

West End Million Partnership Meeting

7pm Monday 13th June 2016, St. Barnabas Centre

MINUTES

Present: Liz Graydon, Melody Treasure, Tigger McGregor, Simon Das, Mike Barr, Gill Taylor, Robyn Thomas, Olivia Thomas, Tom Fyson, Janet Hampson, Liz Engelke, Kieron Engelke, Steve Coglán, Tom (observer), Quorate as 13 members present.

Apologies: Olivia Treasure, Jo Bamborough, Charmaine Rothwell, Andrew Galland, Pat Williamson, Kathryn McDonald.

Meeting members:

1. Apologies and confirmation of minutes (Simon)

Amendment of May's minutes: from 18 members to 17 present at May's meeting.
Confirmed as true record, proposed by Simon, seconded by Mike.

2. Outstanding Actions:

- Janet to sign signature form – complete
- Liz to speak to Jess from Stanleys – pending
- Tigger – circulate Breathe grant form – completed.

3. Treasurers Update :

a) Payments made by More Music since last meeting:

- WEMP 003 More Together Magazine £1000 paid from the Communications Budget.
- 4 more payments of £500 pending from 2 nd and 3 rd tranches of the grant.
- WEMP 006 Writing Room notice board £164.33 paid from the Community Engagement Budget
- WEMP 008 Enterprise Hub £1462.50 paid from the Enterprise Budget
- One more payment of £1462.50 due to be paid from 2 nd tranche of the grant.
- WEMP 009 Exchange Building Works £2000 paid from the Housing Budget.
- WEMP 014 Grant Administration £2500 paid to More Music

b) Funding Summary

Total funding approved from the 1 st tranche of the grant £19488.63

Total funding paid from the 1 st tranche of the grant £ 8976.63

Total remaining unallocated from 1 st tranche of the grant £30511.37

Totals remaining in budgets for 1 st Tranche of the grant

Housing £2000

Young People £4700

Festivals £0

Enterprise £3537.50

High Impact £9750.20

Communications £500

Community Engagement £335.67

Training £ 1000

Project Delivery £3688
Community Grants £5000

Total funding approved from 2 nd tranche of the grant £ 8562.50

Total remaining unallocated from 2 nd tranche of the grant £36437.50

Total funding approved from 3 rd tranche of the grant £1000

Total remaining unallocated from 3 rd tranche of the grant £44000

c) Request from More Music for more information regarding decisions by the Partnership.
The finance team at More Music have asked me to bring to your attention the contract between More Music and Big Local. Specifically;

Section 3.

Nevertheless you (More Music) are responsible for ensuring that the grant is spent appropriately in accordance with these terms and conditions and so you must carry out the appropriate due diligence checks on the use of the grant.

Section 4.

If your Big Local Partnership proposes that you should use the grant in ways which are not in accordance with the Big Local plan for your area, you must before agreeing to the change contact Local Trust and get our written agreement. If you do not do so you (More Music) may have to repay the grant.

So for every financial decision we make they are asking us;

- 1) What is the purpose of the grant?
- 2) What section of the Action Plan (year one) are we using to justify the decision?

d) Query by More Music regarding WEMP 009 Exchange Building Works.

The finance team at More Music queried the budget allocation for this proposal. They feel that it is more an Enterprise project than Housing. I suggest we re-examine the budget allocation for this grant with specific reference to the Action Plan (year one)

- Housing budget for Exchange grant query from More Music – Simon contacted Big Local to clarify. Pending decision. Money can come out of Enterprise group if they disagree
- Tigger proposed just taking money from Enterprise budget. No objections. AGREED – money to be taken from Enterprise group.

4. Working group headlines

- Enterprise: Creative Exchange project money has been spent and work completed very quickly – looks great, lots of interest.
- Festivals: Identified alternative area for market if residents take issue with proposed road closures to original location. West Street to Yorkshire Street. Janet offered if anyone would like to get involved contact her.
- Young People: YOYO – work with Melody on health and wellbeing and Lncaster Uni. Trip to NRG trampoline park. Very popular and successful.
- Housing: Quiet month.

