

# WEM MINUTES: June 2018

**Date:** 11/06/2018      **Location:** St. Barnabus Church      **Time:** 7.00pm – 9.00pm

**Present:** Dan Spencer (Chair), Sian Jay (Big Local), Jo Bambrough, Mike Barr, Johnny Bean (Secretary), Viv Brunsdan, Steve Coghlan, Ali Crisp (new member), Matt Panesh, Chris Price, Joe Robinson (Community Development Worker), Gill Taylor, Pat Williamson.

**Apologies:** Keeley Baughan, Dorothy Crisp, Martin Houghton, Louise Bryning (Press Officer).

**Declarations of Conflict of Interest:** Gill and Pat both declared conflicts of interest re Item 2: WEM Venue.

Topic	Discussion	Action/Decision	Responsibility
<b>The Minutes of the last meeting</b>	Viv noted Gill had been omitted in the minutes from the Community Chest Task Group.	<b>ACTION:</b> Johnny to amend and post on website/archive	<b>Johnny</b>
<b>Outstanding Actions</b>	1. Matt/Dan to investigate costs of carnival float.	<b>DECISION:</b> to forego this year and consider providing a way fro local groups to take part next year.	
	2. Johnny to administer Big Local Connects representatives.	See item 7	
	3. Johnny to share updated partnership list and G-Drive link (where list is stored)	Done.	
	4. Dan to share plan/Review docs for final comment.	Done.	
	5. Mike/Chris to insert cash flow projection in plan.	Done.	
	6. Community Chest Task Group to arrange meeting.	Carried forward.	<b>Gill, Steve, Viv &amp; Dorothy</b>
	7. Dan to arrange meeting with Tracey Brown (Alhambra).	Done. Tracey to get back to us.	
	8. Joe/Johnny to continue development of website strategy.	See item 5 below.	
	9. Comments on website strategy to be notified to JB.	Done. There were no comments.	
	10. Sian to invite Matt Leach to meet WEM.	<b>DECISION:</b> Matt Leach (CEO, Big Local) will be coming to meet us on 31 <sup>st</sup> Aug around lunchtime. Time TBC. Dates in diaries please.	<b>All</b>
<b>Item 1</b>	<b>Review and Plan Documents:</b> Both docs have been submitted to Big Local for review. Assessor to be appointed who will want to meet with some partnership members. We will be in position to spend	<b>ACTION:</b> New grant forms need completing. To be agreed via email. Viv to send to Johnny for circulation. Comments to	<b>VIV/JB</b>

## WEM MINUTES: June 2018

	money after approval of plan from Big Local. Expected July.	Johnny. <b>DECISION:</b> Forms needed for Community Chest grants. <b>ACTION:</b> Viv to work on forms, Louise to do Press Release and advise on doing an advert. <b>DECISION:</b> At the next meeting we will discuss how we move from outcomes to action.	<b>VIV/JB/Louise</b>
<b>Item 2</b>	<b>WEM Venue:</b> Dan circulated a proposal to use Stanley's as a regular venue for WEM meetings. A discussion took place.	<b>DECISION:</b> Approved in principle with trial of 6 months. Room to be booked 6-10pm for 7-9pm meeting. Same principle to apply to St. Barnabus for tonight's meeting. Wherever meetings are held in the future we will pay a minimum of £25 per hour in order to support local enterprises. <b>ACTION:</b> Johnny to send letter to Robyn at Stanley's.	<b>Johnny</b>
<b>Item 3</b>	<b>Printed Newsletter:</b> Item brought for discussion by Chris. Should we consider a printed WEM newsletter as do More Together? Discussion took place re Purpose? Delivery method? Regularity? Should we tender it out as a WEM managed project?	<b>DECISION:</b> Put communication onto next agenda for further discussion. <b>ACTION:</b> Chris and Joe to discuss prior to next meeting. <b>ACTION:</b> Johnny to provide analytics of email newsletters for discussion.	<b>Johnny</b>  <b>Chris/Joe</b>  <b>Johnny</b>
<b>Item 4</b>	<b>Joe's Update:</b> Much of month was taking TOIL for busy previous months. Working mostly now on website and putting a map together of the area as most maps inc. Google are inaccurate. Also follow up phone calls to community groups.	<b>DECISION:</b> <b>ACTION:</b> Mike to provide A1 map to Joe	<b>Mike</b>
<b>Item 5</b>	<b>Website Review:</b> Discussion re who will deliver a rebuild/relaunch and how to manage a tender proposal.	<b>DECISION:</b> Continue discussion outside meeting. <b>ACTION:</b> Johnny to add to next agenda.	<b>Johnny</b>
<b>Item 6</b>	<b>Community Chest Task Group update:</b> No update.	<b>DECISION:</b> <b>ACTION:</b> Group to arrange a	

