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| **Little Hulton Big Local Board Meeting**  **Tuesday 7th May 2019**  **17:30 – 20:00**  **Little Hulton Big Local Community Space M38 0BA**  **M I N U T E S** | | |
|  | **Introductions, Welcomes and Apologies**  **Present**  Sharon Maddocks (SM) Chair, Alison Jones (AJ) LHBL Development Manager**,** Susan Owen (SO) LHBL Community Organiser, Stuart Wilde (SW) Board Member, Shelagh Higginbottom (SH) Board Member, Sharon Higgins (SH) Board Member, Jackie Jones (JJ) Board Member, Nathanial Lynch (NL) Board Member, Natalie Stokes (NS) Board Member, Anthony Gritto (AG) Board Member  **In Attendance**  Ashley Chapman (AC) Salford CVS (minutes)  **Apologies**  Kirsten Blackwood (KB) Salford CVS DCEO, Entela Zhajaku (EZ) Board Member, Steve Skinner (SS) Board Member, Faye Flatt (FF) Board member, Carole Gallagher (CG) Board member, Frank Hankinson (FH) Board member  Sharon Maddocks (SM) welcomed everyone to the meeting. Apologies were noted. |  |
|  | **Declaration of Conflict of Interests**  SM declared a conflict of interest with Harrop Folds’ small grant application.  NS declared an interest in the Play Streets funding proposal. It was agreed that NS would leave the room during the discussion.  AJ circulated Declaration of Interest forms. Board members were asked to complete and return the forms. |  |
|  | **Minutes of the last meeting & matters arising**  The minutes of the meeting held on 1st April were approved as an accurate record. Actions were discussed and AJ gave an update in regards to outstanding actions. The action log has been updated accordingly.  Action 6.5 (February) - AJ informed members about an upcoming business event at the Business Hub, invites to be sent out to all members.  Action 3.1 (March) – Potential to hold a picnic in the park to coincide with the big event in June.  Action 7.2 (April) – AJ informed the board that a modular space wouldn’t give them the space they wanted and it would be difficult to get it all on one level. The building would also need to be brick based costing the same as a brick extension.  Action 7.3 – AJ has spoken with Amjid about investing in a local dads group to do research on grant promotion. SW suggested contacting Christine as well. AJ will update board members at the June board meeting.  Action 7.4 –Bridge water Youth Club provide free CSCS training 19+. | **Action 3.1**  **Action 3.2** |
|  | **Finance**  AJ presented the budget for October 2018 – March 2019. Cleggs lane have confirmed they should be ready to accept their grant around September / October. This led to a short discussion around potential grant conditions.  AJ informed the board that there is underspend on the budget for the Little Hulton pound. NS asked about the potential of increasing the number of places to access and spend the pound. It was agreed that SO would increase promotion of the pound, targeting specific members of the community and look for additional outlets. Suggestions were made about Harrop Fold giving something back to LHBL. It was agreed this would be added to June’s agenda.  Recently changed providers for Gas and Electric to EON as previous provider seemed too high. Admin costs are slightly higher than expected, AJ to query with KB.  AJ presented the budget for 2017-2020, paperwork was circulated during the meeting. £86,657 is required in matched funding in year 3.  It was agreed that the board would discuss the budget and future funding in detail in July. A task group will be set up if there is not enough time in the board meeting. | **Action 4.1**  **Action 4.2**  **Action 4.3** |
|  | **Business Plan**  SH provide a summary and feedback of the business plan, her notes were circulated during the meeting. She informed the board that the plan was well put together and that there were no problems to report.  AJ circulated a list of questions For Housing Salford had on the business plan. AJ presented her responses/answers to the questions, the board approved these and it was agreed AJ would send them over to For Housing Salford. This was followed by wider discussion about the business plan, which was formally agreed by the board. It was agreed that AJ would date the plan, KB to check figures and BR to format. | **Action 5.1**  **Action 5.2**  **Action 5.3**  **Action 5.4** |
|  | **Task Group Updates**  **Youth Unity including SLA with SCL**  SLA between SCL and LHBL has been signed off, AJ to forward this over to Amy Hallsworth. AJ informed the board that the SLA has changed slightly to represent safeguarding issues with the Thursday club. Safeguarding issues were discussed at recent meeting between SCL, Youth Unity (YU), ML and AJ. It was agreed that a new door policy would be trialled, however YU would like to keep an open door policy if possible. The door policy will be discussed with the young people as well.  AJ requested that the £2000 budget for resources, which is managed by SCL be managed by the young people at Youth Unity. SCL will keep track of the budget however the young people would decide what the money went towards. The board agreed this for an initial 6 month period.  **Play Streets**  NS presented a funding proposal for Little Hulton Summer Play Streets. The proposal was circulated prior to the meeting. For Housing Salford along with Salford Community Leisure, Little Hulton Sure Start Centre, Bridgewater Youth Centre, Kenyon TARA and volunteers at Old Lane Resources Centre are bidding for £1500 to deliver weekly summer activities for 5-11 year olds and families. £1000 to go towards delivery and £500 for promotion.  