

WEM MINUTES: May 2018

Date: 21/05/2018 **Location:** St. Barnabus Church **Time:** 7.00pm – 9.00pm

Present: Dan Spencer (Chair), Sian Jay (Big Local), Mike Barr, Keeley Baughan, Viv Brunsdon, Steve Coghlan, Dorothy Crisp, Ali Crisp (new member), Matt Panesh, Gill Taylor, Pat Williamson, Johnny Bean (Secretary),

Apologies: Jo Bambrough, Martin Houghton, Chris Price, Judith Stephenson (resigned), Louise Bryning (Press Officer), Joe Robinson (Community Development Worker)

Absent: Simon Das

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. Johnny to add to website and archive. | Johnny |
| | Joe/Johnny to review website strategy | See update below | |
| | Johnny to update all on-hold grant applicants | Done | |
| | Dan to write to local CCT | Done | |
| | Dan spoke to David Brayshaw re Morecambe Carnival. | Decision: Carnival will proceed from West End, WEM to support on social media | Matt/Dan |
| | Discussion re having a WEM float at the carnival | Decision: Move item to next meeting. Action: Look into costs/deadline | |
| Item 1 | Big Local Connects: Do we wish to send any delegates to this event on 29 and 30 June in London? | Decision: Johnny to email partnership info and get interested names. Action: Johnny will then select names at random. | Johnny Johnny |
| Item 2 | Mailing List: Discussion re mailing list, who is currently a member of WEM and where to find the current list. | Decision: Set up 3 levels of mailing list a)partners b) friends, 3) wider interest. Action: Johnny to share updated list and G-Drive link where stored. Move Simon D to friends. | Johnny Johnny |
| Item 3 | Goals/Outcomes: Members were previously asked to submit any issues with the goals/outcomes via email. | Decision: There were no issues received. Document accepted. | |
| Item 4 | Plan/Review: Dan presented and summarized the final drafts of the action plan and review | Decision: A budget of £418,189 over the next 3 | |

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| | <p>documents for discussion/agreement. The plan has been written to be suitable for different audiences not just Local Trust.</p> <p>After final agreement the documents will be submitted to Big Local.</p> <p>The partners made it clear that these are documents wholly written by themselves, with the support of all members.</p> | <p>years was formally accepted and agreed, with a mini review to take place at 18 months (Dec 2019/Jan 2020).</p> <p>Some minor amendments were made and accepted by the partners present.</p> <p>Action: The plan/review docs are to be shared by Dan for thorough reading and final corrections before submission to Big Local.</p> <p>Action: Mike/Chris to insert cash flow projection.</p> <p>Action: Any final corrections (spelling/grammar etc.) to either the plan or the review to be notified to Johnny by 5pm, Mon 28th May at latest.</p> | <p>Dan</p> <p>Mike/Chris</p> <p>All</p> |
| Item 5 | Consultation Feedback: Joe's report on his consultation feedback was circulated and discussed. | Decision: Joe was thanked for his work. | |
| Item 6 | Community Chest Task Group Update: | Decision: Gill to chair. Gill, Steve, Viv and Dorothy to arrange a meeting and, Action: Advise partners who may also attend if they wish. | Gill, Steve, Viv and Dorothy |
| Item 7 | Time Credits: Pat advised that she had contacted the Spice team who had made the approach to WEM. | Decision: Whilst noting the success of Time Credits in some areas, it was felt that this was not something to engage with at this point. Action: Advise Spice of decision. | Pat |
| Item 8 | Morecambe Partnership Working: Dan has been approached by Tracy Brown of The Alhambra/Town Council/Morecambe BID to consider partnership conversations on cross district issues. | Decision: Agreed that we should have conversations. Action: Dan to arrange a meeting. | Dan |
| Item 9 | Morecambe Community Collective Updates: There were no updates other than the date of the next meeting. | | |

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| Item 10 | Webmail update: Some people still having issues setting up @westendmillion email addresses. | Decision: Johnny to continue investigating issues. Mike/Chris are sharing a new email address: treasurerwestendmillion@gmail.com | Johnny |
| Item 11 | Website: Joe and Johnny had done some initial work on a website plan which Joe had drafted and was presented for discussion. Johnny summarized the two-stage plan. The main points for decision being: a) amendment/agreement of the proposal. b) need to define WEM's brand and feeling that website needs to give out. c) Do we need a new logo? d) agreement to retain vital elements of current website and summarise remainder. | Decision: a)The proposal was agreed in principle. Joe/Johnny to continue development of a website strategy for WEM. b) Brand ideas to be discussed at next meeting. c) New logo should be developed (but not via community process). d) Vital parts of website to be kept, other content to be reduced for later agreement. Action: Comments on the proposal to be notified to Johnny asap. | Joe/Johnny All |
| AOB | Printed newsletter. Sian asked if WEM would like her to invite Matt Leach (Chief Executive, Local Trust) to meet us? | Action: add as item on next agenda Decision: The partnership agreed. Action: Sian to invite Matt Leach to meet WEM. | Johnny Sian |

The Next meeting will be held on Monday June 11th at 7pm **venue TBC**

Approved by Partnership 11/06/18