**Our Sale West Board Meeting**

**7th March 2019**

**Sale West Community Centre**

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| **Present: Board Members** | **In attendance: Non-Board Members** |
| Ralph Rudden – Chair/Resident | Tony Mullen – Big Local Rep |
| Freda Eyden – Vice Chair/ Non-Resident | Pip Tarmey-Holmes – OSW Project Dev. Manager |
| Chris Leslie – Vice Chair/Resident | Sam Cooper – OSW Engagement Officer |
| Alison Whittaker - Resident | Victor Shaw – UnLtd |
| Zoe Marshall – Non-Resident | Lynne Stewart – Communities Information Hub Co-ordinator |
| Dan Bunting – Local Councillor | Robina Sheikh – Trafford Council  |
| Dan Shelston – Non-Resident | Lesley Steele – Communities United |
|  | Cath Johnson – OSW Admin Assistant |
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|  | **Apologies:** |
|  | Denise Pluples – Resident |
|  | Simon Whittaker – Resident |
|  | Rob Chilton – Local Councillor |
|  | Paul Lewis – Communities United |
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|  | Item | Action |
| 1. | **Introductions/Apologies/Declaration(s) of Interest*** Ralph welcomed everyone to the meeting.
* Apologies were received and acknowledged.
* There were no declarations of interest.
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| 2. | **Chairs Address**Ralph discussed recent board meetings with the group. |  |
| 3. | **Minutes of the Previous Meeting*** January’s Minutes
* Pip had sorted out the training agreement for the First Aid course.
* Evening/weekend training courses would be discussed later in the meeting.
* Day trips would be discussed later in the meeting.
* January’s minutes were approved.
* February’s Minutes
* Pip and Dan had now settled issues with room hire charges.
* Tony would discuss the facilitator for the Away Day later in the meeting.
* February’s minutes were approved.
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| 4. | **Big Local Partnership Update*** Tony would not now be able to attend the Away Day as he had a prior function to attend. He had approached a colleague who may be able to facilitate the meeting – Rob Billson. Rob, who is a fellow Big Local Rep, will take the lead for the morning session but will need some preliminary ideas beforehand.
* Tony advised that some serious consideration into future project funding must be in place before any final agreements were made. It was suggested that a “traffic light” system should be used to identify which project[s] are most important to the community and which, although possibly very beneficial to the community, could be considered less significant. Time would also be set aside to review the working practices of the Board. Tony will let Pip know more details of the session programme as soon as possible.
* The group were asked to put some thought into future project ideas for Sale West and send to Pip/Cath by 14th March.
* Tony discussed upcoming Local Trust workshops – Ralph is hoping to attend the Measuring Change event in March and Maria may also be able to attend. It was generally agreed that impact is always difficult to demonstrate as there need to be comparisons with before and after scenarios to quantify what has changed. It is for this reason that Local Trust has set up these workshops to support Big Local areas.
* Tony hopes that Big Local can commission someone to help with this evaluation in the future. Ralph thought it would benefit Sam’s funding proposals and their outcomes.
* Tony is involved with a national group that are looking at forming a “tool box” for use in local areas for use with funding, project management etc.
* The impact Our Sale West Big Local is having on local communities, how local people feel, how it is perceived – all of these could form part of a workshop during a Board Meeting, possibly the following one on April 4th. It was thought local authority staff would not be needed as they would be represented by current Board members. Representatives from all our working partners, including local schools, would be invited to participate if they wished. Members were asked to pass any thoughts on to Pip by 14th March.
 | **Tony****All****All** |
| 5. | **Policy Reviews*** The policies on Code of Conduct, Safeguarding and Equal Opportunities were due to be reviewed but not all Board members had read them. Cath would resend all approved policies by email and the group were asked to read them all and send any comments back by 19th March. There would be sign off sheets for each policy that would need to be completed at the Away Day.
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| 6. | **Away Day*** The Away Day would be held on Saturday 30th March at the Belmore Hotel on Brooklands Road. Members were asked to attend from 09.30am to 4/4.30pm.
* Rob Billson will facilitate on the day.
* A full agenda would be available by the day, but the purpose of the session would primarily be to review the following 3-year plan. This would be one of the most important meetings held in some time, so all were asked to try and make sure they were available.
* Robina questioned why a Local Authority representative had not been asked to attend. Ralph did not think it necessary for there to be Local Authority representation on this particular occasion, but Robina would be welcome to attend for information and interest if she wished to do so.
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|  | Item 7 and 8 swapped to allow Victor to leave early |  |
| 8 | **Employment and Training**Victor updated from the Celebration Event and Funding Applications:* The responses surrounding the Celebration Event in January had been very positive – his colleagues Jeremy and Kiki had been very impressed with the turnout. They had been looking at how Big Local had been operating in other areas and had been and found the day very useful.
* The recent Social Enterprise panel (Victor, Freda, Pip and Chris) had interviewed 4 applicants, 3 of whom had been successful with their bids. The fourth applicant was asked to restructure their plan and would be re-interviewed next week. £14,151 out of £16,000 had been offered as grants and the process of confirming officially had now started. Ralph and Robina had spoken to some of those with successful bids:
* **Sol Diaz** had applied for funds to help support a Multi-Cultural Festival. It would be held in and around the Community Centre and if successful, it was hoped to be an annual event.
* **Tyrone McIver** applied for funds to support the Clear Steps Tutoring project. Victor was not alone in thinking how useful this will be for our young people as some need the help to give them a positive start with their educational progress. Ralph asked Victor if he could put Tyrone in touch with a similar scheme in Manchester – he had already done this and knew that this particular scheme was doing very well.
* Bella asked for details of this other scheme – Victor has since replied to confirm their details – Duncan Swainsbury from Bounceback Educational – his details have now been forwarded to Bella, please contact Pip/Cath if these are needed by anyone else.
* **Wendy Flynn** had applied for funds to help her soft play scheme – loaning out equipment for parties/social events etc.
* These schemes have all been ratified by UnLtd.
* Ralph asked the group to let Pip know if they want to be involved with the next selection panel.
* Following on from Sam’s Facebook post asking if anyone would be interested in setting up a local business in the area to help clear rubbish/move items etc., Victor confirmed he had received some calls from possible interested people. There will be some new posters/leaflets developed advertising UnLtd’s aims to promote local business start-ups etc.
* There is a meeting planned to discuss the Pop-Up Business School. Victor will push OSW with any relevant groups.
* Victor hopes UnLtd can help with funding the visits to similar schemes in other parts of the country. He will confirm with the group as soon as possible.

