

West End Million Partnership Meeting

7pm Monday 17th October 2016, St. Barnabas Centre

MINUTES

Present: Simon Das (Chair), Liz Das (Minutes secretary), Mike Barr (Treasurer), Judith Stephenson, Steve Coghlan, Kathryn MacDonald, Gill Taylor, Olivia Thomas, Tom Marshall, Kieran Engelke, Andrew Galland, Pat Williamson, Carol Rothmell, Joanne Corless, Mike Sharples, Tom Fyson (Big Local Rep), Michelle Collins (Lancaster University), Louise Bryning (Press Officer)

Apologies: Liz Engelke, Keeley Baughan, Han Fleet

Meeting members: 15 out of 20 Partnership members: quorate and decisions can be made.

1. Introductions and Apologies

- 1.1 Simon welcomed all members of new Partnership and everyone introduced themselves to the group
- 1.2 Apologies for absence
 - Keeley , Han, Liz Engelke
- 1.3 Amendments to the last Partnership meeting's minutes
 - Two changes to wording reported by Kerry Kaloha from More Music and Tigger McGregor following last month's meeting – amended and added to website
 - No further amendments from Partnership
- 1.4 Outstanding actions from last meeting
 - None outstanding

2. General Update

2.1 Current Partnership Structure

Simon and Gill ran through the current Partnership Structure and roles as it currently stands.

2.2 Code of Conduct

Simon ran through current code of conduct to new Partnership (*See Code of Conduct Document on website*)

2.3 Constitution

Gill handed out information she collated from constitution and code of conduct in an easier to understand and more concise format (*See Constitution Document on website*)

2.4 Update from Away Day

Simon gave an update on the WEM Away Day and Lou Mycroft's Thinking Environment techniques. The workshop raised some good questions about the project, processes and partnership that we need to look at and it stimulated great and original thinking.

2.5 Decision on Lou Mycroft facilitating a day to structure the new partnership and systems

- Kathryn praised the workshop and the thinking environment techniques, stating it was very refreshing and positive. Kathryn advocated bringing her back to run further sessions with the partnership. Andrew seconded Kathryn's thoughts, but stated a thinking environment approach would still take a long time in partnership meetings, but thought it would be very useful in working groups.
- The topic of access to computers came up - Cefin stated there was a laptop to use for free at The Creative Exchange and Olivia confirmed there are five that people could use at Stanleys too.
- Simon and Tom enquired with Lou about running a further workshop. It would be a £500 fee for a bespoke day workshop to help formulate new partnership structures etc. addressing some of the barriers we have come across in the first year. There may be a possibility of commissioning Lou for free through the National contract between Big Local and Northern College, although this may not fit with our timescales and availability.
- The Partnership voted on if they were happy to pay £500 to commission Lou privately, before November's Partnership meeting. Agreed by consensus – no objections. **AGREED. ACTION: Simon and Tom F to liaise with Lou and organise.**

3. Press Update and discussion of conduct with media

- Request from Louise and Simon: If anyone is at all unsure with any press related correspondence feel free to talk to media unless you are at all unsure – then speak to Louise to gain advice.

(See monthly comms update Sept-Oct document)

- **ACTION: Simon to circulate Louise's press cuttings amongst Partnership** – NB: not be circulated wider
- Plea for anyone with stories or press information to send to Louise Bryning: louisebryning@btinternet.com

4. Discussion and amendment/approval of Service Level Agreement

- SLA is between More Music and anyone who receives funding from WEM
- **ACTION: Simon to circulate draft SLA to whole partnership.**
- **ACTION – Please could ALL members of the partnership read this document and send any comments, amendments etc. to Simon and WEM project worker by end of Monday 31st Oct.**
- This will be finalised by next Partnership meeting on Monday 14th November

5. Explanation of current funding process and voting system

(See funding flow chart from Gill's Code of Conduct document)

- Simon ran through the current process and voting system to approve and release funding as it currently stands.
- **AMENDED:** (Mike confirmed via email) that the funding invoices are sent to Mike's email for which he has the only access for data protection reasons as they contain bank details. He forwards these invoices to Helen at More Music by e-mail and paper copy signed by the appropriate officer if necessary, along with any relevant documentation. He keeps one paper copy for the West End million records, redacts the bank sort code and account number, then deletes the relevant e-mail from his system.

