

## West End Million Partnership Meeting

7pm Monday 12<sup>th</sup> December 2016, St. Barnabas Centre

### MINUTES

*Present: Simon Das (Acting Chair), Liz Das (Acting Minutes secretary), Mike Barr (Acting Treasurer), Dan Spencer, Steve Coghlan, Kathryn MacDonald, Carol Rothmell, Joanne Corless, Mike Sharples, Sue (The Sanctuary)*

*Apologies: Tom Marshall, Andrew Galland, Judith Stephenson, Gill Taylor, Jo Bamborough, Pat Williamson, Tom Fyson (Big Local Rep), Louise Bryning (Press Officer). Kirsty (resigned from Partnership)*

*Meeting members: 9 out of 20 Partnership members: not quorate and decisions cannot be made.*

#### **1. Introductions and Apologies**

##### **1.1 Introductions**

##### **1.2 Apologies for absence**

Tom Marshall, Andrew Galland, Judith Stephenson, Gill Taylor, Jo Bamborough, Pat Williamson, Tom Fyson (Big Local Rep), Louise Bryning (Press Officer).

- Kirsty confirmed she has resigned from the Partnership

##### **1.3 Confirmation of last Partnership meeting's minutes**

Joanne confirmed, Mike seconded

##### **1.4 Outstanding actions from last meeting**

None

#### **2. Introduction to thinking environment technique and Update from Away Day(Simon)**

- A thinking environment is a more relaxed, new way of working, we need to practice it and be strict with ourselves whilst we get used to it.
- Ten components: Attention, equality, ease, appreciation, encouragement, feelings, information, diversity, incisive question, place.
- We must all make sure to be succinct, specific and sincere
- Can have discussions in several ways: open discussion, thinking counsel or discussions in pairs.
- It was decided at away day we would be rotating facilitator (chairing meetings) role at each meeting to give people opportunity to develop facilitating skills and equalise duties amongst Partnership
- We will make sure to keep meetings productive.

- Going forward we need to decide whether we need a meeting: does a decision need to be made? Do we have fresh ideas to bring? If not we can share information away from meetings online.
- Joanne added: moving to use collaborative forums such as Bitrix instead of emails as a better way to share information, Joanne has already created sub groups on the forum on Bitrix. It has a CRM aspect – managing projects. Keeps it efficient – she suggested putting 30 min training session at next meeting. This is the web address of our Bitrix page: [westendmillion@bitrix24.com](mailto:westendmillion@bitrix24.com). Joanne has set up the system for us. Simon suggested ensuring future paid worker be trained up and one of their key jobs tasks would be to manage Bitrix. Dan suggested using this forum to have discussion and assess funding proposals going forward. Lots of possibilities.

**ACTION: circulate round up of away day via email – Simon.**

Freshest thinking round: excited about new systems, looking forward to new ways of working, impressed on how meeting has become more efficient.

### 3. Discussion about elections and current roles (Simon)

- Elections for current roles for all officer roles and working group leads as they stand will happen in January's meeting.
- All roles will remain the same for the time being, until we employ a paid worker when some of the roles may be absorbed by the project worker, as decided by Employed worker sub group
- All roles remain the same for the time being except the Chair, which is the main point of contact for Big Local.
- All role descriptions are online in our constitution.
- Facilitating meetings will be rotated by volunteers each meeting.
- **ACTION: Mike to email going out to ask for expression of interest (EOI) for people to put themselves forward for any roles.**
- A new role is a training officer who will assess training needs of the group. Judith has volunteered and has experience.
- **ACTION: include request for training officer EOI in Mike's email**

### 4. Employing a worker and formation of 5 person sub group (Simon)

- Waiting for one more member to vote to be quorate. All votes so far are in favour of employing a paid worker to help the partnership and working groups with many tasks and admin.
- Worker would need to be self-employed and freelance
- Further discussions to be had in Paid Worker sub group
- The Partnership to decide via online forum who joins sub group if more than 5 express an interest to join
- **ACTION: Mike to send follow up email to those absent members already emailed requesting them to vote on paid worker if not had response by Wednesday**

- **ACTION: Mike will send email out to all members, pending quorate decision, requesting EOI to join sub group, with brief response as to why each volunteer wants to join/has the skills**

**5. Improving the funding process – form funding panel sub group for early review of funding (Simon)**

- The role of the Funding Panel would be to review funding proposals submitted, on behalf of Partnership before monthly meetings and bring a recommendation to the Partnership to make final decision.
- Dan suggested setting top limit on funding decisions by funding panel, all agreed in principal.
- Volunteers for Funding Review Panel : Dan, Kathryn, Mike, Steve
- **ACTION: Mike to email rest of Partnership asking for EOI for funding panel volunteers**
- Mike proposed having maximum 5 members: all agreed, no objections

**6. Update from clean up weekend (Liz)**

- Liz feedback the weekend was jointly funded working in partnership with Adactus, with free materials and support from council.
- Over 20 volunteers came and helped clean alleyways, press coverage in Visitor.
- Lots of positive feedback, some negative on it being futile.
- Lessons learnt for bigger event next year: need to commission event company to organise as beyond our capacity. Concentrate work in smaller area at one time for bigger impact including artwork and bigger transformation work. Attract more match funding and work in collaboration with many more organisations. Pat is writing an evaluation. Request for volunteers to help shape next event.
- Joanne suggested adding press articles to WEM website.
- **ACTION: Simon to ask Louise to email Simon all press articles she writes, to add to the website.**
- **ACTION: Simon to add looking at website at next meeting's agenda.**

**7. WEM Social (Simon)**

- It was raised at the away day workshop that having a social get together is an important solution to build trust within the Partnership.
- Funding available to pay for it under training budget
- Requests for volunteer organiser for social – no response from group
- **ACTION: Simon to email remaining absent members to look for volunteer/ if no response Simon will organise.**

## 8. Funding Proposals (Mike)

### • **UnLtd (Update)**

- Sub group created previously to decide whether to fund their proposal bid from two local social enterprises. They agreed to fund it. Budgets to pay the £15,000 would have to be altered and moved in order to fund it.
- 10 voted in favour of budget alterations to fund this proposal. Mike's budget alterations agreed.

### • **FIG Tree (Update)** (Dan and Simon)

- Planning permission needed
- Surveyor quoted £1800 - £2000
- Information is available online.
- **ACTION: Simon to circulate Fig Tree application to power to change to partnership for members to read and update themselves**
- Request for ideas on possible caveats - email WEM project worker email
- Caveat – this application could be rejected at several stages and if approved we would have to submit separate plan to Big Local.

### • **Community Café – The Sanctuary** (Sue)

- £250 for pilot event in January from community chest grant budget
- Opening evening on health awareness event at the Platform: get community involved in healthy eating.
- Providing clean, organic food and hold weekly meetings of those in ill health and involve children and young mums to help them budget for healthy food and move away from take aways. No elderly people being to able to have food delivered at home.
- Take on group of 30 people in poor health as a taster, and follow them on a weekly basis to educate them on healthy eating.
- To approve we need three officers to approve under £300 proposals
- Simon proposed we approve project and get three officers to sign off, all agreed. No objections. **Funding approved.** Congratulations Sue. Request from the Partnership to Sue to keep dialogue as we write second year plan to make sure sections of our community are included who may have been missed this first year i.e. the elderly and unwell.

## 9. Selecting facilitator for January meeting

- Kathryn to facilitate, Mike to help with agenda
- Minutes taker for January's meeting: Steve
- **ACTION: Simon to email partnership to inform of changes.**

## 10. Appreciation round and meeting close

END OF MEETING