Lesley updated the group on Communities United progress:* Attendance at the Lego Club was still sporadic. They have spoken to Firs and St Margaret Ward schools who suggested that Saturday mornings can be busy periods for children. Firs are therefore looking at including the event in their after-school timetable – the venue will still be the Community Centre. They will use a “walking bus” to get the children here and still charge £2. It is hoped this will start after Easter but Bev (Sunshine Café) will need to agree to cater for this event. St Margaret’s Ward will have similar discussions with their children and parents.
* André had stopped working in the café due to medical issues. Another young person was due to start volunteering there after the next school holidays. A further young person was interested but this would need to be discussed with Maria (IV).
* A young volunteer was ready to start at Ascot House after the holidays.
* The second cohort of young people from Ashton on Mersey school were now involved in the youth leadership programme. The third and final group would start after Easter. Some of the topics covered in this group included:
* Youth Action. Lynne asked if this group could speak at the Friday youth group.
* Multi Sports
* Planning on leading sessions
* Youth Mental Health First Aid
* It was planned to identify students from all 3 cohorts who would go on to do a more advanced programme from September. This would potentially incorporate the Dragons Den projects already put forward by some students. The ultimate aim was to form a youth action group that will work in parallel with the OSW board. They will be a delivery group as well as an ideas and consultation group.
* Street Games – an application to the Tennis Foundation has secured a package of equipment and training which is worth £10,000. It includes a three-hour workshop and roll-out court which can be used for tennis as well as other sports, indoors and outdoors.
* A young person has been nominated for a Street Games award. It is to be presented in Coventry so she may need some funding to cover the travel costs.
* A Youth Action Workshop is also being planned. Ralph asked if they were still working alongside the National Citizen Service and Lesley would contact to check.

Pip fed back on Trafford Courses:* A Facebook post asked what residents wanted from IT courses and the general opinion was that they wanted evening courses as previous ones had been arranged during the day and they were unable to attend. Following on from this, a Basic IT course had now been arranged with Trafford College, to be held at the Community Centre starting April 30th until May 21st between 6 and 8pm.
* Pip will have a look at organising different courses in the future.

