**Our Sale West Board Meeting**

**10th January 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 |
| Rob Chilton – Local Councillor | Pip Tarmey-Holmes – OSW Project Dev. Manager |
| Chris Leslie – Vice Chair/Resident | Sam Cooper – OSW Engagement Officer |
| Simon Whittaker – Resident | Victor Shaw – UnLtd/Non-Resident |
| Zoe Marshall – Non-Resident | Paul Lewis – Communities United/Non-Resident |
| Freda Eyden – Vice Chair/ Non-Resident | Sandra Holdridge - Resident |
| Alison Whittaker - Resident | Cath Johnson – OSW Admin Assistant |
| Denise Pluples – Resident | Sol Diaz – Non-resident (Multi cultural event) |
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|  | **Apologies:** |
|  | Dan Shelton – Non-Resident |
|  | Dan Bunting – Local Councillor |
|  | Bella Okpalugo – Board/Resident |
|  | Robina Sheikh – Trafford Council/Non board |
|  | Lesley Steele – Communities United/Non-Resident |

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|  | Item | Action |
| 1. | **Introductions/Apologies/Declaration(s) of Interest**   * The group introduced themselves. Sol Diaz was attending to give details of the upcoming Multi-cultural event taking place later in the year at the Community Centre. Sandra Holdridge was attending as she is interested in joining the board as a resident. |  |
| 2. | **Minutes of previous meeting (8th November 2018) with review of Action Points**   * The minutes were discussed. * Victor Shaw from UnLtd pointed out that he has now taken overrunning the North West area from Andy Hemmings. * Victor and Tony (Big Local Rep) have now discussed UnLtd’s budget spend. They will continue discussions as necessary. * Discussions between Pip, Freda and Tyrone McIvor (proposed Tutoring project) are on-going. * Pip has only had verbal feedback from Spi-Club but will chase up something in writing for distribution. * The First Aid training will be discussed later in the meeting. * Maria Garnett from our LTO has now met with Tony and discussed the current situation. * The events over the Christmas period had been really successful with over 800 residents being involved in the various events. Two coaches went to and enjoyed the theatre trip. The Community Meal was a great success and we were joined by the mayor and children from The Firs Primary. Young people from Ashton on Mersey High School helped out on the day. Christmas Eve Food Share was also a great success. Ralph wanted to thank all those involved in setting these event sup – especially Pip, Lynne and Cath.   The minutes were approved. |  |
| 3. | **OSW/UnLtd Celebration Event**   * This event had now been booked for January 26th between 1 and 4pm. * Some of those attending would be from the Morris Dance Group, Reggaecize, Boxing Club, Wellbeing Weekday classes and other users of the centre. Volunteers would be needed to help set up and during the day. * Victor has now started having applications for financial awards. Ralph suggested a panel be set up to review the applications. If anyone is interested in this, please inform Pip by the 23rd January. |  |
| 4. | **Big Local Partnership Update**   * Tony distributed his update and went through some of the relevant points. * Ralph, Lynne and Sam recently attended a networking event at Warwick Ahead in Yorkshire. They found it a very interesting day with some useful presentations. Nine other Big Local areas were represented and those attending shared information – both good and bad! The Warwick Ahead area was spotless; the community were committed to the upkeep of their estate. Ralph suggested the Big Local CEO attends another such day. * A survey of Big Local partnership workers had been undertaken and further details were listed on Tony’s handout. It had shown that there could be conflicts within some groups and that some workers were very negative – it was noted that this was not the case with OSW. * Changes to the role of the Big Local representative is still an ongoing issue– there is a link on the handout that accesses further information about possible changes. Ralph is concerned that these changes could go ahead without OSW or other BL areas being involved. * There may be additional, specific support in certain areas, but this support could involve additional costs. |  |
| 5. | **Code of Conduct and Complaints Policy Review**   * Members were asked to read over these two policies and if anything needed amending or adding, please inform Pip by 17th January. * The Safeguarding policy will be the next one to be reviewed. * Ralph wanted to thank Chris, Freda, Pip and Cath for their work putting these together. |  |
| 6. | This item was swapped with the later Agenda Item 11 as both Victor and Sol needed to leave the meeting by 7 p.m. |  |
