

WEM MINUTES: December 2018

Date: 10/12/2018 **Location:** Stanley's Youth & Community Centre **Time:** 7.00pm – 9.00pm

Partners Present: Mike Barr, Viv Brunsdon, Steve Coghlan, Ali Crisp, Dorothy Crisp (left after item 4, due to being unwell), Chris Price, Dan Spencer (Chair), Gill Taylor, Pat Williamson.

Others present: Johnny Bean (Secretary), Sian Jay (Big Local), Joe Robinson (Community Development Worker), Rebecca Mead (Lancaster University, Communities in Control) and Yak Patel (LTO Officer).

Apologies: Jo Bambrough, Louise Bryning (Press Officer), Becky Burns, Lee Reevel

Absent:

Topic	Discussion	Action/Decision	Responsibility
The Minutes of the last meeting	The minutes of the last meeting were discussed. Lee Reevel observed last month's meeting and would like to join the partnership.	DECISION: Agreed, no amendments ACTION: Johnny to publish minutes ACTION: Add Lee to partnership list/google group.	Johnny Johnny
Conflicts of interest	No conflicts were declared.		
Outstanding Actions	<ul style="list-style-type: none"> Johnny and Jo B to discuss photo permissions. Dan to share podcasts. Jo B to write 150 word piece on Building Wealth Creation for blog. Sian to check Big Local rules re childcare Sian to send Facebook Workplace invites to all partners. 	ACTION: Ongoing ACTION: Ongoing ACTION: Ongoing DECISION: OK to pay partners childcare expenses to attend meetings, as per Big Local rules. ACTION: invites still needed for Johnny & Joe	Johnny /Jo B Dan Jo B Sian
Item 1: Launch Follow Up/Academy of Urbanism (AoU).	A meeting took place on Monday last with Kerri from AoU. 2 further meetings to be set up, one with stakeholders and one with communities. To create a mapping of the West End, and produce something actionable. Where our plan launch talks about ideas, AoU talk about spaces and places.	DECISION: 20 stakeholder organisations need identifying for meeting at start of February. ACTION: Joe to make start on identifying stakeholders, then circulate. Need to pull all conversations together. Viv's table identifying shared ideas, gaps and crossovers with our plan is excellent start. Sian & Viv to meet after Xmas to go through Viv's table and identify suitable organisations for early wins. Contact Sian if you wish to join in. ACTION: Johnny to create doodle poll to find best am/pm date in early Feb for stakeholder meeting.	Joe Johnny

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		ACTION: Sian to talk to Kerri re unsuitability of w/c 7 th Jan week.	Sian
Item 2: Creating Civic Change	<p>First Creating Civic Change meeting took place on Sunday with Kerry the artist facilitator from in-situ.</p> <p>Dan talked about Eden North Project and gentrification vs revitalization, and need for all activities to be participatory, inclusive and accessible to all.</p>	<p>DECISION: WEM role in Creating Civic Change is to maintain focus on participatory activity and working together.</p> <p>ACTION: LTO to be set up by mid Jan.</p>	Mike & Dan
Item 3: Community Chest	<p>2 Community Chest applications were reviewed in November – Alhambra (Xmas Party) and Enable (Coach Trip).</p> <p>Acceptance and rejection letter templates discussed.</p>	<p>DECISION: Both applications approved, with recommendation that Enable is approved 'in principle' but with proviso they seek quotations from bus companies. Rejection letter to confirm obligation to return any unspent grant money, and be signed off by panel with admin contact details. All acceptance letters to be sent with monitoring and evaluation forms by LTO and signed off by LTO with LTO contact details.</p> <p>ACTION: Gill to send monitoring and evaluation forms to Yak.</p> <p>ACTION: Sian to circulate suggested amendments.</p> <p>DECISION: Yak & Mike to finalise payment approval process.</p> <p>ACTION: Mike to prepare rejection letter.</p> <p>DECISION: Review panel to meet quarterly in Feb/May/Aug/Nov with cut off dates for applications at end of month prior to meeting.</p> <p>ACTION: Johnny to add cut off dates to website, with notes that it can take up to 8 weeks from decision to receipt of money.</p> <p>DECISION: Need to agree process for making grant awards public.</p> <p>DECISION: Review first quarter applications next quarter.</p>	<p>Gill</p> <p>Sian</p> <p>Mike</p> <p>Johnny</p>
Item 4: Coastal Communities	<p>Dorothy attended the last CC meeting, which was poorly attended overall. New meeting to be set for early in New Year.</p>	<p>DECISION:</p> <p>ACTION:</p>	

