



XZZZS

Draft Minutes	Date: 14/09/20, 6pm-8pm
Chaired by: Chris Price Minuted by Johnny Bean (Secretary)	Location: Zoom

Present and Apologies		
Members	Present	Apologies
Jo Bambrough (on sabbatical)		✓
Viv Brunsdon		✓
Ali Crisp		✓
Kat Hilton		✓
Chris Price (Chair)	✓	
Lee Reeve		✓
Dan Spencer (arrived at item 4 on the agenda)	✓	
Natalie Thomas		✓
Others present	Present	Apologies
Johnny Bean (Secretary)	✓	
Sian Jay (Big Local rep)	✓	
Joe Robinson (Community Development Worker)	✓	
Rebecca Mead (Communities in Control, observer)		✓
Yak Patel (LTO)	✓	

Item 1.0: Apologies, Welcome & introduction from the Chair
Discussion: The Chair welcomed everyone to the meeting and introduced Niamh Goggin, who is working on behalf of WEM in respect of item 3 (Centenary Housing Project).
2.0: Recruitment
Discussion: New members are essential to ensure there's a vital partnership. A recruitment drive is to be

included in the forthcoming newsletter (see note 1) and on our website concurrently. A short discussion took place.

Decision: Newsletter and copy for website to be finalised and actioned. A new member pack will contain the an expression of interest form along with copies of the constitution and code of conduct. Not looking for many new members, so unsuccessful interested people will be encouraged to apply again later.

Action: Big Local Rep to send the expression of interest form to the Secretary for dissemination and approval.

Item 3.0: Centenary House Project (Co-op building)

Discussion: Presentation from Niamh Goggin [Small Change (N.I.) Ltd], based on her report which was circulated prior to the meeting. Niamh is carrying out due diligence on behalf of WEM. Niamh's strong recommendation to WEM is that the partnership release £20k of the £100k previously approved and ring-fenced in order for full a business planning process to take place. Niamh will not be working or advising on the plan but is available to review and comment and provide assessment on it for WEM. Niamh will offer advice to the Exchange Creative Community (XCC) and advise that the XCC talk to Locality or Power 2 Change to come up with a shortlist of applicants to do the business planning. Lease with City Council is believed to be 30 years.

Decision:

The £20k to be given by WEM for XCC to produce a business plan and not for WEM to commission a plan. XCC must come back to WEM with a detailed breakdown of the £20k spend, including any needs to raise additional funds from other sources. WEM would like to add a note that if the resulting plan shows it to be a worthwhile investment, WEM do not rule out the later capital investment still being £100k. WEM would also like Niamh to advise on any conditions WEM might want to attach to the money in order to secure something solid for the West End.

Offer of £20k, in principle, will be subject to WEM knowing if HLF, City Council etc will fund additional work and on what the future tender process will be. Niamh to help with the tender process, so WEM can be clear on what the money will be spent on and how it will be spent. Offer to include condition that Niamh will represent WEM in the tender process and advise WEM on the suitability of the tender bidders and winner. The funds will only be released if WEM are satisfied in the robustness of the process based on the advice from Niamh.

Action: The Chair to circulate Centenary House proposal to be agreed by consensus via email.

Item 4.0: West End Online

Discussion: 2 Proposals, one an immediate one and one a longer term one:

1) Not discussed.

2) To support all year 6 students of WE primary schools with £150 tablets at a total cost up to a maximum of £27K. This would effectively work out at around £6.5k per year with each tablet having a lifetime of 4 years). The impact of this support would be significant and positive. The tablets would be given to the schools and the schools will administer loans to the pupils, and the schools will ensure acknowledgement to WEM.

Decision: WEM understand that this is an urgent time-based opportunity and in respect of that Viv, Chris, Dan, Ali and Natalie have given their general support in advance of the meeting. Detailed papers have been prepared for partnership discussion of the proposal in full outside of the meeting and for agreement on the proposal.

