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| **Little Hulton Big Local Board Meeting**  **Monday 4th February 2019**  **17:30 – 19:50**  **Little Hulton Big Local Community Space M38 0BA**  **M I N U T E S** | | |
|  | **Introductions, Welcomes and Apologies**  **Present**  Sharon Maddocks (SM) Vice Chair, Alison Jones (AJ) LHBL Development Manager**,**  Susan Owen (SO) LHBL Community Organiser, Shelagh Higginbottom (SH) Board member, Kate Lewis (KL) Board member, Entela Zhajaku (EZ) Board member, Jacqui Jones (JJ) Board member, Stuart Wilde (SW) Board member, Steve Skinner (SS) Board member, Carole Gallagher (CG) Board member, Sharon Higgins (SH) Board member, Nathanial Lynch (NL) Board member, Mary Weldon (MW) Board member  **In Attendance**  Kirsten Blackwood (KB) Salford CVS DCEO,Ashley Chapman (AC) Salford CVS (minutes), Rebecca West (RB) New potential board member  **Apologies**  Anthony Gritto (AG) Board member, Bea Mburu (MB) Board member  Attendees introduced themselves. Sharon Maddocks (SM) welcomed everyone to the meeting and noted apologies.  Due to other commitments, Rebecca West (RW) City West Community Development manager and Natalie Stokes Community Development Officer are looking to share board membership. The board approved shared membership. |  |
|  | **Declaration of Conflict of Interests**  Sharon Maddocks (SM) and Kate Lewis (KL) declared a conflict of interest regarding Harrop Folds grant applications. It was agreed they would not contribute to the discussion.  6pm – Sharon Higgins and Stuart Wilde joined the meeting. |  |
|  | **Minutes of last meeting & matters arising**  The minutes of the meeting held on 7th January 2019 were approved as an accurate record. Actions were discussed and action log updated.  Board member eligibility was discussed. It was agreed a board member has to either regularly attend a task group or attend monthly board meetings. Monthly meeting attendees cannot be absent 3 meetings in a row. Frank Hankinson (FH), Cath Hamilton (CH) and Jackie Booth (JB) have been sent a member form.  Thanks were given to everyone who helped arrange the AGM.  Discovered through leafleting for the AGM that certain parts of the estate are not well kept. There was a discussion around ways to help clean areas and remove rubbish. RW made people aware of the Community Grants City West offer. RW to speak with City West Neighbourhood officers about their process and report back to board. Nathanial Lynch to find Handyman services contact with the potential to promote on Facebook.  It was raised that LHBL would like to help with the Peel Park crossing petition and advertise on the Facebook page. AJ and SO to contact Colin to confirm he knows what is needed on the petition. KL to confirm who petition should be sent to.    Alison Jones (AJ) and Susan Owen (SO) have been putting several hours into LHBL. SM, KB and AJ to arrange a separate meeting to discuss further. | **Action 3.1**  **Action 3.2**  **Action 3.3**  **Action 3.4**  **Action 3.5** |
| **4.** | **Finance**  Kirsten Blackwood (KB) presented the finance report. Payment has been received from Big Local. Variance in employment due to new Youth Development Worker (Mandy Lee) starting.  Steve Skinner (SS) asked if the Local Trust (Big Local) are difficult to work with, money transfer wise. KB informed SS that issues arise as the Local Trust’s monitoring systems are out of sync with LHBL’s year and a lot of chasing is required. SS to speak with KB to address issue. | **Action 4.1** |
| **5.** | **Chair/Vice Chair**  AJ informed board members about the importance of a chair and a vice chair. Need a Vice Chair who is available during the day time.  Sharon Maddocks assigned as chair and Carole Gallagher as Vice Chair, the board approved. |  |
| **6.** | **Task Group Updates**  **CIO Capital Project – Including cash flows**  AJ provided an update on meeting with Seddon’s regarding phased approach.  SS asked about arrangements with Seddon’s. AJ explained that LHBL have been very transparent and Seddon’s are aware of LHBL situation.  Update on Section 106 money for parks. KL asked if AJ was in contact with the council regarding monies, AJ confirmed she is contact with the working group (Liz Whitehead, RHS, City West). Currently waiting for plans to be drawn up. KL to check whether council know there is need and to make sure it is prioritised.  Costings for café from Seddon’s ready for the 18th February.  It was agreed that the consultation report and evidence will be added to the website.  Council no longer offer asset transfer, but option for LHBL, once registered as a CIO to request substantial lease on the Pavillion. Lease would need to be requested and building work and management would have to be procured. KB to look into VAT associated with any building works.  