Natalie left the room while the board discussed the proposal. Members agreed it was a worthwhile project and agreed to fund £1000 for delivery. Publicity to go through Youth Forum.  **Capital**  AJ circulated and presented Heads of Terms for a Lease of Peel Park Pavilion and updated them on the recent meeting with the City Council. Community Little Hulton (CLH) would need to carry out a tree survey, planning for outdoor space can be requested and according to Urban Vision a car park would be less than £100,000, but more work needs to be done to finalise a price. A second meeting has been arranged.  Shared Asset offer an initial scoping meeting at no cost and then they can offer organisations a support proposal to get projects nearer to completing their projects. The cost would be split between LHBL and CLH. It was agreed that AJ would arrange a meeting around FH and AG availability and report back in June. Suggestions for potential dates were Monday 20th May and Tuesday 28th May.  Still no agreement for the skatepark. The council are discussing consulting young people again.  **Lottery Application**  A meeting has been arranged to discuss the partnership bid to the National Lottery. It will be a partnership bid between Spirit of Little Hulton, Walk the Plank, RHS, City Council and Community Little Hulton (CLH) for £60,000 to go towards the café area. AJ presented the bid breakdown, paperwork was circulated during the meeting.  AJ updated board members on recent charity application form for (CLH). The Charity commission have come back with several queries, AJ will email queries to all agreed trustees. AJ stressed the importance of regular trustee meetings, it was agreed AJ would send out meeting requests and look into recruiting additional trustees (12 trustees minimum).  **Employment and Enterprise**  **Report**  SO presented the Discretionary Grants October 2017 – September 2018 report to the board, which was circulated prior to the meeting.The board agreed to promote the success of the grant in the newsletter.  **CSCS cards**  Funding available for 19+ year olds to apply for CSCS card. It has been approved that people aged 18 can apply for a card through a discretionary grant. This led to a further discussion around whether there is a maximum age for CSCS card funding, AJ agreed to research this.  **Step Up Grant**  1 application received for a Balloon Business. The panel decided not to fund this grant as they felt there was no direct impact to the local community of Little Hulton. They also felt that the money would have been used for business diversification rather than growth and it lacked sustainability. AJ will write to the applicant to explain why the bid wasn’t funded.  **Training**  AJ informed the board about Blackpool Youth Zone’s training session which helps groups to make links with local organisations and businesses. The board agreed an afternoon and twilight session for £400. AJ to contact Blackpool Youth Zone to arrange session.  **Grants and Finance**  SO presented 5 small grants to be ratified by the board:   1. Happie Chappies - £430.00 – Insurance and advertising. 2. Care Chiefs - £750.00 – Children’s growing activity at Peel Patches. 3. Mice 2 Meet you - £750.00 – Family day out at St Anne’s. 4. Spirit of Little Hulton - £750.00 – Summer Festival 5. Harrop Fold - £750.00 – Break time equipment and water for exams.   The board ratified all 5 grants.  AJ provided an update on Spirit of Little Hulton’s pursuit for £250.00 matched funding. They have bid to Auto trader and Jordan is looking into other options. Meeting on Monday 13th to discuss potential funders.  **Phones**  AJ explained to the board that their current telephone provider was too expensive and asked to change providers to Talk Talk who can offer a £22 a month rate for a year. The board approved the phone provider change.  **Workers Reports**  AJ, SO and ML work reports were presented to the board. Reports were circulated prior to the meeting. Any board members with questions on ML report are to be emailed over to AJ.  AJ informed the board that a LHBL volunteer has recently been offered a paid job with Society Inc.  Discussion around summer holiday activities for teenagers, AJ agreed to bring ideas to meeting in June.  AJ recently attended an Active Communities conference on GM Moving. Throughout the conference the presenter referred to Little Hulton as Hulton. AJ asked the board if they were happy for her to email with CLH business plan and explain how they weren’t happy that they used the wrong name throughout the day. The board were happy for AJ to email. AJ to report back in June. | **Action 6.1**  **Action 6.2**  **Action 6.3**  **Action 6.4**  **Action 6.5**  **Action 6.6**  **Action 6.7**  **Action 6.8**  **Action 6.9** |
| **6.** | **Big Local Events**  AJ informed the board about several upcoming Big Local events:  Big Local Connects from 13th – 14th September in Nottingham. Currently only Jasmin has expressed an interest. Board member interested in attending to email AJ.  Regional BL event in Bradley on 10th June, board members interested to email AJ.  To Hub or Not to Hub – Saturday 15th June - Bristol. Sharon Higgin agreed to go with AJ.  Big Local Creativity – 18th June in Liverpool – 10am – 5pm – SO and Sharon Higgins expressed an interest. |  |
| **9** | **AOB**  No other business. |  |
| **10** | **Date and Agenda of next meeting**  The next meeting will take place on Monday 3rd June, 5:30pm – 7:30pm in the LHBL premises.  Meeting closed at 20:00 |  |