

# WEM MINUTES: November 2018

**Date:** 12/11/2018      **Location:** Stanley's Youth & Community Centre      **Time:** 7.00pm – 9.00pm

**Partners present:** Jo Bambrough, Mike Barr, Viv Brunsdon, Steve Coghlan, Ali Crisp, Chris Price, Dan Spencer (Chair), Gill Taylor, Pat Williamson,

**63% resident attendance, quorate.**

**Others present:** Johnny Bean (Secretary), Louise Bryning (Press Officer), Sian Jay (Big Local), Rebecca Mead (Communities in Control, Lancaster University), Nick Moule (Researcher, Manchester University) and Lee Reeve (local resident).

**Apologies:** Dorothy Crisp (attending Coastal Communities Team meeting), Joe Robinson (Community Development Worker, attending Manchester meeting) and Yak Patel (LTO Officer).

**Absent:**

Topic	Discussion	Action/Decision	Responsibility
<b>The Minutes of the last meeting</b>	The minutes of the last meeting were discussed.	<b>DECISION:</b> The minutes of the last meeting were agreed. <b>ACTION 1:</b> Johnny to publish minutes on website.	<b>Johnny</b>
<b>Conflicts of interest</b>	3 Potential areas of conflict of interest were identified (i: Jo B re next steps, iii: Dan re CCC and c: Pat re community chest).	As these were not decision making discussions, no one was asked to withdraw.	
<b>Outstanding Actions</b>	<p>Joe sent in an update on his actions progress.</p> <ul style="list-style-type: none"> <li>• He is progressing on youth partnership idea (proposal circulated). Jo B talked through the proposal.</li> <li>• Dan to share podcasts when available.</li> <li>• Academy of Urbanism meeting set for Mon 3<sup>rd</sup> December at 6pm.</li> <li>• Sian has spoken with LDCVS regarding recent salary and procurement issues.</li> <li>• Joe following up on Xmas lights and Hanging baskets.</li> <li>• Jo to write short 150 word piece on Building Wealth Creation for a website post.</li> <li>• Louise felt moment had past for a response piece to recent news items.</li> </ul>	<p><b>DECISION:</b> Initial budget of £500 approved for youth partnership to spend on projects of their own decision. Bright Ideas forms to be used for each age group. Look into schools including it as part of "citizenship". No objections.</p> <p><b>ACTION 2:</b> Johnny to sort photo release forms with Jo B.</p> <p><b>ACTION 3:</b> Ongoing</p> <p><b>DECISION:</b> Steve, Mike, Viv, Chris and Dan to attend.</p> <p><b>ACTION 4:</b> Johnny to book Stanley's.</p> <p><b>DECISION:</b> LTO will try to ensure a representative will attend all future meetings, and draft a memorandum of understanding.</p> <p><b>ACTION 5:</b> Ongoing</p> <p><b>ACTION 6:</b> Ongoing</p> <p><b>DECISION:</b> The partners agreed it was too late.</p>	<p><b>Johnny</b></p> <p><b>Dan</b></p> <p><b>Johnny</b></p> <p><b>Joe</b></p> <p><b>Jo B</b></p>

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<p><b>Introductions</b></p>	<p>The partners and the observers introduced themselves. Rebecca from Lancaster University talked about the Communities in Control project, which is involved with 15 Big Local areas. Looking to interview 10 people, 5 now, 5 later and observe a few meetings. Each Big Local area receives £750 for participating and can contribute to the interpretation of the analysis and findings. Lee is a West End resident, interested in joining the partnership. Nick is a researcher at Manchester University looking at issues affecting deprived neighbourhoods in peripheral towns. Dan talked about the WEM partnership and meeting protocols for partners and observers.</p>	<p><b>ACTION 7:</b> Johnny to confirm partners are happy to share emails with Rebecca for follow up and share to Rebecca.</p>	<p><b>Johnny</b></p>
<p><b>Item 1: Meeting Arrangements</b></p>	<p>A short discussion took place about the poll results to decide potential best days to meet.</p>	<p><b>DECISION:</b> Midweek days are most popular. Stick to 2<sup>nd</sup> Mondays in the month for now and review again later. If partners come across people saying evenings restrict them from joining please ask them to email us. <b>ACTION 8:</b> Sian to check Big Local rules on childcare provision.</p>	<p><b>Sian</b></p>
<p><b>Item 2: Chairing Arrangements</b></p>	<p>The urgency around Dan needing to stand down as Chair in January is less urgent now.</p>	<p><b>DECISION:</b> Anyone who would like to stand as Chair is urged to give it a go and put themselves forward. Next meeting to include review of constitution/code of conduct/role of chair/possible vice chair role. <b>ACTION 9:</b> JB to add to agenda</p>	<p><b>Johnny</b></p>
<p><b>Item 3: Launch Feedback/Next Steps</b></p>	<p>We heard feedback reports from all the partners who had attended the Plan Launch drop-in. Generally very positive, some negative attenders, a good opportunity to talk with all and explain the new way of working. Some organisations were linked up and potential partners identified.</p>	<p><b>DECISION:</b> Some partners had issues with the drop-in forms transcribed by Johnny. <b>ACTION 10:</b> Johnny to re-send as pdf. <b>ACTION 11:</b> Viv to put a table together identifying shared ideas, gaps and cross referencing with the plan.</p>	<p><b>Johnny</b> <b>Viv</b></p>
<p><b>Item 4: Staffing Arrangements</b></p>	<p>Item carried over to the next meeting.</p>		