Jacqui Jones (JJ) asked about parking at the Pavillion. This would be an issue LHBL would have to resolve.  Discussion around funding options to explore. Potential for partnership bid between Spirit of Little Hulton and Walk the Plank, AJ to feedback after meeting on 11th February. Working on bid to approach Big Lottery once registered as CIO.  Bright Ideas funding – Community business funding up to £300,000. Groups need 12 months of accounts, rounds open in April and October  Possibly apply to October.  KB and AJ presented estimated monthly and yearly cash flows for capital build.  It was decided that a phased approach would be taken, starting with the café. It was agreed that money set aside in the budget would be used and the board were happy for AJ to push forward with the Reaching Communities grants with the prospect of applying for Bright Ideas money in October. Funding plans are not definitive and there are still room for further exploration.  Plans confirmed to move forward with lottery and AJ to speak with Seddon’s to confirm what the next steps would be.  RW suggested people visit The Port Grocery in Ellesmere Port who offer Welcome Wednesday sessions and run a community garden.  **Report reviews**  It was agreed a separate meeting would be arranged to discuss report reviews. AJ to send out potential dates and times. Discussion will be reported back at next board meeting.  **Youth Unity**  Mandy Lee the new Youth Development Worker has started. Work has begun on a 12 week plan for Thursday sessions.  SCL funding confirmed post March 2019 for art sessions.  2nd Birthday party taking place on 16th March 2019, 1pm – 3pm.  Anti-knife crime billboard going up on the 11th February, Youth Unity participated in competition.  **Grants**  The board approved the following grants:  Big Dance - £750.00 for tutor, transport for demonstrations and contribution to summer trip.  Cricket Club - £500 – Training for coaches  Harrop Breakfast club - £500 – Equipment  Bridgewater Youth Club Music group - £750 – Equipment  Cadets - £750 – Music Equipment  **Employment and Enterprise – Including Step Up grants**  Employment and Training grant report 2017-2018 was circulated before the meeting.  Discussions around offering grants to employers rather than employees to encourage employment of local residents. AJ to arrange a task group to further discuss ways to engage with employers.  RW informed people that City West have an Employment and Enterprise team.  Step Up grants  2 grants received, 1 has been awarded.   * African Hairdressers in precinct - £5000 for start-up costs. Panel recommended bid to board. Board agreed on condition of relevant insurance being in place. SO to contact applicant.   UnLtd Learning Journey - 25th/26th March.  **Sale Sharks**  Meeting with Sale Sharks regarding £30,000 tender process. Programme proposal circulated in meeting. AJ to draw into SLA and review meeting for March. SLA to be signed by board.  **Workers reports including Safeguarding/Phones/Shutters**  SO and AJ presented their workers reports which were circulated to the board prior to the meeting.  Agency meeting scheduled to discuss summer holiday provisions and to set up Youth Forum. Potential to apply for funding support from Sports England.  Youth forum have concerns around Youth Unity work not being appreciated, stronger use of Youth Unity logo required.  Increase in safeguarding incidents. Work to be done to streamline incident report form. AJ looking to use a RAG rating and monthly reviews to check on any incidents. The board approved new safeguarding system and for AJ to work on this.  AJ asked the board if a new phone company could be explored, the board approved.  Advised from the recent shutter services to remove old button and replace with new shutters or get Anti-drop roller system for £816.00 (both shutters). It was decided a risk assessment would be carried out first.  Value office agency – Lease arrangement with City West was submitted on 27th January. | **Action 6.1**  **Action 6.2**  **Action 6.3**  **Action 6.4**  **Action 6.5**  **Action 6.6**  **Action 6.7**  **Action 6.8** |
| **7.** | **Training and support from the Local Trust – Steve Skinner**  Local Trust are revising the Big Local Reps job descriptions/priorities (handouts were circulated). SS asked members which priorities they felt were key for the role, board members gave their thoughts on the role verbally.  Potential to run workshops and provide toolkits to organisations on measuring change. The board agreed it was something they were keen to attend. SS logged interest. |  |
| **10.** | **Date and Agenda of next meeting**  The next meeting will take place on Monday 4th March, 5:30pm – 7:30pm in the LHBL premises.  Meeting closed at 19:52. |  |