- Judith – suggested putting all processes, forms and structure clearly on website so everyone understands the WEM process before applying. The group agreed this was a great idea.
- Cefin fed back that he struggled to find the form on the website – reiterated the point we need to finalise, formalise and simplify the process including all process clearly on website.
 - Joanne offered to oversee the IT project with her software engineer expertise although she does not have capacity to run website. **ACTION to all: To review this suggestion at the workshop with Lou and request volunteer/commission professional to undertake this work.**

6. Funding proposals: (see WEM website/Partnership Update for full proposals)

A) Minilluminations (Cefin from Shrimping It)

- £3,050 from the Brighten the Streets (High Impact) Working group budget.
- Miniature illuminations proposed to be installed at Alexandra Park, to be launched at the lantern festival in December
- The money will be paying for hardware and installation time
- Steve raised the question about ownership of installations. Cefin stated it would belong to the community, but storage would need to be confirmed
- Kathryn confirmed her discussion with Cefin about the proposal coming from High Impact budget and it being launching at lantern festival
- The Partnership loved this interesting and original idea.
- No objections – AGREED by consensus.
- **Project approved pending More Music due diligence checks – Congratulations Cefin!**
- **ACTION: Mike to inform Cefin and confirm next steps.**

B) Shop Window Gallery (John Kingston – Morecambe Artists Colony)

- £1,000 to match fund arts council grant of £11,000. From Community Chest Grant budget.
- Courtney's empty shop in Yorkshire Street – the landlord will give John windows for free to display art for 12 months
- Money for renovating windows and commissioning artists
- Joanne and Simon suggested getting written statement from landlord about use of windows
- The Partnership loved this proposal and encouraged quality art displays in the area.
- No objections. AGREED by consensus
- **Project approved pending More Music due diligence checks – Congratulations John!**
- **ACTION: Mike to inform John and confirm next steps.**

C) Shooting Stars Nursery

- £1,550 for nursery sessions
- Tom M queried the minimal information on the proposal form
- Simon suggested requesting volunteer to collate questions
- Andrew offered to take questions to Louisa – **ACTION to all: send any questions about this proposal for Louisa Longworth to Andrew Galland (closetohome@talk21.com) by end of this week**
- Then WEM will invite the proposers to the next Partnership meeting in Nov

- Decision awaiting answers to further questions to clarify the project and who it will benefit.
- **Project not approved today – pending further clarification.**
- **Decision to be made via email vote after questions have been answered. If questions not answered it will be taken to the next Partnership meeting.**

D) Music Melting Pot

- £550 for 5 x further music gigs with local musicians
 - From Festivals budget.
 - Simon suggested building sustainability into the projects
 - Issue as no money within Festival's budget
 - The Partnership suggested funding it from the Enterprise budget instead – agreed.
 - Simon proposed Tom get help and advice from Louise Bryning on promotion
 - No objections. Agreed by consensus.
 - **Project approved pending More Music due diligence checks – Congratulations Tom!**
- On condition that Tom speak to Louise to get help with press and media.
- **ACTION: Mike to inform Tom and confirm next steps.**

E) Out in the Bay – LGBT Coffee Morning

- £1,000 for coffee morning to reduce isolation and improve wellbeing
- Community Chest Grant budget
- The Partnership had several questions about the proposal and missing information
- Gill, Keiron and Kathryn raised query about no specified venue and it being a short term, one off project. The partnership would like to see more sustainable projects that could be build upon to have continual positive effect for the LGBT community in the West End.
- **Project not approved today – pending further clarification.**
- **Decision to be made via email vote after questions have been answered. If questions not answered it will be taken to the next Partnership meeting**
- Joanne will take lead. **ACTION to all: all questions and queries to Joanne by end of Friday**