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<p><b>Item 5: Website</b></p>	<p>Item carried over to the next meeting and start of branding process.</p>	<p><b>ACTION 12:</b> Can everyone please read Joe’s social media protocol (shared at the last meeting) and Chris’s website text review.</p>	<p><b>All</b></p>
<p><b>AOB</b></p>	<p><b>1. Community Chest:</b> The applications review panel discussed the Community Chest applications received from Stanley’s (£500 for flu jabs) and Out in the Bay (£500 for a website). The Stanley’s application was dealt with speedily due to the time sensitivity of the need for jabs.</p> <p>A new community chest application has been received in jpeg format (phone snaps).</p>	<p><b>DECISION:</b> The panel has approved both applications, No objections , so final approval given.  <b>DECISION:</b> suggested the panel meet before the next meeting to agree an application process timetable.  <b>ACTION 13:</b> Mike to inform applicants.  <b>ACTION 14:</b> Johnny to make Community Chest a standing agenda item.  <b>ACTION 15:</b> Johnny to transcribe the scans into doc format and re-send to review panel.</p>	<p><b>Mike</b></p> <p><b>Johnny</b></p> <p><b>Johnny</b></p>
	<p><b>2.</b> Creating Civic Change – the submission to Big Local for the Creating Civic Change fund was successful. Based on idea of creating infrastructure in the form of skills for the community to engage with arts. Big congratulations to the team who put the submission together. We had mixed response to arts in public survey and reflected this in our plan, but this new fund means we can still pursue art as means of delivering our outcomes.</p>	<p><b>DECISION:</b> we need representation at the next meeting. Being moved forward by a working group with arts facilitator. To be fully costed and running by March 2019. Could be 3 days per month for wem rep. Please let Dan know asap if interested in joining working party. Ali, Steve, Mike, Chris and Jo interested.  <b>ACTION 16:</b> Dan to send welcome pack to the above.</p>	<p><b>Dan</b></p>
	<p><b>3.</b> Sian asked who was on Facebook as Big Local are currently using Facebook Workplace as a place to collaborate.</p>	<p><b>ACTION 17:</b> Sian to send Facebook workplace invitations/instructions.</p>	<p><b>Sian</b></p>
	<p><b>4.</b> Louise asked if we can have just one proofreader approving press releases. Discussion around applying same principle to all docs.</p>	<p><b>DECISION:</b> Task group to be set up to look at communication.</p>	

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## The Next meetings will be held on:

- Monday December 10<sup>th</sup>
- Monday January 14<sup>th</sup>
- Monday February 11<sup>th</sup>
- Monday March 11<sup>th</sup>
- Monday April 8<sup>th</sup>
- Monday May 13<sup>th</sup>
- Monday June 10<sup>th</sup>
- Monday July 8<sup>th</sup>
- Monday August 12<sup>th</sup>
- Monday September 9<sup>th</sup>
- Monday October 14<sup>th</sup>
- Monday November 11<sup>th</sup>

at Stanley's Youth & Community Centre, 79-83 Stanley Rd, Heysham, Morecambe LA3 1UT.  
From 7pm-9pm (room available from 6pm).

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## SUMMARY OF ACTIONS:

1. **Johnny** to publish minutes on website.
2. **Johnny** to sort photo release forms for youth partnership with **Jo B**.
3. **Dan** to share podcasts when available.
4. **Johnny** to book Stanley's for 6pm on Monday 3<sup>rd</sup> December.
5. **Joe** following up on Xmas lights and Hanging baskets.
6. **Jo B** to write short 150 word piece on Building Wealth Creation for a website post.
7. **Johnny** to confirm partners are happy to share emails with Rebecca for follow up and share to Rebecca.
8. **Sian** to check Big Local rules on childcare provision.
9. **Johnny** to add Constitution/Code of Conduct/Chair/Vice Chair to next agenda.
10. **Johnny** to re-send drop-in forms as pdf.
11. **Viv** to put a table together identifying shared ideas, gaps and cross referencing with the plan.
12. Can **everyone** please read Joe's social media protocol (shared at the last meeting) and Chris's website text review.
13. **Mike** to inform funding applicants of decisions.
14. **Johnny** to make Community Chest a standing agenda item.
15. **Johnny** to transcribe the community chest application scans into doc format and re-send to review panel.
16. **Dan** to send welcome pack to Ali, Steve, Mike, Chris and Jo.
17. **Sian** to send Facebook workplace invitations/instructions.