

# West End Million Partnership Meeting Minutes

Held 7pm Mon 8th January 2018, at The Sanctuary Cafe

## Present:

- Joanne Ainscough, Mike Barr, Jo Bambrough, Viv Brunsdon, Steve Coghlan, Martin Houghton, Matt Panesh, Dan Spencer, Gill Taylor (Chair), Pat Williamson.
- Johnny Bean (Secretary), Sian Jay (Big Local rep)

10 Board Members present inc. 9 residents and 2 non-residents.

## Apologies:

- Keeley Baughan, Louise Bryning (Press Officer), Dorothy Crisp, Simon Das, Tigger MacGregor, Tom Marshall, Chris Price, Judith Stephenson.

## Not Present/No apologies:

- Micky Balshaw, Michael Fleming, Paul Swereman.

**The Meeting was facilitated by:** Gill Taylor (Chair)

## Declarations of conflict of interest:

- There were no conflicts of interest declared.

**Amendments to the minutes of the last meeting:** A discussion about posting draft minutes to the WEM website took place. It was agreed that draft minutes should not be posted to the website. Possibility of having 2 versions of the minutes was discussed. Full set for the partners and a redacted set (anonymized) for public. No decision made. Otherwise, the minutes of the last meeting were agreed and accepted.

## Review of Actions from the last meeting:

1. **ACTION:** Sian to contact the LTO re extending resignation period. Done, no response  
Action carried forward.
2. **ACTION:** Viv to continue reworking the funding request form. In progress. Carried forward.
3. **ACTION:** Sian to email a review form to all partners. Done. Sian has emailed non-attending partners. May need follow-up from new chair.
4. **ACTION:** Johnny to email all members re the election with role descriptions of the 2 positions. Done.
5. **ACTION:** Johnny to send applications to the panel. Done.
6. **ACTION:** Gill to arrange a date/venue for the annual review/Plan meeting. Done. The meeting is pencilled in for Jan 20<sup>th</sup>, pending confirmation.
7. **ACTION:** Keeley to follow up on the 'meet the partnership' page. Carried forward.
8. **ACTION:** Sian to pass details to Dan of 'low-risk' investments. Done. Dan to report back if anything is of concern.
9. **ACTION:** Gill to contact Sue at The Sanctuary. Done.
10. **ACTION:** JB to find a flyer that is thought to be in the Google Drive and send to partners. Found but not fully suitable. Requires work.

JB was asked to reinstate the weekly partnership update emails (via Mailchimp) instead of sending out stream of emails as items came in. **ACTION:** JB to reinstate partnership weekly/fortnightly update.

## Item 1 : Election of New Chair and Treasurer.

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All votes were received and counted by the Secretary who declared that Dan Spencer and Keeley Baughan (standing as one candidate) were elected as Co-Chairs for 2018. Mike Barr to continue as The Treasurer with Chris Price as vice-Treasurer. It was agreed that the constitution be amended to 4 officer roles from 5. **ACTION:** JB to amend constitution to 4 officer roles. JB was asked to look at creating a [wem.chair@gmail.com](mailto:wem.chair@gmail.com) account for use by Dan/Keeley. **ACTION:** JB to look at creating a [wem.chair@gmail.com](mailto:wem.chair@gmail.com) account.

### Item 2 : Action Plan Meeting:

Feedback and a discussion took place about the pre-Christmas community meeting regarding poverty in Morecambe. Over 300 people in attendance, great mix of public and local groups. Very successful. Lots of ideas thrown up, inc some such as outdoor gym that WEM might be able to take on. Meeting used 'Art of hosting' methodology to set up 17 conversations, later distilled to smaller number of key conversations. There are a large number of documents to archive. Steering group of interested people to be established with quarterly meetings (or possibly more frequent). Sian noted that info from the meeting needs to feed into the next plan meeting. Suggested that Granada Reports could be invited back at some point to see what has happened since the report. Pat noted that letting agencies in Lancaster have donated 12 months toast and 12 months washing powder to school/s affected. Joanne pointed to the fact that there seemed to be a synchronicity of ideas across groups which need to be linked up. Maintaining impetus could be an issue. Some projects (e.g. Men in Sheds) have already started. Sian felt it was important to remember that WEM is in a position to spend money and help projects deliver. Matt mentioned that his 'Never-ending gig' was giving 50% of monies to the Alhambra and 50% to a community assistance fund. Sustainability Morecambe/Food Clubs etc. are trying to pressure Council to provide storage for food donations. Alhambra is now packed full with donations. **ACTION:** Before the next plan meeting please can everyone have a think about ideas for the plan conversation. **ACTION:** Johnny to send out the visual minutes of the Poverty Action meeting to WEM partners. **ACTION:** Sian/Chairs to discuss the Plan Day structure and set framework. Question was discussed – do we send small team on Art of Hosting training? Or bring training in? Do we ask Linda (AOH trainer) to sit in on Plan Meeting? Plan meeting will also include the Reflection Review time. **ACTION:** Mike to send JB the list of what was funded in the last year for circulation for review/reflection. The date for the Plan meeting was pencilled in by Gill for Jan 20<sup>th</sup>. **ACTION:** New chairs to review date of Plan meeting via doodle poll and confirm via email.

