**Our Sale West Board Meeting Minutes**

**11th January 2018**

**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)** | **Robina Sheikh (Trafford Council/Non-board)** |
| **Alison Smith (resident)** | **Tony Mullin- Big Local Rep** |
| **Zoe Marshall (non-resident)** |  |
| **Rob Chilton (non-resident)** | **Apologies:** |
| **Chris Leslie (resident)** | **Simon Whittaker (resident)** |
| **Dan Shelston (non-resident)** | **Bella Okpalugo (resident)** |
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|  | **Lesley Steele (Communities United/ Non-board)** |
|  | **Ben Morris (resident)** |
|  | **Rona Thomason (Irwell Valley HA/Non-board))** |
|  | **Paul Lewis (Communities United/ Non-Board)** |
|  | **Dan Bunting (Local councillor)** |

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|  | **Item** | **Action** |
| **1** | **Introductions/Apologies/Declarations of Interest**   * Apologies were accepted from Dan Bunting, Bella, Lesley, Simon, Ben, Paul and Rona. * There were no declarations of interest in any of the agenda items. * The Chair requested that in all meetings, conversations should be kept to a minimum, i.e. one conversation at a time, as we have a member with hearing difficulties and to enable the minute taker to keep up. |  |
| **2** | **Minutes of previous meeting (07.12.17) with review of Action Points**   * **Community Survey** – Will be completed in the next week. * **The £105 thousand additional funding** (arising from interest on the original £1m) that is to be released by Big Local will be reduced to £100k as £5k goes to LTO for management fees. As an action point for the next agenda, everyone was reminded to bring ideas to the next meeting regarding what the additional £100K can best be spent on e.g. to provide a possible legacy for the future. * **Update from Big Local re Behavioural Insight Team (‘Nudge Theory’).** This Big Local proposal had been taken to the recent Big Local Vice-Chairs’ meeting in Manchester as an agenda item. The consensus at that meeting had been that £30k was too expensive for a project which had not been specifically requested and that a local person could be employed at a lower price to complete the same job if required. * **North Networking Event-** It was suggested that OSW could hold a North Networking Event for other ‘Big Local’ areas to showcase the ‘Incredible Edibles’ project, originally started in Todmorden. The Chair would take this idea to the next Chairs’ meeting. Tony said that Big Local would support this, around sharing experience and knowledge and building up a network. * **Charity Boxing Night-** taking place on 16th February at the Cresta Court Hotel in Altrincham. OSW will sponsor a trophy. The Chair asked for a show of hands for who would like to attend and the names were recorded.   **The Minutes of the meeting were approved as an accurate record.** | **Pip**  **The Board**    **Ralph** |
| **3.** | **Review of OSW Policies- Decision Item**  The board considered the Vision Statement, the Values Statement and the Code of Conduct.  Everybody agreed that the Vision statement was accurate.  There was a suggestion for the Values statement: - it was agreed that ‘or sexual orientation’ would be added to bullet point 4.  All board members agreed that they would be willing to attend any training as and when required.  After looking through the Code of Conduct with Tony, our Big Local rep, it was decided that some amendments were needed. These will be discussed at the next meeting.  It will be a requirement in future that all Policies discussed and agreed by the Board will be circulated for individual members of the Board to read and sign. | **The Board** |
| **4.** | **AGM 2018- Decision Item**  The board discussed when the 2018 AGM would take place and which members would stand for re-election.  Last year’s AGM would be reviewed to aid the decision.  As one of the current Chairs’ group, Lynne volunteered to stand for re-election.  Clare asked for feedback on how the last AGM was held. The board agreed that the AGM needs a firmer structure and clearer focus in future.  The AGM will provide the opportunity to review the work we have already done and to give an insight into our plans for the future. There will also be a question and answer session. A small working group will be set up to plan the event.  The majority agreed that a Saturday afternoon would be preferable for the AGM.  There will be a Board meeting immediately after the AGM for the Chairs’ group to be elected. All Board members are to consider if they would like to stand for re-election. | **The**  **Board** |
| **5.** | **2018 Calendar**  A calendar has been produced to show dates of all Board meetings; the deadline for agendas and Minutes to be circulated; Community Grants application drop-in sessions and deadlines; and dates for all Team Meetings.  Team meetings will now take place on Tuesdays, 10am-12pm in the computer room. All board members present agreed to this change.  The blocks shaded in grey on the calendar show local school holidays.  Items that still need to be booked in are: -  Day Trips  Community Picnic  Apple Day  A time-table for the computer room will be put up on the door. It needs to be decided whether the room needs supervising at all times.  The Chair has requested that more board members become actively involved in trips and events.  The Youth team has a new member, John Canny. John is unable to attend Board meetings due to other commitments but he can attend the Team meetings.  Dan Shelston offered to join the Health and Wellbeing and also the Training and Employment teams.  The board need to look at the team structures and enrol more new members.  It was questioned whether there is an age restriction for team members. This will be decided by each team chair. It was agreed that it would be good to enrol some young local people. | **Clare**    **The Board** |
