



WEM Minutes	Date: 08/04/2019 at 7pm
Chaired by: Chris Price Minuted by Johnny Bean (Secretary)	Location: The Venue, Sandylands School, Morecambe

Name	Present	Apologies
Jo Bambrough	✓	
Mike Barr		✓
Viv Brunsden	✓	
Steve Coghlan	✓	
Ali Crisp	✓	
Chris Price (Chair)	✓	
Lee Reeve	✓	
Dan Spencer	✓	
Gill Taylor		✓
Pat Williamson	✓	
Johnny Bean (Secretary)	✓	
Louise Bryning (Press Secretary)	✓	
Sian Jay (Big Local rep)	✓	
Joe Robinson (Community Development Worker)	✓	
Yak Patel (LTO Rep)	✓	
Rebecca Mead (Communities in Control, observer)	✓	

Item 1.0: Apologies and Introductions

Documents: Agenda

Discussion: Mike and Gill sent apologies. Kat Hilton came at 6pm with intention to observe as a potential new partnership member but was unable to stay past 6.30 and will come to the next meeting. Apologies were also received from the two headteachers of Sandylands School and West End Primary School.

Actions: Johnny to invite Kat Hilton to the May meeting.

Item 2.0: Minutes from the Last Meeting/Matters Arising not on the agenda

Documents: Minutes of the Last Meeting/Actions

Discussion:

Decision: The Chair asked the Secretary to circulate the minutes of the last meeting for approval via email.

Actions: Johnny to circulate the MOLM for approval via email.



Item 2.1: Pocket Parks progress

Documents:

Discussion: Pat gave a verbal update on the progress of the Pocket Parks project.

Decision: Pat was thanked and asked to keep us up to date at the next meeting.

Actions: **Johnny** to circulate the Pocket Parks update via email. **Johnny/Chris** to add 'Pocket Parks update' to the next agenda.

Item 2.2: Hanging Baskets

Documents:

Discussion: Joe reported that he had followed up with David Croxhall, Morecambe Town Clerk and David had confirmed he would use leverage to get things moving.

Decision:

Actions:

Item 2.3: Community Chest panel

Documents:

Discussion: The process discussed at last months meeting for the Development Worker to 'triage' submissions was discussed and approved as below.

Decision: The Community Development Worker (with the chair) will triage all incoming submissions including Community Chest at a basic level (on the right form / around £500 / etc.). It was confirmed that the Community Chest review panel is having its next scheduled meeting soon and Sian will be attending.

Actions: **Johnny/Sian** to liaise and arrange date for next CC review panel meeting.

Item 2.4: Insurance

Documents:

Discussion: Yak reported that the insurance documents for WEM had been updated to cover WEM for public liability as related to events, IT equipment and GDPR data protection. The quote for the year was £318.95

Decision: Yak was thanked and the quote was approved by consensus.

Actions: **Yak** to send a hard copy of the public liability certificate to the Secretary for filing and safe keeping.

Item 2.5: Branding

Documents:

Discussion: Chris reported that he had unfortunately not had time to look further at the branding documents.



Decision: A £50 budget for Morecambe Bay Credit Union promotional posters was approved. Agreed Joe to send invoice to Yak.

Actions: **Johnny/Chris** to meet, review and action website changes in next two weeks. **Joe** to invoice Yak for £50.

Item 4.2: Stanley's Youth & Community Centre report

Documents: Stanley's proposal report April 19

Conflicts of Interest: Pat & Steve both declared a conflict of interest as they both work/volunteer with Stanley's.

Discussion: Joe has met with Stanley's and Chris Greenwood of Bay Medical Group. Stanley's have a new vision plan for direction, sustainability, charitable status etc. Many of their outcomes match our own. Bay Medical are putting around £12k into the plan. Suggestion of WEM establishing a 'foundation project' of broad support for the 1st year of 'new' Stanley's. Support could range between £15000 and £17500 as an optimum figure. Do WEM want to support the idea of a foundation Project? A discussion took place.

Decision: An informal process was agreed for larger partnership projects. Agreed process will be (1) start with conversation/s (2) Outline stage presented to partnership in brief written summary (max 2 sides A4) for initial review with a broad, general yes/no indication (no guarantees) to proceed and (3) if successful, move toward completing application for submission to the partnership.

Actions: **Joe** to respond to Stanley's in line with above agreed process and confirm that the partnership is interested in receiving an application from Stanley's.

