

# West End Million Partnership Meeting Minutes

Held 6pm Mon 11th December 2017, at St. Barnabas Community Centre

## Present:

- Mike Barr, Jo Bambrough, Keeley Baughan, Viv Brunsdon, Steve Coghlan, Dorothy Crisp, Martin Houghton, Tigger MacGregor, Matt Panesh, Tom Marshall, Chris Price, Dan Spencer, Gill Taylor (Chair),
- Johnny Bean (Secretary), Sian Jay (Big Local rep)

13 Board Members present inc. 12 residents and 1 non-resident. Meeting declared quorate.

## Apologies:

- Joanne Ainscough, Simon Das, Judith Stephenson, Pat Williamson.

## Not Present/No apologies:

- Micky Balshaw, Michael Fleming, Kathryn MacDonald, Paul Swereman,

**The Meeting was facilitated by:** Gill Taylor (Chair)

## Declarations of conflict of interest:

- There were no conflicts of interest declared.

**Amendments to the minutes of the last meeting:** Viv would like it noted that although she took on the task of writing the letter to the LTO, the contents were not necessarily her own. And whilst noting the difficulty in minuting, Viv also asked the Secretary if the minutes could be more reflective of some of the passions in the room.

Otherwise the minutes of the last meeting were agreed and accepted.

## Actions from the last meeting:

1. Letter to the LTO: A short heated discussion about the letter to the LTO took place. Opinion in the room was divided. Viv reminded the Partnership that she had been tasked with writing a 'strong' letter. Martin wished it to be made clear he had not liked the tone of the debate on the matter in the previous meeting. Jo B felt the letter was poorly executed. The response to the letter had been a letter in reply from the LTO notifying it's decision to resign as LTO. Martin felt opportunities to discuss the Xmas lights issue had been missed at least twice, and losing the trust and friendship of More Music (the LTO) could prove to be a mistake. Matt noted that the letter from the LTO did not actually respond to the issue. Viv made comment that we should perhaps reconsider the matter of Partnership members submitting bids to WEM. Sian brought the discussion to a close with a proposal that she ask More Music if they would be prepared to extend the 3 months notice a little, due to the holiday season. **ACTION:** Sian to contact the LTO.
2. New SLA: Sian advised that the learning from the above process should be a part of the annual review (item 1 below) and feed into the drafting of a new SLA.
3. Gill is still to arrange a new meeting re furthering discussion on the Action Plan. (see below – item 5)
4. Viv has taken a look at the wording on the funding request form and re-worded it for simplicity. Sian suggested a full reworking using examples from other Big Local areas. **ACTION:** c/f.
5. Gill has informed Stanley's of the grant decision.
6. The Xmas meal has been arranged.

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**Item 1 : Big Local Review:** Sian discussed the Big Local Annual Review process whereby the Partnership members are required to sign the membership documents and begin a process of self-reflection. Signatures of all the partners present were gathered along with those collected in the week by the Secretary. The review involves the answering of 4 questions: There answers can be “yes”, “no” or “partly”.

- Are we reflective of our community?
- Have we abided by our own systems and processes?
- Do we work within the Big Local values/ethos.
- Have we followed the new guidance on conflicts of interest?: e.g. no more than 2 people from same household may be members.

It was felt the first three questions could be answered “partially” and the final one “yes”. Agreed by consensus. The first three questions will now form a part of the discussion around the Plan review. The new Plan discussions must include a review of the old Plan. Sian circulated a Partnership Review document based around the Partnership answering 8 questions and the subsequent writing of a single review document. **ACTION:** Sian to email a review form to all partners. All learning from the review can feed into the new Plan. To be discussed further at the January Partnership meeting.

**Item 1.1: Attendance:** The Secretary brought the matter of recent low attendance by some partners to the meeting. It was decided that Sian would use the review process forms to ascertain which members wished to remain on the Partnership.

**Item 2 : Elections:** Elections for the Chair and Vice-Chair/Treasurer are due. Gill said she does not wish to stand for election as Chair this time for personal reasons. A short discussion about 'opt-in' or 'opt-out' models for the election took place. Sian suggested that all names should be in the hat, and anyone wishing not to stand should contact the Secretary to ask to be removed. Members will then vote and the person with the most votes will be elected Chair, the next will be Vice Chair/Treasurer. **ACTION:** Johnny to email all members re the election with role descriptions of the 2 positions.

