**Little Hulton Big Local Partnership Board**

Minutes of the Meeting held 7th September 2020 via Zoom

Present: Anthony Gritto, Bea Mburu, Fay Flatt, Gemma Fish, Rebecca West and Sharon Maddocks

In Attendance: Alison Jones, Charlie Butterwick, Helen Johnson (minutes) and Steve Skinner

Apologies: Carole Gallagher, Entela Isufi, Kirsten Blackwood, Mandy Lee, Sharon Higgins, Shelagh Higginbottom and Susan Owen

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 3rd August 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 next steps**

Charlie reported that all documents are ready to go and the planning permission is ready to be submitted.

The arboriculture and contamination surveys have come back. Minor changes have been made to the plan; the rear patio has changed shape. The car park entrance has also moved to avoid a valued tree.

Payment for the survey is due. Final reports will be handed over one payment has been paid.

Phase 1 of the contamination survey has been done. There are issues with historic mining, a phase 2 survey has been advised. This will probably be conditioned during planning permission. It is likely that there are mine shafts around or underneath the pavilion. This may be a problem due to an increase in cost if there needs to be foundation adaptions. The survey also showed that the ground make-up is almost exclusively clay. This causes an issue for draining water into the ground therefore the car park will need to be re-designed slightly. A connection to the sewer would have to be made which would also be costly. Top Club could have an accessible connection, negotiation with the owners may need to happen, or as no underground survey has been done then there could be a hidden connection where the car park is going to be.

These issues are all potential issues and not absolutes. The surveys completed up to now will be sufficient for before the planning application goes in. Planning submission is usually 13 weeks but may be longer due to current situation - probably be the new year.

Everything is paid except for the planning fee.

**ACTION: Documents including key drawings to be sent to board members to keep them aware of any updates and issues.**

Bike track – Planning in September or first week of October. Noise management plan produced and submitted; Environment at Salford Council agreed the plan was fine. The plan has now gone out to tender. Four companies have responded. Next step is to decide which company is the best match. Alison, Fay, Ian from the Council and Access Sport will look at the tender documents. When it has gone through to planning there should be an idea of the time scale.

Need to start looking at who will help contribute to the £12,500 to be paid this year. Last year £3,000 was obtained through SCL Youth Alliance

Look at Community Committee for funding – perhaps £2,000-3,000

ForHousing have a £500 Community Fund

**ACTION: ForHousing contributed before Covid but budgets and priorities stopped this from happening.** **Rebecca West to pick this up again and feedback.**

**ACTION: Alison will send an email to James and Asa from SCL about contribution to revenue.**

1. **Finance and plan extension**

Alison shared the Big Local Trust account. From the £1 million investment, there is £323,611.46 + £47,844.50

Alison went through the spend

Alison then shared the budget for the 6-month extension (October 20 – March 21)

Employment Discretionary Fund has £1,742 remaining

Employment Enterprise Fund has £482 which goes against the Discretionary Fund

Meetings and Events £146.00 remaining

Pavilion Project £10,000 - £4,500 has been spent, £5,500 for planning including surveys, planning fee and paying Charlie.

Contribution to Bike Track £12,5000

Small Grants £1,733 remaining – 3 grants have been unclaimed. The dance group, Peel Patches and Care Chiefs Nursery. Peel Patches need to move site from Old Lane as it won’t be opening and they would like to keep the £500. Care Chiefs Nursey had planned to go to Peel Patches but have never filled in their paperwork. They have until the end of September.

**Peel Patches grant will he held for them. They should be moving to the church on 17th September.**

**ACTION: Rebecca West to inform about this at next meeting.**

Little Hulton Pound £913 remaining

Volunteer Expenses £100 remaining

Development Manager – may go over budget as budgeted for 4 days but Alison has been working 5.

Community Organiser – budget on track

Youth Developer Worker is over budget but funding has been brought in for this.

£300 for training – under £50 will be spent on food hygiene training for Alison and Sue.

Hub Business rates:

£800 spent until the end of the financial year

£1,451 left in computer support

£0 spend for insurance

£2,000 left in rent – now on peppercorn rent

£625 left in repairs

£300 left in Gas/Electric

£112 left in stationery

£552 left in phones

Likely to have some underspend at the end of the year.

Discussed Budget for a six-month extension to take this plan up to March 2021

Holding accounts:

Youth Unity £10,917

Big Local £12,430

Enough left in budget to carry on doing small grants. Board agreed add 6 months funding in the budget:

£3000 for Discretionary Fund

£5000 for small grants

£250 volunteers’ expenses

£250 meetings and events

**Board Agreed to extend the plan**

**ACTION: Alison will send budget round.**

**Request to be submitted to the Big Local Trust.**

**Decision at October board meeting needed about Youth Development Worker, currently in contact until end of October (5 hours).**

1. **Youth Provision including tender**

Alison has sent out the tender document.

Under the National Youth Association guidance – currently on amber. This means online, detached engagement, small youth work inside (no more than 15 including staff) and outdoor activity.

The charity has underspent over the summer and have won the Awards for All grant, money from bid for Walk the Plank which means small group activity can run to the end of October, possibly into November/December.

Small group sessions in Peel Park. Maverick Stars have done two weeks of boxing, three weeks from SCL and sessions with Walk the Plank, along with half term activities takes it to October.

The board agreed to continue with tenders and ask them to come back with costing. Tender documents to be returned before next board meeting and during this meeting short list and decide who to invite to a meeting.

**ACTION: Alison to approach two interested tenders, SCL and Foundation 92. She will also put it on the CVS website.**

**ACTION: Rebecca to chase up £1,500 invoice at For Housing**

1. **Coffee machine**

Alison has looked at Rijo42 which is based at Logistics North. Looking as an interim to the café being opened Alison suggested getting an automatic coffee machine. Cost is around £3,000 Inc. VAT

**ACTION: Alison to compare prices for next board meeting**

1. **AOB**

No other business.

**Date and time of next meeting: Monday 5th October 2020 5.00pm - 7.00pm via Zoom**