| 7. | **Health and Wellbeing**   * Multicultural Festival   Sol introduced herself and described her plans for a multi-cultural day to take place at the centre. Sol works at Coppice Library and Wellbeing Centre and in the Broomwood area as a mental health worker.   * Sol had approached representatives from various cultural groups and offered them the chance to promote and share their music, dance, food, theatre workshops etc. * The festival will also help promote the aims of Our Sale West. * Communities United and local schools will also get involved. * Victor has also indicated that UnLtd will be able to help with this project by getting involved with planning the event. * Sol thinks a summer time festival would ensure a better likelihood of the weather being good on the day. * She is confident that some of the funding for this will come through the National Lottery. * Ralph asked what would be expected from OSW – Freda proposed that an itemised list of things should be prepared to show how it will be funded, who else can be involved, which areas of Sale West Community Centre will be needed, what equipment, who to ask to volunteer etc. * Chris asked that further information be presented to the group and then meetings set up to arrange fully. * Links with Firsway Health Centre   Pip and other board members had met with Paula Lea, the Manager at Firsway Health Centre, and it was agreed that OSW could have an information board there. Paula will also add information to their website on our behalf. It was thought additional community links were needed, not just health and wellbeing issues. It was agreed that a notice board in OSW for Firsway to share their information would also be a good idea. Ralph is still hoping that a table could be set up in the health centre with non-medical information promoting the community and local area. More resources were needed before this all could go live.   * Links with Ascot House   Pip explained that OSW had now purchased 13 TVs for the residents at Ascot House. Pip and Rob had taken Christmas gifts and cards left over from the lunch to Ascot House. The manager was not available when they were there so another visit would be needed to get pictures of residents with their new TVs.  Victor and Sol left the meeting at this point. |  |
| 6. | **Team Building and Away Day Ideas**   * Freda explained that this form of activity would help the group understand each other’s role and to bond as a team. It would give all the opportunity to discuss their own skills and how they may be utilised and could also be used to identify gaps in the OSW board that could be filled. * Pip said that this could be a residential overnight occasion or just a day at an agreed venue. * Tony has some experience of these sort of events and agreed that they could be very useful. * The group needed to review the next three-year plan for OSW before April and the AGM – this could form part of the day. * Some ideas included a residential setting at Trafford Hall, Chester. The group were asked to submit any ideas to Pip by the 17th January. |  |
| 8. | **Employment and Training**   * Emergency First Aid at Work training had now been booked for 22nd January in the Youth Centre. As this was a Level 3 qualification, there were fees for each attendee. A resident that helps in the Sunshine Café had asked if she could attend the course but she could not afford the fee of £75. The group discussed the pros and cons of paying for the course for her as she currently volunteered at the café and could possibly volunteer at other OSW events in the future. It was agreed that a training agreement should be put in place that is signed by both parties. If she failed to attend or complete the course, unless for a serious reason, the monies would be reclaimed from her. It was also suggested that this may encourage other residents to volunteer at events, especially if it allowed them to access training courses. Tony said that some other areas do fund courses that may benefit their areas. * Pip had put a post on Facebook asking for ideas from residents for future plans for OSW. Some of the suggestions included evening or daytime classes, Pip mentioned that this had now been discussed with Trevor from Trafford College. Another suggestion was for more weekend trips and trips for children. Pip would look at more ideas. * Ralph had recently attended an event in Manchester hosted by UnLtd. He thought it had been a really good, interesting event with speakers and various stands. He had met a person who rewarded volunteers for their work, for example by way of tickets to the cinema, sporting fixtures etc. * Ralph is to attend an NCVO meeting in London. This meeting will include discussions on various monies that have never been claimed from competitions, wills, lotteries etc. The hope is that some of these funds could be claimed by other not for profit organisations. * Pip, Clare, Ralph and Maria Garnett (Irwell Valley Homes) have attended a conference “Working Better Together” that looked at the relationship between workers and their LTOs. They found great differences from area to area, including attitudes towards financial decisions. For example, one representative from an LTO spoke about how they managed the finances in their area. Ralph’s opinion was that LTOs should not have the final say on these matters. * Pip, Ralph and Clare are booked to attend a conference in Liverpool in February to help improve project management skills. * Another learning cluster being arranged is based in London on 27th and 28th February. This course encourages people to understand what is needed when campaigning especially when looking at social change. If interested, please let Pip know as soon as possible. Expenses will be met by Local Trust. | **Pip**  **Pip** |