**Item 3 : More Together Magazine:** A decision had not been reached over email prior to the meeting, so Mike asked for a decision now. Some queries were raised over the distribution of the More Together magazine, some partners having never received or seen a copy. Matt offered to share his distribution contacts. It was agreed that the funds would be available for the next edition but they might also need more to pay for the delivery. Consensus was to ask if, before the next issue, Kevin (Editor of More Together) could have a discussion with us re distribution and costs.

(At this point Steven and Tom joined the meeting)

**Item 4 : Community Development Worker:** 10 applications had been received for the post. It was decided the Interview panel would comprise Matt, Dan & Dorothy, who would review the applications and make the shortlist and then begin work on a framework for management of the role, to be built into the new Plan. Viv offered to assist with developing the framework. **ACTION:** Johnny to send applications to the panel.

**Item 5 : Action Plan Meeting:** It was discussed if the next Plan discussion meeting should be for half a day or a full day. It was decided to hold the Annual Review discussion and Plan meeting on the same day and go for a full day. Date and venue to be decided. **ACTION:** Gill to arrange.

**Item 6 : Meet The Partnership:** Keeley has proposed that we introduce a Meet the Partnership page to the WEM website to introduce ourselves to the community. After discussion it was decided that Keeley should proceed with obtaining short bio's from all the partners and that instead of photographs, caricatures or something similar could be used to reflect that WEM is quite an 'arty' body of people. **ACTION:** Keeley to follow up.

**Item 7 : Long Term Thinking:** Tom's email regarding 'long-term thinking' and sustainability of funded projects was discussed. Viv added that the new funding forms would look to

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address this. It was decided this should also be a part of the Annual Review thinking. Sian added at this point that we had recently received £140,000 in interest to add to the Million as a result of low-risk investments, but sustainability should definitely be a part of the new Plan and that Big Local would expect it. Dan asked if he could have more details about the low-risk investments. **ACTION:** Sian to pass details to Dan.

**Item 8 : Meeting Location:** Mike said we had paid till the end of December for the St. Barnabus meeting room. A discussion took place about the future location of the Partnership meetings and if it should rotate venues around key community places? Suggestion was made that we could hold a public 'open surgery' 2 hours prior to the meetings which the new Community Development Worker could facilitate once in post. This was agreed. The venues suggested comprised The Sanctuary, West End Impact, The Carleton, The Exchange Creative, Stanley's, Regent Park Cafe, and the Churches on Stanley Rd and Sefton Rd. Gill agreed to contact The Sanctuary as the venue for January. **ACTION:** Gill to contact Sue at The Sanctuary.

**Item 9 : AOB:**

**Item 9.1** It was discussed how to go about selecting a new LTO. Sian advised that this could be a part of her role as Big Local rep if we wanted it to be. It was decided to revisit this matter after the January Annual Review/new Plan day. The LTO would need to be in place 6 weeks before a new Plan is submitted to Local Trust.

**Item 9.2** Tom mentioned that The Melting Pot have a community music event with mostly local performers on at The Carleton on Thursday (14<sup>th</sup>) 7-10pm

**Item 9.3** Matt handed out programmes for his Merry Fringemas event at the Carleton 12th-16<sup>th</sup> December.

**Item 9.4** Sian asked if there was a WEM flyer that could be made available at events such as the above mentioned ones. **ACTION:** JB to find a flyer that is thought to be in the Google Drive and send to all partners.

**Item 10 :Date and Time of Next Meeting:**

### ACTIONS:

1. **ACTION:** Sian to contact the LTO re extending resignation period.
2. **ACTION:** Viv to continue reworking the funding request form.
3. **ACTION:** Sian to email a review form to all partners.
4. **ACTION:** Johnny to email all members re the election with role descriptions of the 2 positions.
5. **ACTION:** Johnny to send applications to the panel.
6. **ACTION:** Gill to arrange a date/venue for the annual review/Plan meeting.
7. **ACTION:** Keeley to follow up on the 'meet the partnership' page.
8. **ACTION:** Sian to pass details to Dan of 'low-risk' investments.
9. **ACTION:** Gill to contact Sue at The Sanctuary.
10. **ACTION:** JB to find a flyer that is thought to be in the Google Drive and send to partners.