Item 4.3: WEM Children's Forum report

Documents: WEM Children's forum report March 2019

Discussion: Joe reported that the first WEM Children's Forum had taken place and was really successful. Discussion took place about how next to proceed, whether to establish both a children's forum and a young people's forum, and the potential to delegate funds for them to spend on own ideas.

Decision: Report requires proof-reading and placing in the online info library. Funds to be discussed in next meeting with larger allocation of time for full discussion. Yak suggested Credit Union and CAB could link in to provide some financial literacy learning within the forum/s. No agreement reached. Discuss at future meeting.

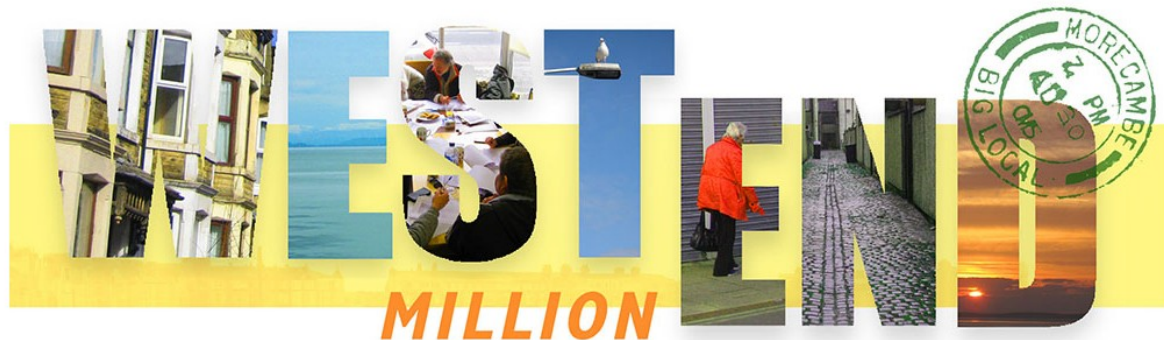
Actions: **Johnny** to proof-read report, and make live when approved. **Johnny/Chris** to add as Children's Forum item to next agenda.

Item 5: Financial report

Documents: Quarterly Treasurers Report 3rd April 2019, WEM 4th Plan Current Spreadsheet 1st July 2018 to 31st March 2019, Enable Project application form - FINAL

Discussion: Yak gave a summary of the current finances. A short discussion took place.

Decision: It was agreed that Sian and Yak should continue developing a Memorandum of Understanding and financial reporting process between WEM and the LTO, agreeing basic service level provided by the LTO and any items for 'over and above' fees.



Actions: Sian and Yak to discuss development of an MOU.

Discussion: The Treasurer's report included an item about a recent Enable application (already approved) in which coach fees were under estimated and a correct quote had now been obtained. On the matter of the Community Chest designated limit, point was raised that older discussion had reduced community chest grants from £1000 down to 'around £500' but that the limit of £1000 could be a delegated maximum for Community Chest panel to work within.

Conflict of Interest: Viv and Ali, though not connected to the Management of Enable, do work with them, so both registered a potential conflict of interest, as had Viv at the panel review meeting, and who then took no part in the decision.

Decision: The partnership agreed by consensus to cover the full £670 (including food for 35 people) for the Enable application.

Actions: Johnny to send the Enable coach quote to Yak.

Discussion: The Treasurer's report raised the possibility that we are behind on the year's spending, and a point was raised with reference to staff costs. A discussion took place.

Decision: The partnership wished to make it clear that they do not measure the value of the paid workers by the spend the partnership has agreed. It was strongly noted about the positive contributions that the paid workers have made/are making and the wider social benefit return they provide. The point was also made that spending on profile is not something to be concerned about, certainly not at this stage.

Item 6: Health & Well-being Fair

Documents: H&W Fair - update

Discussion: Due to time constraints it was requested that all partners please read the update that was circulated prior to the meeting.

Decision: The next meeting to discuss the Health & Well-Being fair will be on Thurs 11th April at 2.30pm. Agreed that Viv should be the WEM rep for the Health & Well-Being fair meeting.

Actions:

Item 7: Creative Civic Change

Documents:

Discussion: The Creative Civic Change consultation event took place and was well attended. The application has been submitted and an early response is expected.

Decision:

Actions:

Item 8: Project Appraisal

Documents: WEM Plan 2018-2021 - the story so far

Discussion: The process was agreed at the last meeting by which all submissions, conversation requests etc. go to The Secretary for registering/tracking. Sian presented a review of all project ideas to date (under the new plan) and a short discussion took place. The amount of work so far was encouraging.



Decision: The Secretary will provide quarterly updates on the document moving forward.