Action: Development Worker to ask schools to complete a project form.

Item 5.0: Food Poverty

Discussion: Eggcup (<https://www.eggcup.org/>) have set up a town-centre hub in Lancaster where club members can purchase intercepted food. A member of the Food Poverty Alliance and supported by Stanley's, they are proposing to open another hub in the West End. The projected costs to set this up are approx £64K and part funding from WEM could help secure support from other partner organisations very quickly. Development Worker outlined the project/proposal and a discussion took place.

Decision: WEM understand that this is an urgent time-based opportunity and in respect of that Viv, Chris, Ali and Natalie have given their general support in advance of the meeting. Detailed papers have been prepared for partnership discussion of the proposal in full outside of the meeting and agreement on the proposal. Eggcup seeking an outline commitment of interest from WEM.

Action: Development Worker to share the full food poverty report to the Secretary for circulation to the partnership.

Action: Development Worker to ask the partnership if they would support an expression of interest in the project up to a set amount.

Action: Development Worker to invite David France from Eggcup to give a presentation to the partnership at a future meeting.

Item 6.0: AOB

6.1: WEM Newsletter

Discussion: Development Worker noted that the draft newsletter was going out to the partnership this week for final comment. Some tweaks re today's discussion on Centenary House.

6.2: Eden Project

Discussion: Development Worker briefly mentioned a potential project brewing to establish a community hub around the Eden North Project in the West End.

6.3: Mental Health

Discussion: Chris Greenwood of Bay Medical Group has suggested a zoom meeting of key individuals from his team and local groups to ask the question, "is there a way that WEM could collectively do something to help the mental health of the whole community?".

Action: Development Worker to follow up positively with Chris Greenwood and set something up.

6.4: Emergency Covid Response Fund

Discussion: LDCVS have reported that £7900 of the £10,000 given by WEM has been used to date on projects specifically supporting work in the West End by groups including West End Impact, Eggcup, More Music, Wise Up Workshops and Stanley's. The fund will continue, and the partnership may want to consider making another contribution to the fund to cover the next 6 months.

Decision: Yak to give a more reflective update at the next meeting in order for a discussion and decision to be made by the partnership.

Action: Development Worker to draw out a possible press release re Emergency Covid Response Fund support work.

6.5: Mobile Dongles

Discussion: The mobile dongles contract agreed last year is coming to an end soon, so we need to decide if we want to shop around for a new deal to continue. Currently £11 a month.

Decision: Carry on for next month and review after recruitment process begins when we'll know if we need more.

Action: Yak to shop around for good deals on mobile dongles and report back.

6.6: Press Releases

Discussion: The Chair holding contracting discussions with Louise.

Decision: Separate meeting to be arranged to discuss with LDCVS.

Next Meetings:

- Monday, 12th October, 6pm-8pm via Zoom
 - Monday, 9th November, 6pm-8pm via Zoom
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ADDENDUM: Re item 3.0

Approval of the £3.7k release to the Exchange for the Resident Engagement / Housing Consultation was passed (post meeting) by default via email.

Summary of Actions:

1. **Action:** Big Local Rep to send the recruitment expression of interest form to the Secretary for dissemination and approval.
2. **Action:** The Chair to circulate Centenary House proposal to be agreed by consensus via email.
3. **Action:** Development Worker to ask schools to complete a project form.
4. **Action:** Development Worker to share the full food poverty report to the Secretary for circulation to the partnership.
5. **Action:** Development Worker to ask the partnership if they would support an expression of interest in the project up to a set amount.
6. **Action:** Development Worker to invite David France from Eggcup to give a presentation to the partnership at a future meeting.
7. **Action:** Development Worker to follow up positively with Chris Greenwood and set something up.
8. **Action:** Development Worker to draw out a possible press release re Emergency Covid Response Fund support work.
9. **Action:** Yak to shop around for good deals on mobile dongles and report back.