

## West End Million Partnership Meeting

7pm Monday 9<sup>th</sup> May 2016, St. Barnabas Centre

### MINUTES

*Present: Liz Graydon, Melody Treasure, Tigger McGreggor, Simon Das, Mike Barr, Gill Taylor, Robyn Thomas, Olivia Thomas, Jo Bamborough, , Charmaine Rothwell, Tom Fyson, Janet Hampson, Andrew Galland, Liz Engelke, Keiron Engelke, Andrew Galland, Kathryn McDonald, Pat Williamson, Lancaster Uni rep, Tom (observer), David Holme (Adactus guest speaker). Quorate as 18 members present.*

*Apologies: Olivia Treasure.*

*Meeting members: 18*

#### 1. Apologies and confirmation of minutes (Simon)

Confirmed as true record, proposed by Simon, seconded by all.

#### 2. Outstanding Actions:

Will cover within meeting.

#### 3. Resignations from Partnership, Policy, Code of Conduct:

- Ben Yates, Garry Lloyd, Marian Korzeniowski have resigned. Partnership members now total 18. If anyone wants to join, advice is to invite them. Procedure: the partnership would vote on whether to instate them.
- Simon proposed: to reduce quoracy to 8 members, 5 minimum residents to avoid decisions being delayed by reduced members attending each month. To discuss at a later date.
- Mike: encouraged members to read Friday update and vote in advance via email on any decisions.
- Code of conduct: not attending meeting under the influence should be added. This was part of former steering group code of conduct, but not currently Partnership. Simon proposed to add, no objections. **AGREED.**
- Simon proposed: Making all partnership and public meeting venues disabled accessible, no objections. **AGREED**
- Simon proposed formal vote of thanks to Marian Korzeniowski for all his hard work, as valued member, he was one of the most well attended meeting members and special thanks goes to his work in devising and running the very successful and popular WEM Treasure Hunt. **ALL AGREED. Thank you Marian.**
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#### 4. Working group headlines

- Housing:
  - Community Warden Feasibility Study in discussion, proposal put to vote in June's Partnership meeting.

- Smarten up house front mini grant scheme proposal, to be discussed in item 7. Robyn advised to touch base with Strategic Housing and homeless prevention lead Anne Hope at the council. Charmaine is also contacting her contact in the council. ACTION: Housing group to touch base
- Young People:
  - YOYO: going well, 5 ways to wellbeing session with Melody.
  - Good uptake on play scheme project – funded by WEM, lots of positive feedback and praise for WEM from parents and children.

## 5. Treasurers Update :

- Budget split for Young People WG play scheme to CEEP: £1,100 was awarded from Young People WG pot; £500 from Communications pot; £500 from Community Engagement Pot.
  - Previous vote at April's Partnership meeting couldn't be complete as meeting not quorate, so went to email vote to absent members. Result: 10 for; 3 against; 2 abstained. 15 votes in total, 2/3 in favour = **passed**.
  - Given approval payment form and the money has been paid to CEEP.
- Festivals Group: Seaside Sculpture Day: requested £2,000 from Festivals pot, approved last month and money has been given.
- More Together Magazine Proposal: £3,000 requested previously and money has been given.
  - They asked for first instalment of £1,000 instead of £500. Mike proposed approval of request: no objections. **AGREED**. Next instalment in August.
- £500 left in Communications Budget until second tranche in September
  - Tom confirmed: if each instalment isn't quite in line with budget profile between each working group headings for minor variations, it doesn't matter as long as the overall projected balance doesn't vary as a whole, i.e. we can move money around the different working groups if needs be.
- £249.80 submitted from High Impact group for flag workshop, already been approved by officers and paid.
- ACTION: Janet as WG lead for Festivals Group needs to give sample signature and sign approval form.

## 6. Young People group

- Tigger proposed (from submitted proposal form): Original WEM project worker laptop, lent to Young People's group to use, no objections. **AGREED**.

## 7. Funding proposals:

- **Press Officer**

There are lots of activities happening in WEM that need communicating, vital not to miss publicity opportunities and with only two busy members on the Communications group there are major capacity issues – risk of missing valuable opportunities.

Proposal (Tigger):

- To employ a freelance press officer paid to work one day per week, to manage vital communication activities and public facing promotion of WEM.
- Request for £3,900 for wages for freelance working to work between July and Sept.
- Money coming out of two tranches of Communications pot.
- Two month review point of freelancer's performance at end August.
- Freelancer: much easier to manage than employee and will request they have their own laptop and working space. They can use More Music office space if needed.
- Intending on keeping the job specification open and flexible in order to generate interest and ensure we get the right person.
- Kathryn reiterated: a good relationship with the partnership for this role is essential.
- Communications Lead would be the first point of contact for the worker, then the Communications working group, then Partnership for any issues.
- Simon proposed: Partnership select interview panel. The worker will go through More Music's employment checks etc.
- **Proposed:** to use £3,900 from Project Delivery budget for this officer role, no objections, all agreed. **AGREED**

