

**WEM Minutes** **Date:** 13/05/2019 at 6pm

**Chaired by: Chris Price** **Location:** The Venue, Balmoral Road, Morecambe  
 Minuted by Johnny Bean (Secretary)

Name	Present	Apologies
Jo Bambrough	✓	
Mike Barr	✓	
Viv Brunsden	✓	
Steve Coghlan	✓	
Ali Crisp	✓	
Chris Price (Chair)	✓	
Lee Reevell	✓	
Dan Spencer	✓	
Gill Taylor	✓	
Pat Williamson	✓	
Johnny Bean (Secretary)	✓	
Louise Bryning (Press Secretary)	✓	
Sian Jay (Big Local rep)	✓	
Joe Robinson (Community Development Worker)	✓	
Kevin Goodall (LTO Rep)	✓	
Yak Patel (LTO Rep)		✓
Kat Hilton (observer, potential member)	✓	
Rebecca Mead (Communities in Control, observer)		✓
Natalie Thomas (observer, potential member)	✓	
Dorothy Crisp (observer, potential re-joining member)	✓	

**Item 1.0: Apologies and Introductions**

**Documents:** Agenda

**Discussion:** Rebecca and Yak sent apologies.

**Item 2.0: Meeting with Si Bellamy & Emma Critchley, Eden Project**

Si Bellamy and Emma Critchley were welcomed and gave a presentation/discussion on the proposed Eden North project.

**Discussion:** Questions were asked about timescale, why Morecambe and the potential impacts for the West End of Morecambe. Si described the project as one of Transformation: Transforming people's



connection to the environment, transforming health, transforming local economy, transforming lives, transforming a town, transforming hope and transforming mindset. Hoped that this could be the start of further conversations and partnership with WEM. When asked what Eden could do to build meaningful relationship with people, suggestions included “be visible, and deliver what you promise”, “communicate regularly”, “signal what matters”. And suggestion was put forward that if Eden really wanted make an impact “to base their offices in the West End” Si and Emma thanked the partnership and left the meeting after the presentation.

**Action 1:** WEM to invite Si and Emma back to a future meeting to discuss potential partnership ideas.

**Action 2:** Emma to put WEM in touch with Rob from LMC re place-based learning.

### **Item 3.0: Lancaster & Morecambe College**

Maggie and Becky of LMC were welcomed and gave a short presentation on what LMC is doing to train and skill people in Morecambe.

**Discussion:** Primarily technical and professional training, via a mix of formal and informal training. Interested to know what the community wants/needs. Potential to put small local training packages together for communities. Would like to help WEM with targeted recruitment. Potential partnership opportunities for LMC/WEM. Maggie and Becky left the meeting after the presentation.

**Decision:** WEM/LMC to keep the discussions going. Further conversations needed.

### **Item 4.0: Minutes from the Last Meeting/Matters Arising not on the agenda**

**Documents:** “WEM Draft Minutes March 2019”, “WEM Draft Minutes April 2019”

### **Item 4.1: Minutes of the April Meeting**

**Discussion:** The minutes of the March meeting were approved by email after the last meeting with only one small amendment regarding Louise (press officer) will be working alongside the press officer from Lancaster City Council re all the press releases connected to the Pocket Parks project. April meeting were sent out too late for discussion/approval in the meeting.

**Action 3:** Johnny to publish March minutes and to send out the April minutes again for approval by email by Monday 20<sup>th</sup> May.

### **Item 4.2: IT Equipment, Insurance & Policy**

**Discussion:** Kevin & Johnny gave an update on the IT procurement status in Yak’s absence.

**Decision:** 10 Notebooks with touchscreen/keyboard capability to be purchased with dongle for 3G data connectivity. The notebooks will work like both laptops and tablets. Johnny and Chris agreed use of LibreOffice open source software with set up to read/write all Microsoft Office formats.

**Decision:** Any newly joining members interested in having use of one of the WEM notebooks should get in touch with Johnny.

**Action 4:** Yak to arrange purchase of software and set up also training and user policy.



#### Item 4.3: Granby St Visit

**Discussion:** Suggestion came up during the AoU workshop that partners should visit Granby Street. Dan and Steve visited and found it very helpful. Theresa who runs it could be a good relationship to foster.

