

West End Million Partnership Meeting

7pm Monday 11th April 2016, St. Barnabas Centre

MINUTES

Present: Liz Graydon, Marian Korzenoiwski, Melody Treasure, Tigger MacGregor, Simon Das, Mike Barr, Gill Taylor, Robyn Thomas, Steve Coglean, Olivia Thomas, Andrew Galland, Lancaster Uni reps x 2, Carol.

Apologies: Jo Bamborough, Janet Hampson, Garry Lloyd, Liz Engelke, Keiron Engelke, Olivia Treasure, Charmaine Rothwell, Tom Fyson, Kathryn McDonald.

Meeting members: 11 (9 members to be quorate)

1. Apologies and confirmation of minutes (Simon)

- Olivia Treasure apologies missing from March's minutes
- Amendment: play scheme to be funded from Community Engagement budget not Comms budget as previously written by mistake in March minutes.

2. Treasurer's Report (Mike)

- Easter play scheme funding application from Stanleys (£2,100):
 - Needs budget re-collection. Mike proposed £1,100 to come from Young People's budget; £500 from communications budget, £500 from community engagement budget. Voting 7 for; 2 against. Meeting not quorate, so vote to go to rest of partnership in Friday update. (Olivia and Robyn couldn't vote, therefore quorate decision cannot be made today)

3. Accessing year 1 funds (Tigger)

- Community chest pot closed, getting started funds handed back to Big Local (remainder added to our £1,000,000 pot)
- £20,000 additional funding awarded from Big Local to cover period of current plan. We can access up to £5,000 up until August.
- Proposals to use this money?
 - Simon met with Andy Hemming, discussed an idea for ideas pot for local people, could put £5,000 from this pot into this project and possibly add additional money from Enterprise group fund if necessary.
 - Melody: Other Big Local projects have allocated all their money in a community chest scheme for local people, and not written a plan. All agreed there are benefits to local community in providing this service, although we are submitting a plan.
 - Andrew: concern about limited people currently involved so keen proactive people may be involved in multiple projects – concern over same names cropping up for multiple projects, risk of scrutiny. Simon reassured project ideas would be assessed 'blind', people vote on top ideas without knowing the person submitting ideas.

- Melody: we would shortlist any ideas, to take out inappropriate ideas and then put all remainder to a public vote.
- Tigger: proposal to see what happens with Simon and Andy Hemming's idea with first £5,000 allocation in May, assess success and possible need for additional funding and take it from there with regards to remaining £15,000
- Mike: Raised concern with applications from outside partnership – difficulties around confusion with external people misunderstanding the purpose and criteria of the funding.
- Currently proposals of more than £300 goes to partnership, less than £300 approved by officers and working group lead:
 - Mike proposed: applications from external sources for all budgets would have a separate application form to the internal applications. Decisions for approval of external applications should go to full partnership (see Mike's notes – 'Proposed Spending Processes 11th April 2016'). All partnership agreed by consensus.
 - No current form for external applications. We must work within More Music's spending processes, as they have the final say and this proposal is in line with Big Local and More Music's financial processes.
- Simon suggested ACTION for Mike to finish these forms for approval at May's partnership meeting. All agreed.
- We need solid, watertight procedures that are objective.
- Melody raised we need to make the WEM Partnership aims clear on form and website, including the question 'who have you consulted with?'
- ACTION: Steve, Melody, Mike and Olivia T to organise meeting to finalise proposal form and report back before May's partnership meeting

4. Comms – (Tigger)

- Currently under producing communications as there is a lack of presence in the group: currently two members.
- Ideas to rectify: possibly use some of group's funding to commission external professionals to deliver communications for us.
- Tigger: also welcomed others to join the group and suggest other ideas to rectify
- Steve: raised concern, wanted comms to be run past everyone. Simon replied this would slow process down and be a hindrance to momentum and we should trust all group members in their decisions without having to get approval from whole partnership. Simon reminded his press release about the treasure hunt would not have gone out in time if this was the rule. The rest of the group agreed.
 - Tigger suggested as best practice that the group send any comms to WEM mailbox to keep all members in the loop with any comms either before or after it is released.
- Request for monthly update items (Tigger)

5. More Together magazine (Tigger)

- We have in past given funding to the magazine.
- Going forward if we want any content in May magazine we need to pay for content. The magazine are requesting £3,000 to cover next 6 issues (issued quarterly), giving us 2 pages per issue of content, including writers to help with articles both in magazine and online.
- We can use the MT team to write articles for us from each working group for the magazines.
- Gill reiterated the magazine goes to 6,000+ households in West End and also goes on their website.
- Additional online content – they have offered a writing service as part of cost
- Proposal from Simon: one online article a month to help us and them.
- Spend breakdown - £500 per issue. Between now and June 2017.
- Mike proposed staged payments, review after third issue. Simon and Andrew seconded – all agreed, no objections.

6. Music Melting Pot (Robyn)

- Postponed to discuss at next partnership in May

7. Writing Room window proposal (Tigger)

- Group declined application. As retrospectively application for reimbursing fixed window, would set dangerous precedence for retrospective reimbursements and also goes against Big Local funding rules
- The group would encourage other applications for other projects from the Writing Room and other projects, that are not retrospective.

8. AOB: Park Hotel (Steve)

- Idea to purchase empty hotel and use as a community hub. Purchased using community shares from local people, not Big Local money.
- Steve has been researching the hotel, looking into structural surveys and has been looking into organising a viewing and will let partnership know when it is if anyone would like to view the hotel.
- Members of the group liked the idea. Steve will continue research looking into feasibility and feed back to the partnership via email and at next meeting in May.

9. AOB: Spring Events (Tigger)

- No-one booked on – encourage people to book in.
- Tigger will put reminder on facebook page

END OF MEETING