

WEM MINUTES: August 2018

Date: 13/08/2018 **Location:** Stanley's Youth & Community Centre **Time:** 7.00pm – 9.00pm

Present: Jo Bambrough, Mike Barr, Viv Brunsten, Steve Coghlan, Ali Crisp, Dorothy Crisp, Chris Price, Dan Spencer (Chair), Pat Williamson, Johnny Bean (Secretary), Sian Jay (Big Local).

Apologies: Keeley Baughan, Martin Houghton, Matt Panesh, Gill Taylor, Joe Robinson (Community Development Worker), Louise Bryning (Press Officer) and Yak Patel (LTO Officer).

Absent: Simon Das

Declarations of Conflict of Interest:

Topic	Discussion	Action/Decision	Responsibility
The Minutes of the last meeting	The minutes of the last meeting were not discussed.	DECISION: The minutes of the last meeting to be agreed by email. ACTION: Johnny to circulate minutes for agreement.	Johnny
Conflicts of interest	The Chair clarified potential conflicts of interest around the distribution of funding including, for example, the forthcoming Plan Launch event.	DECISION: Partners may attend as representatives of WEM or their organisation, but not appropriate to be both.	
Outstanding Actions	All outstanding actions were completed.		
<p>Item 1: Plan implementation/Plan launch</p> <p>Jo declared a potential conflict of interest at this point – the partnership decided that it was appropriate for Jo to be present for this item and to contribute to the discussion.</p>	<p>A discussion took place regarding how to move forward with plans to launch the new plan, which has now been approved by Local trust, following successful responses to the assessors questions regarding our LTO.</p> <p>Purpose, date, venue, duration and format of the plan launch were discussed.</p> <p>An invite list is needed. Invites to be sent one month before the event with follow up reminders.</p>	<p>DECISION: 12 months of funding approved by Local Trust. To be reviewed in 9 months.</p> <p>DECISION: The launch event will be a relationship building opportunity to share our new outcomes and listen to the community. Agreed it should be a Thursday, lunchtime (12-2) meeting (end of Sept/start Oct) with food at The Alhambra (if available), with table discussions themed on plan areas.</p> <p>ACTION: Chris and Sian to work on format of discussions.</p> <p>ACTION: Dan to check availability of Alhambra. Dan to deliver opening presentation, with help planning from Viv and Jo.</p> <p>ACTION: Sian to send copy of final plan to Johnny for filing, adding to website and circulation to partners.</p> <p>ACTION: Chris to produce Save The Date graphic.</p> <p>ACTION: Dorothy to make practical arrangements</p> <p>ACTION: Pat and Johnny to begin</p>	<p>Chris/Sian</p> <p>Dan/Viv/Jo</p> <p>Sian/Johnny</p> <p>Chris</p> <p>Dorothy</p> <p>Pat/Johnny/All</p>

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		work on the invite list, then open out to all for completing. ACTION: Johnny to source contact list from Joe for above. ACTION: Dan to convene additional meet this weekend for discussion.	partners Johnny Dan
Item 2: Visit from Local Trust CEO	A discussion took place around the arrangements for the visit of Matt Leach (CEO of Local Trust) on 31/8/18 from 11.30-3pm.	DECISION: Showcase successes and failures. Create trail around West End stopping off at places of particular passion/interest to partners, ending with coffee. ACTION: All partners to suggest potential stop off venues for the trail. ACTION: Chris to produce google map of route. DECISION: Dan's weekend meeting to discuss this also	All partners Chris
Item 3: Community Chest task group update	The task group met pre-meeting and gave an update on the proposed grants panel process.	DECISION: Proposed process accepted. Grant panel, chaired by Gill, will be delegated authority to make funding decisions based on the proposed process. Decisions will be taken to partnership for final ratification.	
Item 4: Website / Communications update	Johnny gave a short presentation of the new website design, with all content provided by the Community Development worker and approved by the Partnership. In his absence Joe circulated his monthly report by email. Sian read out the report.	DECISION: Website to be launched on 31 st August to tie in with Local Trust CEO visit. ACTION: Johnny to continue website work and discuss with Joe. ACTION: Joe to work with Kevin of More Together magazine on final issue due under previous funding, with Royal Mail postcode delivery.	Johnny/Joe Joe
Item 5: LTO	The item was discussed in the context of item 1.		
Item 6: Big Local essay	An essay by journalist Hazel Shepherd on WEM was circulated before the meeting and discussed for factual inaccuracies. Pre meeting email discussions around arts funding in the essay were noted, but discussion was kept to factual inaccuracies in the essay.	ACTION: All partners to report factual inaccuracies to Johnny. Dan will complete summary to send on.	Johnny/Dan
Item 7: Creative Civic Change	Big Locals new fund was discussed. Creative Civic Change seeks to support at least 10 communities	DECISION: An expression of interest should be made by a consortium of local arts	

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	<p>across England who are using the arts and creativity to make positive social change in their local areas. The 10 areas are to be supported by Local Trust with between £50,000 and £300,000 each. Initial expressions of interest are being invited. A discussion of the fund took place.</p>	<p>organisations, supported and endorsed by West End Million. ACTION: Jo to do some work on the expression of interest and look into what the expectations on WEM and the Chair would be.</p>	Jo
Item 8: Invite from St. Barnabus Church	<p>We have received an invitation from St. Barnabus church in the West End to attend the inauguration of the new vicar, the Reverend Michael Childs on Mon Sept 24th.</p>	<p>DECISION: Mike accepted the invitation and will attend. ACTION: Johnny to RSVP on Mike's behalf.</p>	Johnny
Item 9: Partnership Resources review update	<p>Johnny gave a final report on the IT and resources review currently underway.</p>	<p>DECISION: Mike to follow up on procurement policy with LTO.</p>	Mike
AOB	<p>Local Trust have put Sian in touch with Helen Nicol of Blue Chula, a consultancy working with communities on housing and regeneration projects. We have been asked if we would like them to work on a case study using Morecambe and to look at how we might best achieve our outcomes in these areas. A short discussion took place.</p>	<p>DECISION: Agreed to invite Helen to the meeting on Aug 31st. ACTION: Sian to invite Helen.</p>	Sian

The Next meeting will be held on Monday September 10th at Stanley's Youth & Community Centre, 79-83 Stanley Rd, Heysham, Morecambe LA3 1UT

From 7pm-9pm (room available from 6.30).