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<p>Item 5: Community Development Worker update</p>	<p>Joe gave verbal updates on the following areas of activity:</p> <p>Young people engagement</p> <ul style="list-style-type: none"> • 2 primary schools signed up to young people’s forum for Feb meeting, and both very excited. • Youth activity (12-18yr olds). Initial plan is find youth representatives via local organisations. Initial responses positive. <p>West End Traders</p> <ul style="list-style-type: none"> • Positive discussions with Katy Mashiter of West End Traders Assoc. <p>Parks/Hanging Baskets</p> <ul style="list-style-type: none"> • Hanging baskets. Helen at City Council on indefinite leave (see AOB). <p>Website/Communications</p> <ul style="list-style-type: none"> • Website/social media protocol drafted. • More Together – next issue ready to hit streets in Mid January. <p>Partnership induction</p> <ul style="list-style-type: none"> • Work continuing on induction pack for new partnership members. <p>Credit Union</p> <ul style="list-style-type: none"> • Credit Union have been invited to our January partnership meeting. <p>Big Local</p> <ul style="list-style-type: none"> • Big Local conference. Joe reported back on his attendance of the event. <p>Other</p> <ul style="list-style-type: none"> • Contacted by Jill Burns, a local resident and ex-teacher. Conversation ongoing. 	<p>DECISION: Meeting to be in school time with staff present.</p> <p>DECISION: Informal meeting to be arranged between Dan and Chair of traders.</p> <p>ACTION: Joe to send Katy's contact details to Dan.</p> <p>DECISION: Joe & Johnny to agree protocol and implement.</p> <p>DECISION: Joe to ensure robust source for distribution being used.</p> <p>ACTION: Sian to circulate Wargrave induction pack to all partners.</p>	<p>Joe</p> <p>Sian</p>
<p>Item 6: Governance</p>	<p>Discussion largely curtailed due to lack of time, but short discussion took place regarding conflicts of interest.</p>	<p>DECISION: Item to be put at top of agenda for January meeting.</p> <p>DECISION: Conflicts of interest are a natural occurrence and can be dealt with by either:</p> <ol style="list-style-type: none"> 1. person declares a conflict, 	<p>Johnny</p>

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		<p>leaves room and has no part in discussion or decision.</p> <ol style="list-style-type: none"> 2. Person declares a conflict but stays in room for discussion, but has no part in decision. 3. Person is encouraged to take part in discussion, but has no say in decision. 4. Person plays full part in both discussion and decision. <p>All conflicts to be minuted. Proposal that it be role of the chair to decide on best option for each conflict registered. ACTION: Johnny to request conflicts of interest before items are discussed. ACTION: Sian to circulate amendment notes re v4 of constitution for discussion next meeting.</p>	<p>Johnny</p> <p>Sian</p>
Item 7: Staffing	Discussion cut due to lack of time, but with agreement to place high on agenda next meeting in January.	DECISION: Add to next agenda and make priority to seek Johnny and Joe's view on priority tasks.	
AOB:	<ul style="list-style-type: none"> • Pat queried AoU suggestion that names and contact details of partners be added to the website. • Gill mentioned 'Pocket Parks' a new government initiative, and sought permission to pursue looking into it, with view to advancing discussions with Helen at City Council and Friends of Alexandra Park/possible Skate park relocation Applications need to be in by mid Jan 2019. 	<p>DECISION: Agreed names and photos only to be added. Sian to feed back to Kerri.</p> <p>DECISION: Approval given for Gill to look into Pocket Parks further. Gill to ask for any support she may need.</p>	<p>Sian</p> <p>Gill</p>

The Next meetings will be held on:

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- Monday January 14th
- Monday February 11th
- Monday March 11th
- Monday April 8th
- Monday May 13th
- Monday June 10th
- Monday July 8th

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

APPROVED

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SUMMARY OF ACTIONS:

1. Johnny to publish November minutes.
2. Johnny to add Lee to partnership list/google group.
3. Johnny and Jo B to discuss photo permissions.
4. Dan to share podcasts.
5. Jo B to write 150 word piece on Building Wealth Creation for blog.
6. Sian to check Big Local rules re childcare
7. Sian to send Facebook Workplace invites to Johnny & Joe.
8. Joe to make start on identifying stakeholders, then circulate.
9. Johnny to create doodle poll to find best am/pm date in early Feb for stakeholder meeting.
10. Sian to talk to Kerri at AoU re unsuitability of w/c 7th Jan week for stakeholder meeting.
11. Mike & Dan to arrange set up of LTO for Creating Civic Change by mid Jan.
12. Gill to send monitoring and evaluation forms to Yak.
13. Sian to circulate suggested amendments to acceptance letter.
14. Mike to prepare rejection letter.
15. Johnny to add cut off dates to website, with notes that it can take up to 8 weeks from decision to receipt of money.
16. Joe to send Katy Mashiter's contact details to Dan.
17. Sian to circulate Wargrave induction pack to all partners.
18. Johnny to request conflicts of interest before items are discussed.
19. Sian to circulate amendment notes re v4 of constitution for discussion next meeting.