| **6.** | **Feedback from Christmas Events**  **The Christmas Lunch** was a great event and many messages of thanks and great feedback had been received. Many donations were given and we had a lot of volunteers. Halifax Building Society volunteers were very willing to help again in future if required. Thank you letters had been sent out to all of those involved.  The Woodheys Primary School choir made the day. The Chair also thanked Rob for his reflection at the beginning of the lunch. All in all, it was a fantastic team event. The Mayor had stated that “this is what every community should be like in Trafford”.  The turnout to the **Irwell Valley Housing Association Christmas party** had not been as good as it had been in previous years. IVHA will review the event and we may ask if Our Sale West can be involved in any future events.  The **Christmas Eve Food Share** was unbelievable. The Chair estimated that we were given over £5k worth of food by Aldi and M&S. Residents could not believe how much food would have gone to waste if it had not been shared out to local communities.  We helped over 180 families and also donated some to the Booth Centre and the rest to a homeless charity. Some of the people who had turned up to collect food ended up volunteering. The police (PSCO’s), had arrived at the community centre to donate some toys but ended up helping with crowd management.  Aldi have said that they look forward to working with us again in the future.  Over the festive season we also took some of our younger residents to see **‘The Bear’** at the Waterside Arts Centre which they all thoroughly enjoyed.  TUFC also took some of the young people to Stretford Leisure Centre for an end of year gathering. There were lots of great comments about the young people of Sale West. |  |
| **7.** | **TUFC 6-month review**  A meeting had been held earlier in the day. A review had been made about how many young people were coming through the doors. There have been 800 footfalls in the last 6 months and around 1,000 hours of activities.  There will be new restructured sessions as the numbers are growing.  More trainee positions will be available.  Urban Bikes will start running.  The feedback from young people has been positive. The atmosphere on a Friday is fantastic.  TUFC have been asked to look at their future funding. They are working closely with the Youth Trust. They have also been asked to look at holding a conference for young providers around our region.  Overall TUFC have been a fantastic success. |  |
| **8.** | **Update on the refurbishment of the Community Computer room**  Clare has contacted the Wi-Fi provider to start the process of having it installed as the phone line belongs to Trafford. Notice boards need to be purchased. A time-table will be needed on the door. UNLtd could possibly be given a time slot to do a weekly surgery out of the computer room.  It was agreed that Our Sale West will remain at the heart of the decision-making regarding the use of the room and its resources.  UnLtd had arranged a meeting in London for all the Big Local areas which would be buying into their new service contract. Ralph and Clare were going to attend on behalf of Our Sale West and would report back to the Board in due course. |  |
| **9.** | **Update from Tony Mullin- Big Local Rep**  1.  A new approach to Big Local Learning  The network and learning event is being replaced. This had come as a big surprise to all the Big Local reps as this had not been discussed with any of them. A whole new programme of learning is being launched and opportunities will be shared to work with other funders through clusters.  Concerns were raised about the level of contribution that is being asked for and where these decisions are coming from.  The Board felt that this new approach to learning will not appeal to all Big Locals as it is too vague. The trust will be asking Big locals if they would like to participate, but the Board would like to know at what cost.  Our Sale West would not currently be interested in the topics of “Starting with ‘Better homes’, ‘Building homes’, ‘Addressing Youth exploitation and violence within community and criminal groups’ and ‘Legacy’”, which have been suggested by. Big Local. Our Sale West would prefer to be able to suggest topics relevant to their own circumstances and needs. It was noted that, for example, none of the learning includes anything about mental health issues.  2. Feedback from the Behavioural Insights Partnership Offer  One of the biggest problems that Big Local areas have is engagement. Some of the Big Locals have expressed an interest but there is not enough information and it is felt that there is a need for someone to come and explain it all to the board. There are no guidelines which take you through the process and we have not been given enough information which makes it difficult to make decisions. It was suggested that the money would be better spent on a national media campaign about Big Local.  3. New partnership offer, Shared assets.  Local Trust have announced a partnership with ‘Shared Assets’ to support Big Local areas develop and share skills to manage land- such as parks, waterways, woodlands and green spaces. For Our Sale West this would have to be a joint funding bid with Trafford/Amey as we do not own the land.  The board felt that the 3 proposals are not something we should be undertaking at the present time.  Tony Mullin will take the issues and concerns back to Big Local. |  |
| **10.** | **A.O.B**  The Chair would like to do a board members’ review this year to establish what each member has got out of the process and to see if there is anything else they have to offer, such as what skills each member has and how they can be utilised  A structure will be put in place for recruiting new members. |  |
| **11.** | **Next Our Sale West Board Meeting**  The next Board meeting will take place on **Thursday 1st February from 6pm-8pm.**  Tonight’s meeting closed at 8pm. |  |