**Minutes of the:**

**Online Meeting of the**

**St.Matthews Big Local Partnership Board**

**Held:**

**5.30pm on Monday 31st January 2022.**

**Participants:**

**Lee Nicholls**

**Tim Morton Big local representative**

**Saima Shah Note Taker**

Ali Adnan Absent

Zak Ahmed Absent

Carol Allen Absent

Mokhtar Elareshi

Amina Garda Absent

Chris James

Uneiza Ravat Absent

Karen Reed Absent

Aysha Sidat

Sarah Whitmore

**Also in Attendance:**

Simon Johnson Big Local Charity Manager.

**1. WELCOME AND INTRODUCTIONS**

Mokhtar chaired the meeting as Lee would join the meeting later. Mokhtar welcomed those participating to the meeting.

**2. APOLOGIES**

No apologies were received.

**3. CONFLICT OF INTERESTS**

No Conflicts of Interests were declared at this time.

**4. MINUTES OF THE PREVIOUS MEETING**

The notes of the meeting held on 13th December 2021 had been circulated prior to this meeting and were agreed by those participating.

**Action:-**

That the minutes of the meeting held on 13th December 2021 be agreed.

**St.Matthews Big Local Charity**

**5. ST.MATTHEWS BIG LOCAL (LEICESTER) HEALTH AND SAFETY POLICY**

Simon made reference to the above Policy that there had been some wording amendments to the Policy such as ‘the management committee’ had been changed to ‘St Matthews Big Local Trustees to make it more applicable and relevant to the organization. The policy had been circulated prior to the meeting and which was up for renewal and required approval to be adopted for the period January 2022 to January 2023.

**Action: -**

That the Health and Safety Policy, as tabled, be adopted for the period.

**6. RESIGNATION OF TRUSTEE**

Simon reported that a Naima Ahmed had resigned as a Trustee due to personal circumstances and family commitments. The resignation email had been sent out prior to the meeting.

This was accepted.

**7. OFFICER POSITIONS**

It was agreed that the positions would be discussed later in the meeting.

**8. EXPENDITURE FOR DRAG BRUSH**

Simon reported that the expense drag brush at MUGA for £2699.99 had been approved by LN, CA, KR, SW, AS, UR, CJ and ME through email.

**6. MANAGERS REPORT**

Simon made reference to his report that had been sent out prior to the meeting, and updated the Board on the following issues set out in his report:

* To minimise the Covid risk, Staff are undertaking daily LTF. This resulted in the identification of one member of staff who was positive and asked to self-isolate.
* Lee attended the building and checked the bank account against the recorded expenditure and all was in order.
* Holiday Activity and Food (HAF) meeting with Sarah Lansdown, HAF Manager, at Leicester City Council took place on Monday 24th Feb. The meeting was arranged after concerns about how the grants were managed by a third-party organisation. Sarah understood our concerns and shared similar concerns. She had reassured me that changes will be made going forward. She informed me that guaranteed HAF funding was now available for 3 years and she positively encouraged SMBL to bid for future grant. The local authority had now set deadlines for application submissions and SMBL had already submitted its application for Easter holidays. Simon also mentioned that children attending will be rewarded with a trip at the end of the programme.
* Winter HAF delivery was successful with no incidents to report. The funds and space were for 50 children each day, but 27 children registered and between 12 to 18 attended on each day. SMBL contacted the parents of the children who registered but did not attend and most reported children being unwell. Spare food distributed to residents of Church Court on last day.
* Simon reported that Leicester City In The Community had been successful at getting ‘Active though Football’ grant, funded by Sports England, and that SMBL may benefit from hiring out the MUGA for the project.
* **BIG LOCAL**
* Simon reminded the board that Tim would be leading a working group meeting on 7th February to investigate ideas for a Social Enterprise which will be in person at St Matthews’ House at 5:30pm.
* Simon stated that some volunteers of the Youth Forum would help out on the day of Twinlakes Park ticket collection which would be about two hours and involve taking cash and giving out tickets.
* Chris enquired about the number of female sports participants attending SMBL’s sessions. In response, Simon said yes, the information can be found on the sports’ electronic database and will be shared with the board. Simon reported that the Girls Football on Saturdays will be taken over by Ish and he’s interviewing for two more assistant coaches to be contracted at zero-hours, of which one is a female. Upon a member’s query, Simon said that we already had three assistant coaches. The reason to recruit more was to achieve more resilience in case of Ish’s absence, especially during HAF.
* Chris updated the board members present that the accounts were done, and she would pass it to them via email for approval.
* Simon reported that a new Local Trust Representative is working with the charity. To whom Simon has had conversations via email about the error in figures for budgeting staff and redundancies. The error is still not corrected yet and Simon suggested that a virtual meeting should be held with him to solve the issue.
* Lee joined the meeting at this point at 6:07pm and started chairing the meeting with the item on agenda as the Officers’ position, Vice-Chair and Secretary, are vacant since the AGM 2021. Simon explained the involvement of the role and encouraged the members present to take on the position. Lee asked the members present if anyone was interested in the position as the Secretary, but no one came forward. He, then, asked if anyone wanted to be a vice-chair. Mokhtar put himself forward saying that he left the position at the AGM 2021 time to give other members a chance but as no one has shown an interest, he’s happy to be back on the seat.

**ACTION:**

Members present agreed to appoint Mokhtar as the Vice-Chair again.

* Discussions and enquiries took place about the successful grants by the charity which were appreciated by all. Simon also mentioned some other recently applied grants which would be spent to purchase laptops and associated licenses/software for training and related use. He emphasised on the fact that just being successful at getting grants isn’t vital, they need good management and delivery of the projects.

**9. ANY OTHER BUSINESS**

Tim stated that there has been some road work going on at Wharf Street North (on the estate) recently which has changed the road layout and made some cycling improvements. He had been in a meeting with the local authority regarding the matter. Other members took part in the discussion regarding road work and cycling road improvements. Christ added that she had visited the council’s website about the plans of the road work but not been able to find much information. Members also discussed the new changes in the highway code which came into force a few days earlier. Tim ensured the board that he would put their views forward to the relevant organisations.

**10. IMPORTANT DATES**

Partnership Board Meeting - Monday 14th March 2022 at 5.30pm.

**11. CLOSE OF MEETING**

The meeting closed at 6.38pm.