**Our Sale West Board Meeting Minutes**

**7th December 2017**

**Sale West Community Centre**

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| **Present: (Board Members)** | **In attendance: (Non-Board members)** |
| **Ralph Rudden (Chair/Resident)** | **Clare Standish OSW Project Development Officer** |
| **Lynne Stewart (Vice Chair/Resident)** | **Phillipa Tarmey-Holmes OSW Administrator** |
| **Freda Eyden (Vice Chair/Non-resident)** | **Dan Bunting (Local councillor)** |
| **Alison Smith (resident)** | **Tony Mullin- Big Local Rep** |
| **Zoe Marshall (non-resident)** |  |
| **Bella Okpalugo (resident)** | **Apologies:** |
| **Chris Leslie (resident)** | **Simon Whittaker (resident)** |
|  | **Dan Shelston (non-resident)** |
|  | **Robina Sheikh (Trafford Council/Non-board)** |
|  | **Lesley Steele (Communities United/ Non-board)** |
|  | **Ben Morris (resident)** |
|  | **Rona Thomason (Irwell Valley HA/Non-board))** |
|  | **Paul Lewis (Communities United/ Non-Board)** |
|  | **Rob Chilton (non-resident)** |

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|  | **Item** | **Action** |
| **1** | **Introductions/Apologies/Declarations(s) of Interest**   * Apologies were accepted from Robina, Simon, Ben, Paul and Rona and Rob. * There were no declarations of interest in any of the agenda items. |  |
| **2** | **Minutes of previous meeting (02.11.17) with review of Action Points**   * **Community Survey** – This is almost complete. * **Youth Trust** –It has been confirmed that that the Youth Trust in Trafford do not provide activities for under 11’s * Communities United football sessions for 7-11 year olds have started. * **Smoke-free playgrounds competition-** signs have been erected. * **Update from Tony Mullin-** all survey forms have now been completed * **The £105 thousand addition funding that is to be released is now £100k as £5k goes to LTO for management fees.** Everyone has been reminded to think of ideas on what the money can be best spent on. * **Mancunian Way-** this contract has now been cancelled and other areas have been advised not to use their services. * **TUFC** contract is being reviewed in January. The number attending sessions is encouraging. * **Training and Employment-** will be covered during audit weeks. * **Community Centre Computer Room** OSW will make arrangements for the room to be refurbished and for the purchase of lap-tops and Wifi. The ceiling panels will be replaced by Amey. Communities United will now be using the room on a Wednesday. Notice boards will be themed. The number of filing cabinets will be reduced to make room for a round meeting table and a few comfy chairs. The room will be more of a community hub and useful space instead of just being a jobs club.   **The Minutes of the meeting were approved as an accurate record.** | **Pip**    **The Board** |
| **3** | **Update from Big Local Rep- Tony Mullin**  Big Local reps have been asked to gather feedback regarding a proposed new initiative. ‘Nudge theory’ consultants have been lined up to trial programmes with Big Local areas. The offer is now open to Big Local areas to express an interest in participating in this pilot scheme.  The London-based ‘Behavioural Insights’ Team have been commissioned to come and look at the way we send out our message.  The board questioned why the ‘Behavioural Insights Team’ have been brought in by Big Local and why it has been raised as an issue. They would charge £30k for their services. The board agreed that this was far too expensive and unjustifiable. If a need became apparent in future, the board would prefer a local person to be employed to do this type of research. The board also questioned where the evidence was that Big Local areas were asking for this as there had not been any consultation.  This matter will be taken as an agenda item to the Vice Chairs’ cluster group meeting in Manchester on January 9th.  All Big Local reps received a summary with regards to all ISO areas. Seven are thinking of becoming Community Interest Organisations and the last two intend to become their own Locally Trusted Organisations.  Issues that have been identified have been around Health and Wellbeing- Dementia friendly cafes, local GP surgeries.  Challenges have been- Diversity, a lack of clear roles, capacity issues, partnership issues and financial issues.  The board were asked to think of what support they want from their local rep.  There could be a “North” networking event which could be hosted by Our Sale West. We could take a lead and drive the agenda ahead. | **Freda/Lynne**    **The Board** |