| 9. | **Environment**   * City of Trees are putting a “tree trail” together and information boards will be sited at various locations around the estate. Bird boxes are to be installed around these areas and pupils from Woodheys Primary will help fix them to trees. The proposed trail map will be checked in advance to make sure that it is easy to follow. * Sam gave an update on the new build and park funding applications including:   *Grant funding applications that have recently been submitted:*   * Nationwide community fund (for community housing planning work) * Pocket Park Plus ( for Tinneka park ) £25k * Matchroom Sport Foundation (will appear on their board agenda in March)   *Grants in process:*   * Garfield Weston Trust (£100k) * Sport England Community Asset Fund (approx. £160k) – Sam in discussions with Greater Sport who will provide assistance with the bid * Reaching Communities (£250k) Sam still in contact with Kelly Duke (local big lottery fund rep) who is providing guidance- requires some work yet as quotations from construction companies are required.   *Next steps:*   * Sign off for website and funding prospectus to be presented at a forthcoming Building Management Group * Meeting with TMBC planning department to discuss site and possible alterations to design * Meeting with OMI architects to redraft design and commission value engineering to get costs down * Visits to new build community centres ( in progress with Victor from UnLtd) * Following publication of a prospectus, work will continue with UnLtd to develop a marketing pitch ahead of arranging business meetings with prospective private funders | **CL/RR/FE/PTH** |
| 10. | **Youth**   * Careers Fair   A Careers Fair is being held in the Youth Centre on 6th February between 5 and 8pm. This has been organised by Our Sale West with the help of a team of students and staff from Ashton on Mersey High School, Communities United, We Aspire, and Becci Page, Trafford Council’s Employment and Skills Officer. There will be a good mix of exhibitors including representatives from the construction industry, the Uniformed Services, NHS etc. It will be publicised at local schools and at assemblies the week before to remind and promote the event. There will be a prize draw, free food and live music to encourage students to attend. Connexions offices will also be informed.   * Communities United Update   Paul distributed an infographic showing some the work done by Communities United within the area. He thought the Christmas period was very successful as some young groups got to meet and help more people in the community. Other areas covered included:   * That he may be applying for a lottery grant of up to £10,000. * Local schools were aware of the help being given to young people in the area. * There has been some interest in the “Be Somebody’s Somebody” initiative. * A local mum has a child with a variety of allergies who cannot join in a lot of activities. She had asked for a parent support group to be set up to help those who are in a similar situation to herself. The first session is being arranged. * Although the Lego Club is going well, some weeks are not as well attended as others but it will carry on for the near future. * The training sessions with local youth groups is going well. * A one-day Mental Health First Aid course had been very well received and may be followed up by a more intensive two-day course. * Ralph asked that Paul and Lesley pass on OSW thanks to the youth that had attended the Christmas Lunch – their help had been greatly appreciated and he hoped the head teachers could pass on thanks at school assemblies. |  |
| 11. | **Any Other Business**   * Pip and Freda will be working on the next Newsletter and will be including a list of achievements over the last year or so. If anyone wants to contribute, please let them know. * The group were asked for suggestions on who to donate the remaining monies from the Christmas raffle to as “We’ve Got Violet’s Back” has now stopped receiving donations. * Lynne suggested Stockdales towards the cost of their mini-bus that had been stolen. * Ralph though the Mayoral Charity should be considered. * Pip said that the next meeting would be covering OSW’s three-year plan. She had distributed two documents that needed completing with thoughts on how things had gone well over the last year and another asking for how it is hoped the next year would look. * Petty cash expenditure from January 2017 to December 2018 covered £723.22 for Tuck Shop supplies, general supplies costing £1,174.40 and travel expenses of £567.67. |  |
|  | **The meeting closed and it was agreed that the next one would be on Thursday 7th February 2019, 6pm – 8 pm at the Youth Centre**  **Please note that this would be a single item agenda covering the next three-year plan.** |  |