

WEM MINUTES: April 2018

Date: 09/04/2018 **Location:** The Sanctuary **Time:** 7.00pm – 9.00pm

Present: Dan (Chair), Chris, Steve, Pat, Gill, Dorothy, Johnny (Secretary), Joe (Community Development Worker)

Apologies: Jo B, Viv, Sian (Big Local), Mike, Louise (Press Officer), Judith, Martin, Matt

Absent: Simon, Keeley

Declarations of Conflict of Interest: None

Topic	Discussion	Action/Decision	Responsibility
Minutes/Actions from Previous Meeting	The Minutes of the last meeting.	The Minutes of the last meeting were agreed and accepted.	
	Art of Hosting	Ongoing	Matt
	Joe to source positive impact stories	See update below	
	Sian to talk to Yak re MIG	Ongoing	Sian
	Joe/Johnny to review website strategy	Action: Johnny to make notes and pass to Joe.	Johnny
	Dan to write to Big Local CCT querying WEM involvement	Ongoing	Dan
	Johnny to update all on-hold grant applicants	Done	
1. Chair	Keeley has stood down. Options: a) Dan continue as Chair b) Dan continue and hold election for Deputy Chair c) Hold new elections for both	Decision: Agreed Dan to continue as Chair with option to co-opt assistance where required. Dan asked anyone who would like to have a chance to chair a meeting to let him know.	
2. LTO	Lancaster CVS application for LTO position. CAB responded via a lateral source unable to apply due to capacity issues.	Decision: Dan, Mike and I would meet with CVS with a view to appointing them as LTO for the new plan. Action: Joe to inform LMC.	Dan, Mike, Sian Joe
3. Review/Plan	All review/plan meetings now completed. Dan thanked all for attending/input. Calculated 1000 hours of input in total.		
4. Goals & Outcomes	Sian's goals/outcomes document was discussed for decision.	Decision: The document was agreed and accepted by all present, and with prior/proxy votes from Matt and Mike. Action: If anyone not present has any	All partnership members

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		disagreement with the goals and outcomes, these must be sent as a matter of urgency to the Secretary (by 13 th April please) in order to reach agreement by adoption date.	
5 Community Chest Task Group	Proposed setting up a Task Group to consider Community Chest Grant process/applications for grants up to £1k. With budget of £20k allocated till March 2021. NB Process must be compatible with goals/outcomes of the plan.	<p>Decision: Dan, Viv, Steve, Dorothy and Gill volunteered to form Task Group. Joe to add secondary level of input.</p> <p>Action: Task Group to discuss/agree process and make recommendations to partnership members.</p> <p>Action: Johnny to inform all on-hold applicants that application form is under review and it is likely they will need to fill in a new form to meet the new goals and outcomes.</p>	<p>Dan, Viv, Steve, Dorothy & Gill (plus Joe)</p> <p>Johnny</p>
6 Morecambe Community Collective Updates	No updates were given.		
7 Joe's Update	<p>a) Joe reported on his consultations with past grant recipients, voluntary and public sector groups, residents and businesses to date. Plenty of positives and negatives. Lots of small but notable successes.</p> <p>b) Draft Community Engagement Strategy.</p> <p>c) Drop-In session arranged for Weds April 18th at West End Primary School 2.30pm-8pm.</p>	<p>Action: Joe to write up full report for circulation.</p> <p>Decision: Joe to develop a 12 month outreach work schedule of planned action and a public Show & Tell event annually.</p> <p>Action: If any partnership members can help out for just 30 mins or more, please email the Secretary who will forward to Joe.</p>	<p>Joe</p> <p>Joe</p> <p>All partnership members</p>
8 Time Credits	Request from Harriet Pugh/Amanda Spavin for WEM to take on hub role.	Action: Pat to contact Amanda for more details of expectation, and report back.	Pat

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9 Morecambe Carnival	David Brayshaw sent apologies (diary clash, unable to attend). partnership members discussed the suggestion that WEM run community consultation regarding suggestion that Morecambe Carnival 2018 could start at The Battery and walk to Central Morecambe.	Decision: WEM do not have capacity to run any consultation with community as requested, but would like input. Action: Dan to contact David Brayshaw and report back.	Dan
10 Newsletter Discussion	Partnership members discussed Chris' suggestion of a new WEM magazine/newsletter (printed) to take place of More Together.	Decision: Chris to look into it more and report back.	Chris
11 Webmail	New @westendmillion.co.uk emails have been created. Some issues reported in getting them to work.	Decision: Johnny to investigate issues. Action: Johnny to attempt set up of admin@westendmillion.co.uk email first and report back.	Johnny Johnny
AOB	Next partnership meeting proposed date change to 21 st May and venue to be confirmed (Sanctuary closing) Possible venue suggestions: Fire Station?	Decision: Dan proposed a change of date for next meeting to May 21 st , and if problematic May 28 th . Decision: New venue to be found. Suggestions for possible venue to be sent to the Secretary. Action: Johnny to confirm venue booking for 21 st .	All partnership members All partnership members Johnny

The Next meeting will be held on Monday May 21st at 7pm **venue TBC**