### Item 3 : Community Development Worker:

The panel received 10 applications and shortlisted 5 candidates for interview. They are now in a position to recommend 1 candidate for approval. It was agreed that the partnership should trust the panels decision. Subject to references being taken up, Joe Robinson will be appointed as the (Freelance) Community Development Worker. Joe has worked for many years in numerous areas and with various organisations, locally and nationally. Joe has said that if selected he would like to review the job description as he felt it did not reflect what we need. **ACTION:** JB to request references for Joe. **ACTION:** Panel need to meet again to discuss management of the CDW. **ACTION:** JB to inform non-selected candidates.

### Item 4 : LTO

The LTO response was discussed,, some partners felt it was a 'close the door, walk away' response which did not consider WEM concerns. Consensus of the room was that we should move on and find new LTO. The Xmas lights/flags were discussed. Both are owned by More Music as WEM cannot legally 'own' anything. Sian felt we should use the reflection review to discuss what we want from an LTO. Sian suggested she could have an informal discussion with Pete Moser, agreed by consensus. **ACTION:** Sian to follow up with Pete Moser. **Action:** Mike to contact LTO regarding anything outstanding still required. **ACTION:** Sian and Mike to have further discussion

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regarding LTO obligations to WEM.

### Item 5 : Flags:

WEM would like to use the West End flags – do we ask More Music if we can have them? It was discussed and decided Keeley could ask. **ACTION:** Keeley to ask More Music if WEM can use the flags.

### Item 6 : Website Updates:

Item carried forward to next meeting.

### Item 7 : Next Community Newsletter:

Tigger distributed a draft newsletter prior to the meeting for discussion. It was generally felt that the next newsletter should not go out until after the Review/Plan meeting/day.

### Item 8 : Non-Attending Members:

It was agreed to remove three partnership members who had joined in September 2017 but had since had zero contact/involvement with the Partnership. **ACTION:** JB to remove non-attendees from the Partnership documents/website/ mailing lists.

### Item 9 : Community Grant Applications:

An application from Wise Up workshops has been received and was discussed. The room generally support the project but felt that the application did not contain enough specifics. Some partners felt we should approve but henceforward suspend all grant regimes until the new plan is adopted. Decision was taken by consensus to approve the application, but it was suggested we ask Wise Up for feedback/invite them to the next meeting in February, as consultation to help WEM understand/learn more. **ACTION:** Mike to inform Wise Up. Monitoring forms were discussed, and **ACTION:** Sian said she would forward some samples. A short discussion took place regarding grant monitoring procedures. Decision taken by consensus to henceforth temporarily suspend all grant regimes. **ACTION:** Johnny was asked to maintain a list of any new applications or expressions of interest that came in during the temporary suspension, and keep Partners updated via newsletter updates. Sian noted that we can still spend money during the temporary suspension if we chose to do so.

### Item 10 : AOB

- It was suggested we draft the next plan and then consult via open process with public for feedback. Agreed by consensus. **ACTION:** Matt to talk to Linda re Art of Hosting.
- Joanne said she may have to resign from WEM due to new working arrangements meaning she has to be in Exeter a lot.
- Kathryn's resignation from WEM was discussed. It was agreed WEM should acknowledge Kathryn's contribution to WEM with a flower bouquet (Mike will require an invoice) and it was felt we might look at inviting Kathryn back at some point in the future. **ACTION:** Chair to arrange flowers to be sent to Kathryn at More Music via invoice.
- Jo B invited everyone to an Exchange Creative 'Meet the Architect' meeting to be held on Weds night this week.

### Date and Time of Next Meeting:

- Mon 12<sup>th</sup> February 2018, 7pm – 9pm at The Sanctuary Cafe.

### ACTIONS:

1. **ACTION** (brought forward) Sian to follow up with the LTO re extending resignation period.

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2. **ACTION** (brought forward) Viv to continue reworking the funding request form.
3. **ACTION** (brought forward) Keeley to follow up on the 'meet the partnership' page.
4. **ACTION** JB to reinstate partnership weekly/fortnightly update via Mailchimp.
5. **ACTION** JB to amend constitution to 4 officer roles.
6. **ACTION** JB to look at creating a [wem.chair@gmail.com](mailto:wem.chair@gmail.com) account.
7. **ACTION** Before the next plan meeting please can everyone have a think about ideas for the plan conversation.
8. **ACTION** Johnny to send out the visual minutes of the Poverty Action meeting to WEM partners.
9. **ACTION** Sian/Chairs to discuss the Plan Day structure/framework.
10. **ACTION:** Mike to send JB the list of what was funded in the last year.
11. **ACTION:** New chair/s to review date of Plan meeting via doodle poll and confirm via email.
12. **ACTION:** JB to request references for Joe Robinson.
13. **ACTION:** Panel need to meet again to discuss management of the CDW.
14. **ACTION:** JB to inform non-selected candidates.
15. **ACTION:** Sian to follow up with Pete Moser.
16. **Action:** Mike to contact LTO regarding anything outstanding still required.
17. **ACTION:** Sian and Mike to have further discussion regarding LTO obligations to WEM.
18. **ACTION:** Keeley to ask More Music if WEM can use the flags.
19. **ACTION:** JB to remove non-attendees from the Partnership documents/website/mailling lists.
20. **ACTION:** Sian to forward sample grant monitoring forms to JB.
21. **ACTION:** Mike to inform Wise Up re application.
22. **ACTION:** Johnny was asked to maintain a list of any new applications or expressions of interest that came in during the temporary suspension.
23. **ACTION:** Matt to talk to Linda re Art of Hosting.
24. **ACTION:** Chair to arrange flowers to be sent to Kathryn at More Music.