Freda, Ralph and Pip attended a 2-day learning cluster in Liverpool “Making Projects Happen”. Feedback included:* Ralph expressed some disappointment with the quality of facilitation on the day and had passed comments on to Tony. However, he did think that a lot of the content had been useful and had had interesting discussions with some of the other people there.
* Pip had taken some good information and topics to use at the Away Day.
* Other Big Local groups had seen the OSW newsletter and had been very impressed with the way it was formatted and the information within it.
* Freda felt that the presentations were very good but that some of the exercises were rather repetitive and not so helpful.
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| 7. | **Health and Wellbeing*** Pictures of the TVs at Ascot House have now been taken and will be included in the newsletter. The manager has said it has made a difference to some residents and they have been very well received.
* Dave Walmsley from Trafford Walking for Health group had been to discuss the idea of OSW promoting the organisation’s programme of walks. As the walks were not on the estate, transport could be put on for any residents interested.
* Dan Shelston discussed his recent meetings with local GPs who are hoping to provide mobile cardio equipment to outdoor activities. This forms part of their promoting social prescribing.
* Ralph wants to try and organise a Health Day and thinks we should discuss at the Away Day. Tony may be able to suggest various sporting activities (e.g. yoga) that could be run on the day. Dan believes doctors are being encouraged to become involved with this type of event.
* Pip has now arranged the first trip of the year, which will be to Blackpool. It is being promoted on Facebook and posters will be advertised around the centre. She is also in the process of looking into a weekday and/or weekend trip to Bury Market. Southport Flower Show is also being looked into. Media City is another option. Dan Shelston suggested an evening with the Hallé – they do lots of themed evenings suitable for families that are very enjoyable.
* The Sunshine Café and Irwell Valley are to arrange a Dementia Day in the café.
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| 9. | **Environment*** Sam updated the group on progress made, points mentioned included:
* The park funding application to the Pocket Park Plus scheme had been approved and a grant of £25,000 had been awarded with OSW matching this figure. The funds will go towards resurfacing the area and purchasing new equipment. There is a 12 month timescale to spend these monies. Trafford MBC will hold the funds. It was suggested a ‘Friends of Sale West Park’ should be formed to take on the management of the park.
* The initial bid to Nationwide Community Fund had been rejected but at least three other options remained for Sam to explore.
* Another possible area to place a funding bid would be the People’s Postcode Lottery.
* Sam had completed Stage 1 of the bid to Sport England.
* He had also sent a letter of interest to the Peter Hamilton Trust.
* Lynne mentioned that Tesco have reopened their Bags of Help fund.
* Ralph thanked Sam for his work in researching and applying for various grants. He has now secured almost 50% of the funds needed to complete the under 5 play area. Work will start on the park as soon as possible.
* Sam has been informed that the IV Master Plan is now being formed and that one of the outcomes is that they are hoping to form a resident group and hope to involve OSW. It was agreed that an item relating to this would be placed in our next newsletter to encourage people to get involved. A strategy is being developed and will be distributed once finalised.
* Freda and Pip updated the group with progress on the Tree Trail and bird boxes. Details included:
* The first bird box had been attached but a secure fastening system still needed to be perfected to avoid damaging the trees.
* OSW was currently working with pupils from Woodheys Primary School on a project to develop a family friendly activity trail around the estate and local area. This would incorporate the tree trail.
* We are still working with City of Trees who may contribute towards costs for the tree trail. Ralph asked if we were still looking into approaching the Heritage Lottery Fund, Freda confirmed that we were and that would be discussed at the next Chairs Group.
* Freda confirmed that development of the new Phoenix Garden was still underway and that she had checked prices of rose bushes and would be purchasing five from Wilkinson’s. There were still some areas to be planted.
* Woodheys School had been approached to help design the art work for the walls. It was hoped that this would include suitable words or phrases, for example, “serenity”, “tranquility”, “peace”, or lines of inspirational verse.
* Pip confirmed the designs of the OSW street signs and that Amey would be paid to erect them on the corners of Cherry Lane, Firsway and the Firs Road roundabout. The fourth sign would be placed on the wall of the Youth Centre. Pip would email Dan Bunting with a formal request to install the signs and he would ensure it was processed. Ralph asked that the wording on the fourth sign be slightly different to the others, Pip would get quotes and put to the Chairs Group for approval.

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| 10. | **Youth** Feedback from the Careers Fair:* Freda had analysed the data gathered on the night and found that there were in the region of 64 pupils along with their parents/siblings, school staff, counsellors etc. These had come from 14 different schools with Ashton on Mersey forming the main group of attendees.
* A lot of people had completed an evaluation form and the overall rating by those attending on the night had been at least 4\*, but mostly 5\*. They had heard about the event from family, friends or Facebook.
* There had been 24 exhibitors, of whom 23 had rated the event as 5\*. Freda had had a variety of comments including those from GMP wanting to know about the event sooner, some wanting better timings on the night, more age-specific exhibitors. In general, the feedback from all attendees had been extremely positive.
* Those attending had primarily been from the M33 4 post code areas but some had come from further afield.
* Ralph asked Freda to arrange a follow up meeting to decide how to reward the young ambassadors for their help on the night. He thought it to be the most successful event OSW had put on.
* The Youth Board would be discussed at another time.
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| 11. | **Any Other Business*** The newsletter was close to completion and would be sent to print as soon as possible.
* Pip had recently been contacted by someone from IV who had a small van that was to be de-commissioned and was willing to offer it to OSW without charge. The group thought it a very good idea but would look into the implications of owning this outright.
* There were still 3 tickets left for the boxing club demonstration on 29th March and these were again offered to Board members.
* Lynne asked if the Easter Munch Club would be held. Pip reported that this had gone to tender and details would be confirmed soon.
* Lynne also asked if OSW would be involved in the Big Picnic in June. This would be discussed at the Away Day.
* Pip distributed the OSW Financial Statement.
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| 12. | **The meeting closed and it was agreed that the next one would be on Thursday 4th April 2019 from 6.00 – 8.00 pm in the Youth Centre** |  |