| **4.** | **Community Christmas Lunch**  So far there were 54 local people booked. A table decoration workshop had been booked for Friday 15th December.  On the day, the team would be setting up from 9.30am. A choir from Woodheys Primary School would be performing at 1.30pm.  Freda had created an evaluation sheet for people on the day.  Personalised Christmas Cards had been commissioned from pupils at The Firs Primary School, Woodheys Primary and St Margaret Ward Primary.  Hampers had been ordered for the Sale West Raffle.  A few more presents may be needed to hand out on the day.  A bingo caller was needed. | **The Board** |
| **5.** | **Review of the Year**  (See “Spend as of November 2017” sheet handed out at the meeting).  Youth Spend  Open a youth café  Communities United  Mancunian Way  TUFC  We will have £15k remaining in the budget.  The school holiday provision- we had £10k set aside and have currently only spent £820.  There is £3k in the pot for Munch Club.  We are currently under spent on Youth.  We need to make sure that it is not always Youth that is at the forefront of general spending. Youth has been a massive success. Future Youth Team meetings will now be held on a Tuesday in the computer room.  Environment and Community Spaces Spend  The Environment team has a budget of £20k- we need to do more on Environment.  We have £5k set aside for street signs and are awaiting information on what dimensions are permissible.  The new community centre is on hold.  Memorial Garden- we have spent nearly £4k of the £5k budget, due to the tree planting exercise.  There is £5k attached to Community Notice Boards - an expression of interest was made in having a notice board outside the youth centre.  Training and Employment Spend  In January 2018, the computer room will be refurbished and WIFI will be installed - there is a £22k budget attached to this project.  Training courses will be provided for local residents. To date, hardly any of the budget has been spent on this.  The Community Grants fund is on schedule, but as there have been no applicants for this round to date, the deadline has been extended.  Enterprise loans are also on offer.  Health and Wellbeing spend  There is a current budget of £13k and we have spent £3k.  Community transport needs to be looked at next year. There is £2k set aside to research what residents need and use transport for.  Health Awareness Walks - no action has been taken yet. We would like to arrange a meeting with the practice managers at the local Health Centres.  Development of the gym in the youth centre. We have £5k attached to this. The equipment is unsafe and needs removing.  Men’s group project- there is not a lot of spend attached to this as yet.  The ‘Sporting Memories’ project is going well and will be running for the next 18 months.  There will be a meeting with Dave to set up a Saturday Dad’s group.  Fare Share- we are investigating the possibility of setting up a shop along fare share lines. |  |
| **6.** | **Projects and Ideas for 2018**  OSW may pick up Munch Club and even look at doing sessional work. We will have to re-look at the budget.  There will be a review of TUFC in January.  We have cut down the cost for the bike project.  Numbers need to be increased on each of the Teams (formally sub-groups). A recruitment drive is required for volunteers for both The Board and Teams.  Training and Employment- the college are going to put on more courses.  A jobs fair will be set up themed around mental health.  Irwell Valley are to include OSW workers (Clare and Pip) in their pay reviews so that this can be included in our budget.  The Chairs will continue to have monthly meetings. The Chair and Project Development Officer will continue to meet on a weekly basis. |  |
| **7.** | **Any Other Business**  The Boxing Club are holding a charity night in February. OSW will host a table.  Bella gave thanks to the board for their support during a trying time.  Everyone was wished a great Christmas and thanked for all of their help and support throughout 2017. |  |
| **8.** | **Next Our Sale West Board Meeting**  The next Board meeting will be held on **Thursday 11th January from 6pm-8pm.**  Tonight’s meeting closed at 8.00 p.m. |  |