**Our Sale West Board Meeting**

**20th June 2019**

**Sale West Community Centre**

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| **Present: Board Members** | **In attendance: Non-Board Members** |
| Ralph Rudden – Chair / Resident | Pip Tarmey-Holmes – OSW Project Dev. Manager |
| Chris Leslie – Vice Chair / Resident | Tony Mullen – Big Local Rep. |
| Freda Eyden – Vice Chair / Non-resident | Lynne Stewart – OSW Comm. Hub Co-ord. - Resident |
| Alison Whittaker – Resident | Tammy Anstey – Resident |
| Dan Shelston – Non-resident | Cath Johnson – OSW Admin Assistant |
| Denise Pluples - Resident |  |
| Rob Chilton – Local Councillor  |  |
| Simon Whittaker - Resident |  |
|  |  |
|  | **Apologies:** |
|  | Dan Bunting – Local Councillor  |
|  | Zoe Marshall – Non-resident / Board Member |
|  | Bella Okpalugo – Resident / Board Member |

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|  | Item | Action |
|  | **Introductions / Apologies / Declarations(s) of Interest**Ralph explained that this would be a two-item agenda, the first to discuss future staffing and the second to discuss the following three-year plan for Our Sale West.Ralph also welcomed Tammy Anstey to the meeting. Tammy is a resident who is considering joining the Board. The group introduced themselves to Tammy.The group congratulated Rob on his recent inauguration as Mayor of Trafford. |  |
| **1.** | **Staff Contracts**At this stage, Pip, Lynne and Cath left the room so this could be discussed and decided on.* Lynne is currently on a 12-month rolling contract and her work pattern is 16 hours over Monday – Thursday. It was proposed that her contract be extended for a further 12 months and her hours will change to Monday – Wednesday, 5 hours and 20 minutes per day. **The Board agreed.**
* Sam is also on a 12-month rolling contract working 22 hours per week which is due to end on 17th July. It was proposed that this be extended for a further year.

**The Board agreed.*** **The Board agreed** to extend Cath’s contract by 3 months, ending 20th December 2019.
* **The Board agreed** to extend Pip’s contract as Project Development Manager until 20th December 2019. From then, she would be the Assistant Project Development Manager, staying on the same salary but that it would be reviewed.
* Clare is due back in September from her maternity leave. Her role would then be as Senior Project Development Manager, keeping her present salary.

Pip, Cath and Lynne were asked to rejoin the meeting at this stage. |  |
|  | **Minutes from the Previous Meeting*** The first of four Local Trust learning clusters covering environmental issues is taking place in Lincoln on 19th July. As it is quite a distance to travel, it would entail an overnight stay the night before. Freda and Alison had expressed general interest in attending at least one of the other three planned future environmental meetings but had felt that Lincoln was perhaps too difficult to reach in one day. They would wait to see if more convenient venues were announced. Lynne will be attending and Ralph asked if anyone else would like to go, if no-one does, he will join her.
* The recent trip to the Bradley Big Local area will be discussed in the July meeting.
* The AGM is on Saturday, 22nd June from 09.30. It will be held in the Sunshine Café and refreshments will be available.
* Ralph, Pip, Freda and Chris had met with Tom Haworth (Trafford Council) regarding the Fit, Fed and Read project. He had successfully addressed the issues raised previously by Board members, so it was agreed to go ahead with the project. The only issue was the availability of rooms at the Community Centre on the dates required, but Tom and his team would look into using rooms at local schools if available.
* The summer Munch Club is also going ahead.
* Youth Mental Health training is taking place on 25th and 26th June. Lynne will be attending and there is one further place available if anyone wanted to attend.
* Work on the Pocket Park is due to start soon and when completed (hopefully early September), it is hoped the Mayor would officially open it to the public.
* OSW’s three-year plan would be discussed in this meeting.

The Minutes were agreed. | **ALL****ALL** |
| **2.** | **Our Sale West Three-Year Plan**The Board discussed the report Pip had prepared covering the period August 2019 to July 2022 and Tony made the following comments:* He had been advised by the Local Trust that there was a balance remaining of approximately £600,000 – this figure includes funds already allocated in the new plan, so the actual amount remaining after July 2022 would be around £140,000.
* The £1million grant had been given for use within a ten- year period and any funds not used would have to be returned unless the case could be put that they were assigned to a project that was underway.
* Tony believes that by the end of the 7th year, there may only be in the region of £140,000 remaining. However, he thought that sourcing other funds from external organisations could significantly increase this figure. Tammy mentioned sources she had previously accessed for funding and/or support. She would be willing to look into this further.
* Tony was very impressed with the way the plan had been presented, it was detailed and well thought out. From what he had seen, many other Big Local areas had not been as professional with their reports.
* He went on to discuss the individual projects and their costs and believed that some savings could be made in particular areas.
* Citizens Advice held sessions in the Hub for 3 hours each Thursday. Tony asked what impact this was having on residents as there may be a need to evaluate how successful it was, especially considering the hourly costs. Denise asked if any statistics were available to show the average footfall each week – Lynne replied that it was difficult to assess as she was wary of Data Protection issues. Tammy thought it would be useful to check whether volunteers could be trained to assist with advice matters and therefore make this service more flexible for the residents. Tony believed the costs covering the service did need to be reduced.
* He also thought that plans for the final three-year period needed to be considered well in advance.
* Ralph said that although this plan covered the next 3 years, it would be reviewed annually.
* Pip queried why Local Trust had asked for more detailed information when the report we had initially submitted had included quite a lot of detail already. Tony wasn’t sure why this was the case.
* The plan would need full approval before it was published.

A document suggesting answers to the nine Local Trust Plan Review questions covering the period 2017 – 2019 had been distributed and this was discussed. Some of the topics covered included:* Tammy asked if the idea of a Youth Café would be revisited at some point as the original project had not got off the ground. Lynne said that they had not realised the amount of work needed before being able to open a café. Ralph said that we were still hopeful of starting a Youth Board so that young people could be involved in decision making. The plan for a Youth Café had not been written off entirely and would be revisited in the future.
* When discussing future visions and priorities (point 5 of the Local Trust nine Plan Review questions), Tony questioned whether the wording may need to be altered as the mentioning of “safe” might no longer be relevant. The group went on to discuss whether or not safety was still an issue on the estate – some did say they felt unsafe in certain situations in the area. As so many other agencies were involved, e.g. police, Housing Association, Trafford Council, it would be difficult to know who was responsible for which aspect of ensuring the safety of residents. It was agreed that the improvement of the environment within the estate was a priority for all involved.

Tony asked that further evaluation of the impact OSW had had on the residents’ wellbeing etc. would help all involved understand what we were aiming for and what was being achieved. Publishing this information would be beneficial to OSW. He believed funding to engage professional groups or individuals to undertake this evaluation would be needed. He went on to suggest that groups that had benefited from OSW grants, advice or support could be approached for feedback.Ralph asked if Tony thought the report was ready to submit, Tony believed that with a few tweaks, it would be.Ralph asked if there were any other questions – Tammy asked Tony how OSW compared to other Big Local areas and if we needed to do more but he did not think that was necessary. Denise had now joined the Employment & Skills group with Chris and would be linking in with Lynne to help develop her Excel skills.Ralph asked Tammy if, now that she had attended a Board meeting, she would like to join. She agreed she would so Ralph will propose this at the next meeting. | **Tammy** |
|  | **The next meeting will be on Thursday 4th July at 6pm.****The venue will confirmed before then.** |  |