- **Writing Room Window Display**

- Proposal (Mike): £164.33 to renovate window in writing room to advertise local events etc. Money to come from Community Engagement Budget.
- Jo: added reviving old parish notice board style with window display, good reference point for residents.
- Tigger: suggestion to approve if we have full width of window, A3 high for WEM advertising and community notices.
- Melody and Kathryn: concern it may look too sponsored and messy, so curation needs careful consideration. Creative Exchange to curate and manage. Mike will provide a board. Press officer can manage the board. All agreed, no objections. **AGREED.**

- **Young People**

- £2,200 – youth engagement work to cover different age groups to meet capacity as numbers increase at current sessions
- Activities CEEP have been doing include reduced cost Lightwater valley trip: some budget will go towards cost of coach fees.
- The money will be for an additional youth worker for 12 hours per week, for 10 weeks
- Money will come from Young People's budget.
- Andrew commented that the group has really taken off and it's all thanks to Robyn and Olivia.

- Charmaine: commented it was good for WEM to have visible presence funding good things in the area.
- Robyn stated: they have had lots of positive feedback from parents on sessions including thank you letter to WEM from a parent.
- Safeguarding issue raised: Melody highlighted need for robust data handling process or a qualified safeguarding lead. Simon suggested Melody to put proposal to draw up safeguarding procedure, lead duties. ACTION: Melody to write proposal and submit to WEM officers and YP group.
- Spend: All agreed, no objections. **AGREED**

## 8. Enterprise Hub (Jo)

- Proposal: £2,925 from Enterprise Group to pay for employee to in order to create Enterprise Hub on West Street, centred at the Creative Exchange
- The hub would support local practitioners, artists and provide them with a better resource.
- The employee would develop office facilities and begin the enterprise hub project.
- They would be employed for one day a week for 6 months.
- They will help create and manage a shared office space – 3 desks to be rented out and community arts studio – provide some sustainable income for the hub.
- Simon: stated it was an ideal way to get WEM enterprise model off the ground.
- Charmaine stated: we need lots of press about this – we need to shout about what we are doing.
- Jo added: It will include performance indicators including training package for start-ups; will include challenge based activities.
- Tigger: They can also access monthly press article from writing room, More Together articles.
- Tigger: who will this employee be? Jo: stated it will likely be Creative Exchange staff as they have all necessary skills.
- Proposal of £2,925 will be paid in one lump sum from Enterprise Working Group.
- David added: The Exchange could apply for Breathe Investment grants from Adactus up to £2,000 for non- staff costs to help with other elements of their project not funded.
- The funding will be split over two Enterprise tranches.
- All agreed, no objections. **AGREED**

## 9. Exchange Building Works (Jo)

- Proposal: for £2,000 for this works to come out of Housing Group pot.
- Building works to create full room upstairs and create one large building which would be able to be staffed properly, unlike two separate buildings at the moment.
- The exchange have done lots of building work themselves to renovate the Exchange buildings.
- Will make the external parts of the building look nicer as will bring disused shops into use and will create a positive vibe and appearance on West Street.
- All agreed, no objections. **AGREED**

## 10. House Front projects

- £1,000 earmarked for Housing Group as pilot
- Idea to offer £100 grants to local residents to beautify the front of their properties.
- Stipulations: Must be front of house and display WEM funded poster in window.

- Advertised via media outlets and leaflets into letterboxes.
- Competition for biggest transformation.
- Link to schools, youth groups and Creative Exchange for window box making workshops etc.
- Some issues with cash flow in Housing Group pot in tranche one, so proposed for initial £1,000 to pilot project.
- Housing group will fine tune the proposal
- ACTION: Liz to talk to Jess from Stanley's

## 11. West End Weekend including Shop Window Art Project – 10<sup>th</sup> Sept.

- Proposal: £9,695 from Festivals pot in tranche one for West End Market and arts festival.
  - Yorkshire Street, all open shops have a box with related objects as art installation linked to a trail along shops
  - To promote West End and businesses.
  - £2,720 for art element
  - £3,300 for local and professional Performances and workshops
  - £1,500 for hire of 15 market stalls
  - £670 design and print for local market
  - £200 for photography
  - Admin £255
  - Project management £700 for 5 days
  - £350 for St. John's ambulance
  - \*these are rough figures and can change, would probably cost less
  - All agreed, no objections. **AGREED for £9,500** as that is all money remaining in tranche one and two of Festivals budget.

## 12. AOB

- Mike: Anyone who wants to get involved in Review subgroup contact Mike. Next review is July
- AGM: In Sept. Charmaine and Kathryn offered to help Tigger with AGM
- Local Trust: doing National survey of Big Local partnership members. Request to fill these in.
- Stanleys taking over community garden at Balmoral Gardens, anyone interested contact Robyn.
- David Holme (Adactus Housing Association): Have 105 properties in West End – informed us of the Breathe investment grants, details on website:
  - Up to £2,000 – one grant per organisation (this could be individual working groups)
  - Resident assessed
  - Meet every 8 weeks.
  - ACTION: Tigger to circulate application form.

END OF MEETING