

WEM Minutes

Date: 20/02/18
Location: The Sanctuary
Time: 1900-2130

Attendance: Sian, Joe, Dan, Keeley, Gill, Mike, Chris, Steve, Viv, Dorothy, Jo B, Judith
Apologies: Matt, Tom, Tigger, Pat, Johnny

Topic	Discussion	Action/Decision	Responsibility
Minutes/Actions from Previous Meeting	<p>Previous minutes not discussed. Send any issues with minutes to Johnny Bean by 24th of Feb, otherwise previous minutes will be accepted.</p> <p>JB actions being handled separately. MP to discuss Art of Hosting with Linda.</p>		
Guest Speaker	<p>David Croxall, Town Clerk, Morecambe Town Council. Sought match funding for Morecambe in Bloom (£500 each). Town Council to be responsible for delivery of project, with</p>	<p>Decision to pay £500 towards Morecambe in Bloom in partnership with Morecambe Town Council from Community Grants.</p> <p>Action to send letter from WEM outlining decision with request to include some Promenade businesses (rest at discretion of MTC across West End business areas).</p>	Mike
Community Development Worker	<p>Joe Robinson introduced himself to the partnership and discussed some previous experiences working in similar roles.</p>	N/A	
LTO	<p>Sian outlined role of LTO- an LTO acts as banker, lawyer, insurer, provides quarterly financial reports, deals with liability (for 5%). Option to request additional services on top.</p> <p>Joe has longlisted potential LTOs at request of Dan. Presented LTOs, which were then reduced down.</p> <p><u>We will aim to have a new LTO by the end of March and only use interim LTO if necessary.</u></p>	<p>Decision to transfer paid staff to new LTO to remove personal liability of partnership members and correct existing issues.</p> <p>Decision to meet on 3rd March 1pm-5pm 17th March 1pm-5pm to continue LTO/Plan discussion</p> <p>Decision to have Sian take notes on the 3rd/17th</p> <p>Action check if Sanctuary are</p>	Dan

		able to host. Action to write up something for potential LTOs to discuss role and who we are- to be agreed by partnership.	Sian/Joe/Dan
Plan	Discussed things that came out of the Review/Plan meeting. Provisional themes are community/economy/place/health and wellbeing to be properly fleshed out at next meetings. <u>We will need to submit our new plan by the end of May.</u>	Decision to write a plan which has outcomes under the new themes but leaves outputs open for interpretation. Decision to write indicative budgets acknowledging flexibility and updating/reviewing as needed. Decision to monitor projects ourselves in future, not ask LTOs. Action to circulate notes from last plan meeting	Dan
Applications	We are not currently considering applications.	Decision to write letter in support of Make My Day.	Keeley
Application Forms	To be discussed in conjunction with new plan. It was highlighted that the application forms are not replacing community grants and are intended for larger applications only (10k+). It is proposed that Community Grants are simplified and we work more with the applicants for these.		
AOB	BBC Radio Lancashire Community Heroes Awards/Lancaster District Volunteer Awards/Emerge Awards http://about.zealous.co/emerge-awards https://bbc.lvis.io/bbcradiolancashireaward/ http://lancastercvs.org.uk/volunteer-awards	Nominate/apply as you see fit Decision to pay The Sanctuary for hosting WEM 12/02/18 and 19/02/18. The Sanctuary opened on the 12 th due to WEM error.	Everyone

Next meeting 12/03/18
The Sanctuary
1900-2100