Actions: **Johnny** to send out a copy of the WEM Plan 2018-2021 - the story so far document. All partners to help Johnny fill in gaps in detail. **Johnny/Chris** to add project ideas 'red boxes' to a future agenda for follow up. **Johnny/Sian** to liaise and arrange date for next CC review panel meeting which Sian will attend. **Johnny** to send all recent CC applications to the panel.

Item 9: AGM

Documents:

Discussion: Due to time constraints, discussion was held over to the next meeting.

Decision:

Actions: **Johnny/Chris** to add AGM to next agenda.

Item 10: AOB

10.1 Discussion: Yak noted that Si Bellamy (Head of Eden Project International) would like to come and talk to the partnership at the next meeting in May.

Decision: Agreed we should invite Si Bellamy to the next meeting to talk from 6pm-7pm before the meeting starts at 7pm.

Actions: **Yak** to invite Si Bellamy to a 6pm-7pm talk at the next meeting.

10.2 Discussion: Where to hold next meeting.

Decision: It was agreed previously that we should rotate the meeting space around the West End, so having spent a number of months at Stanley's we should set out an intention with Sandylands School to use The Venue for the next 6 months.

Actions: **Johnny** to arrange booking The Venue for next 6 months.

10.3 Discussion: Positive News items: Louise asked about positive news items for press releases, and requested a partner to be in the Credit Union photograph.

Decision: Children's Forum/Bay Casting/Credit Union to be used as a positive news items and Dan to be in the Credit Union photograph.

Actions: **Joe** to write up Children's Forum as positive news item.

10.4 Discussion: Enable. Last year Dan met with Enable and Bay Medical Group to talk about their plans, and now needs an indicator of how to proceed.

Decision: Item needs to be on the agenda for next meeting with enough time for full discussion/decision.

Action: **Johnny/Chris** to put Enable project on the agenda for decision at next meeting. **Johnny** to circulate the submission for everyone to read beforehand.

Next Meeting:

- Mon 13th May, 6pm at The Venue, 134 Balmoral Rd, Morecambe LA3 1HH (**please note the earlier start time**)





Summary of Actions:

- ~~Johnny~~ to invite Kat Hilton to the May meeting.
- ~~Johnny~~ to circulate the MOLM for approval via email.
- ~~Johnny~~ to circulate the Pocket Parks update via email.
- ~~Johnny/Chris~~ to add 'Pocket Parks update' to the next agenda.
- ~~Yak~~ to send a hard copy of the public liability certificate to the Secretary for filing and safe keeping.
- ~~Johnny/Chris~~ to add 'Branding' as an item to the next agenda.
- ~~Chris~~ to send feedback to the designer.
- ~~Yak~~ to provide final quotes for IT equipment.
- ~~Yak~~ to put IT user policy together.
- ~~Johnny and Yak~~ to arrange a meeting re purchase of appropriate mobile data SIM cards.
- ~~Sian~~ to get back to AoU to request a 2nd workshop in June and agree content focus.
- ~~Chris~~ to look into arranging a Granby St visit.
- ~~Johnny/Chris~~ to meet, review and action website changes in next two weeks.
- ~~Joe~~ to invoice Yak for £50.
- ~~Joe~~ to respond to Stanley's in line with above agreed process and confirm that the partnership is interested in receiving an application from Stanley's.
- ~~Johnny~~ to proof-read report, and make live when approved.
- ~~Johnny/Chris~~ to add Children's Forum as item to next agenda.
- ~~Sian and Yak~~ to discuss development of an MOU.
- ~~Johnny~~ to send the Enable coach quote to Yak.
- ~~Johnny~~ to send out a copy of the WEM Plan 2018-2021 – the story so far document. All partners to help Johnny fill in gaps in detail.
- ~~Johnny/Chris~~ to add project ideas 'red boxes' to a future agenda for follow up.
- ~~Johnny/Sian~~ to liaise and arrange date for next CC review panel meeting which Sian will attend.
- ~~Johnny~~ to send all recent CC applications to the panel.
- ~~Johnny/Chris~~ to add AGM to next agenda.
- ~~Yak~~ to invite Si Bellamy to a 6pm-7pm talk at the next meeting on May 13th at The Venue.
- ~~Johnny~~ to arrange booking The Venue for next 6 months.
- ~~Joe~~ to write up Children's Forum as positive news item.
- ~~Johnny/Chris~~ to put Enable project on the agenda for decision at next meeting.
- ~~Johnny~~ to circulate the Enable submission for everyone to read beforehand.