra service to take the pressure off the hub. If it’s still affordable to do it, the food parcels will carry on from the hub.

**ACTION: Gemma and Alison to talk about food provision**

1. **AOB**

Alison asked if a trustee is willing to agree to go on the interview panel. Sharon Maddocks offered to help.

**Date and time of next meeting: Monday 2nd November 2020 5.00pm - 7.00pm via Zoom**