5. Community Grants Proposals Update (Mike)

<https://gallery.mailchimp.com/168029305267e21350d04f986/files/COmmunityGrantsProposal.pdf>

Janet: queried applications should be linked to working groups and ties in with our objectives including 5 ways to wellbeing.

Mike – all applications should come to the partnership. Tigger proposed we keep process simple and supported Mike's proposal.

Simon – all in support of proposal. No objections

6. Limiting size of partnership proposal (Tigger)

- Proposal following AGM in Sept: Limiting size to 9 to make sure succinct and easy to manage. Can liberate members to concentrate on working groups
- Cut off to decide by AGM by July's meeting
- Melody: concerned over cutting by half.
- Kieron: is the reasoning making voting simpler?
- Tom: we must be very confident that we make it very clear not to exclude people. Limits allowance of turnover of members.
- Tigger: Constitution has no limit on membership
- Robyn: consideration to be take regarding future possibility of becoming legal entity
- Mike: raised concerns with reducing partnership and excluding people.
- Simon: Proposed making decision on changing quoracy in July's meeting.

7. Funding proposals:

- **Housing: Community Warden Feasibility Study.**
 - £800 first tranche, £700 second tranche for feasibility.
 - Jo: abstained. Passed by consensus, no objections. AGREED with condition Paul Colley meets with Council appointed warden
- **Young People: YOYO group (copy Robyn's proposal)**
 - Proposal: £4,700 for two workers for 5 weeks during summertime including trip costs. For young people 12 – 18 year olds. To create network with other organisations to give breadth of groups
 - Enough money in young peoples budget to pay for
 - No objections. AGREED.
- **AGM proposal (Tigger):**
 - Mike: concern over anonymous and paper voting proposal, as could be misused.
 - Tigger: remove election section from proposal, as if we have no limit on partnership then there will be no election. To review in July, after we decide if we set a partnership limit.
 - Liz and Kieron: raised concern over design, room hire and facilitator costs proposals.

- Tigger: stated this could be good community engagement event and the quotes were reasonable considering the time involved and investing in West End is important.
 - No objections. AGREED – funding approved.
- **Legal Entity (Mike)**
 - Proposal for £500: taking professional legal advice on WEM becoming a legal entity – benefits and drawbacks
 - Melody: suggested speaking to Mandy Naylor who can give professional advice.
 - Proposal: £500 to come from project delivery pot – all agreed, no objections. AGREED
 - **High Impact project (Janet)**
 - Proposal: £6,000 for project at West End Weekend on 11th September.
 - Flags and banners: materials, van hire, equipment, travel, contingency, storage, employment
 - Employ 4 local people to work with Wendy Meadley to create banners and flags – could turn into local enterprise.
 - If comes under budget, money will roll over to lights project.
 - No objections, all agreed: AGREED.

Community Grant Proposals:

- **Out in the Bay**
 - £300 for LGBT group
 - All agreed, no objections: AGREED
- **Balmoral Allotment (Robyn)**
 - £300 for cost of craft and materials
 - Tom raised the allotment site is just outside WEM boundary – does not matter as used by West End residents
 - No objections, all agreed: AGREED.
- **West End Community Centre (Mike)**
 - Proposed: donating £300 to community centre, as we have been given the use of it for free for many years to
 - All agreed, no objections: AGREED.
- **Music Melting pot (Tom)**
 - Proposal: £500 from Community Grants pot, to complete creating a stage to be used at any interested music event in West End – community portable tool to increase confidence etc. Including music workshops.
 - Could turn into community enterprise
 - Previously received £500 from UnLtd. – but not enough to complete it.

- Melody raised that
- No objections, all agreed. AGREED.

- **People transform places – UnLtd.**
 - £90 for travel to speak at London UnLtd. Event in London
 - All agreed, no objections. AGREED

- **West End Festival (Kathryn)**
 - £300 for materials for West End Festival
 - No objections, all agreed. AGREED.

AOB

- Expenses for Melody, Jo and Tom for up to £100 pp to attend same UnLtd. event in London
- Will have to pay for event up front and claim money back next month.

END OF MEETING