## WEM MINUTES: June 2018

		meeting.	
Item 7	<b>Big Local Connects:</b>	<b>DECISION:</b> Steve and Martin to book places. Yak to consider attending for LDCVS. <b>ACTION:</b> Johnny to send info to Yak.	<b>Johnny</b>
Item 8	<b>Morecambe Partnership working update (standing item):</b>	<b>DECISION:</b> Next MIG meeting on 11 <sup>th</sup> July (noon) at Stanley's <b>DECISION:</b> Viv/Ali to attend <b>DECISION:</b> Yak to include WEM in any other networking opportunities.	<b>Viv/Ali Yak</b>
Item 9	<b>Morecambe Community Collective meeting update:</b> Pat shared minutes of the recent steering group meeting for discussion. How do we make the new plan work for partnership working? Do we share out goals and outcomes with the collective?	<b>DECISION:</b> To continue discussion next meeting <b>ACTION:</b> Johnny to add to next agenda. <b>ACTION:</b> Jo to share minutes of the last open meeting of the community collective.	<b>Johnny Jo</b>
AOB	<ul style="list-style-type: none"> <li><b>Ipads:</b> Partnership members should have easy and on-the-go access to IT. Any hardware purchased to be property of WEM not the individual user.</li> </ul>	<b>DECISION:</b> We conduct a review of IT needs and any other access barriers to being a partnership member. e.g. travel, care issues, disabilities. Also source IT training facilities in the area. Policy/protocol for iPad use to be developed. <b>ACTION:</b> Johnny to email partners privately to review needs, and look into local IT courses. Johnny to get quotes for iPads.	<b>Johnny</b>
	<ul style="list-style-type: none"> <li><b>Flags:</b> Mike clarified ownership and location of the West End flags.</li> </ul>	<b>DECISION:</b> More Music to be contacted if any use of the flags is required.	
	<ul style="list-style-type: none"> <li><b>Young Person's Forum:</b></li> </ul>	<b>ACTION:</b> Yak to circulate date of next forum meeting for WEM rep to observe.	<b>Yak</b>
	<ul style="list-style-type: none"> <li><b>Wasteland into Gardens:</b> Discussion re use of local wasteland areas for possible green /exercise space development.</li> </ul>	<b>DECISION:</b> Gill is currently working on local mapping of possible sites/uses. Approach someone like Ground work for assistance.	

## WEM MINUTES: June 2018

		<b>ACTION:</b> Yak to share info on park runs to Johnny.	<b>Yak</b>
	<ul style="list-style-type: none"><li>• <b>Town Council:</b></li></ul>	<b>DECISION:</b> Dan/Sian meeting local councillor on Weds this week.	
	<ul style="list-style-type: none"><li>• <b>Apologies for the next meeting:</b></li></ul>	Pat gave apologies.	

The Next meeting will be held on Monday July 9<sup>th</sup> at Stanley's Youth & Community Centre, 79-83 Stanley Rd, Heysham, Morecambe LA3 1UT  
From 7pm-9pm (room available from 6-10pm).