F) West End Clean Up pilot – Housing Working Group

- £600 match funding from Housing budget
- Working in partnership with Adactus to clean up four alleyways before Christmas
- Costs for 50% of 4 x skip hire on 18th and 19th Nov
- Adactus happy to front the full cost and claim £600 back from WEM
- Adactus also providing their HIT team to help with clean up on Friday 18th Nov.
- No objections. AGREED by consensus.
- **Project approved pending More Music due diligence checks.**
- **ACTION: Mike to inform Pat and confirm next steps.**

G) Morecambe Mosaics - Andrew Galland

- £2,395 for 10 x large outdoor mosaic art boards to be placed on waste space in West End.
- From High Impact budget
- £230 for first pilot mosaic board
- The Partnership thought this was a great idea and would really brighten up some drab areas. The Partnership did have several questions...

- Questions from the Partnership – who will be making the mosaics? Anyone within the West End? Where exactly will the mosaics be displayed? Where will they be stored and how weather proof/robust will they be to maintain quality appearance over winter
- Joanne raised the point that there are a lot of projects happening over winter – although this shouldn't prevent any projects from taking place or being approved.
- Kathryn raised the important fact that it is very important that we project an image of quality, and make sure all approved projects are well thought out.
- Simon proposed that the project trials a small scale 2x4" pilot mosaic board first for the stated £230, then assess it's practicality and get a better idea of what it will look like and how robust/weather proof it will be for consideration to roll out to full size project at a future date. No objections. Agreed by consensus.
- Andrew agreed to this pilot
- **Project partially approved – pilot only at this stage, to assess and consider full roll out in future. Pending More Music due diligence checks.**
- **ACTION: Mike to inform Andrew and to confirm next steps.**

H) Computer session Stanleys

- £960 for running computer training sessions
- Community Chest Grant budget
- Partnership agreed this was a very needed service in the West End.
- Kathryn stated that the Lancashire Adult Learning had mandate to help will these forms/skills
- Questions: how will it be promoted? Course content? Expected numbers?
- **ACTION: Simon will collate questions and put to Stanleys – ACTION to all: questions to Simon by Friday.**
- Bring this proposal to next Nov partnership meeting for decision
- **ACTION: Kathryn to ask LAL what courses they currently do?**
- **Project not approved today – pending further clarification.**
- **Decision to be made via email vote after questions have been answered. If questions not answered it will be taken to the next Partnership meeting.**

7. **AOB (notices only)**

- **4.1** Project Delivery Budget (Treasurer) £1,031 to More Music to review spending decisions – No objections. Agreed by consensus. (*See treasurer's update on website*)
- **4.2** Expenses claim for Community Allotment for £84 has been removed from the review process – No objections. Agreed by consensus.
- **4.3** WEMP 036 Expenses claim for notice board budget £25.00 has been removed from the review process – No objections. Agreed by consensus.

4.3 Kieran – gave update on his progress with the Church – next task is to level floor, disabled toilets and install Perspex windows
 Andrew – requested if Kieran could open building up for people to view – Kieran opened offer to anyone interested and asked anyone interested to call him on: 07999 992421

Tom M – raised issues about current voting system. Simon to discuss concerns with Tom in more detail after meeting, but that we will be workshopping the whole Partnership process and structure with Lou in the next few weeks which will hopefully address Tom and other's concerns over current systems.

DONM – to be confirmed via email – meetings have normally been previously on the second Monday of every month. The next meeting will hopefully be date of workshop with Lou, pending when she is available. **ACTION: Simon will send round next meeting details via email.**

END OF MEETING