**Decision:** Another visit to be arranged. Chris would like to visit.

#### Item 4.4: Website Changes

**Discussion:** Joe, Johnny and Chris are liaising to finalise changes to the website text and the change of the Grants page from one page to 3 pages (Resident's Ideas, Community Chest and Partnership Projects) all with clear readability.

**Action 5:** Johnny to make the web page changes and agree text with Chris and Joe.

#### Item 4.5: Stanley's Update

**Conflicts of Interest:** Pat declared a conflict of interest and exempted herself from any decision making.

**Discussion:** A discussion took place to clarify the finalised process of how we deal with Partnership Projects. The process was agreed as follows: After 'discussion' phase: i) we receive a 2-sides of A4 'outline' document, ii) WEM then respond to with a general indication as to their interest in the proposal. If decision is to proceed then iii) a full application is brought to the next partnership meeting for review/decision. Joe produced a helpful rough diagram to explain the process visually. It was asked and confirmed that all understood this layout of the process.

**Decision:** A full application is expected very soon from Stanley's and will be circulated prior to the next partnership meeting for review and decision.

**Action 6:** Johnny to re-circulate the outline document from Stanley's asap.

**Action 7:** Chris to add Stanley's to the next agenda with time allowed for discussion.

**Action 8:** Joe to draw up neater version of, and forward diagram to Johnny for circulation with minutes.

#### Item 4.6: Financial/MOU

**Discussion:** Sian reported that she had met with Yak to go over creating something similar to an MOU (Memorandum of Understanding) or written agreement of expectations between WEM and LTO. There is also a need to confirm with Local Trust that LCVS remain a viable LTO past the initial 12 month monitoring period.

**Decision:** Discussion to be continued at a future meeting when the documents have been drafted.

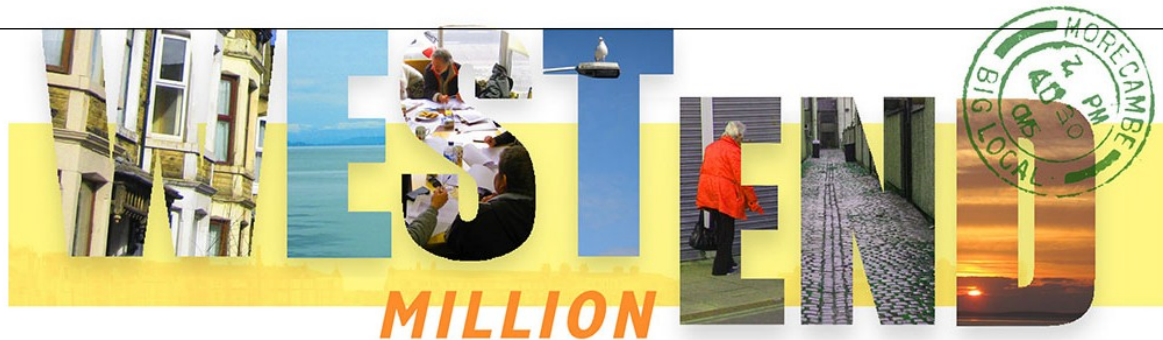
#### Item 4.7: Community Chest Panel

**Documents:** "West End Million Community Chest Panel May 2019"

**Discussion:** The decisions of the recent meeting of the grants review panel were presented along with some suggestions on process and monitoring.

- **Process discussion:**

1) "Resident's Ideas" was not thought to be clear enough as it could discourage interesting applications from non-residents ideas for the West End.



- 2) The form/guidance for Residents' Ideas should ask if the idea comes from an individual or if a group of residents was behind it (which could give the application more credence).
- 3) The form/guidance should ask the applicant(s) about the commitment they have to the idea – what part would they be happy to take in getting the idea off the ground?
- 4) Joe to be given a WEM email address to allow Partnership members the opportunity of giving this to those interested in WEM. Also, the West End Million phone number and Johnny's email address to be prominent on the website.

- **Monitoring discussion:**

- 5) The panel were conscious that we need to up the monitoring of grant funded projects.
- 6) Should the guidance forms for CC applications be revised to state 10% of the grant will be held back till receipt of monitoring data. Suggestion that partners could rotate a monitoring visit/phone call.
- 7) Late applications. A decision is required about how to process applications received after the cut off date but before the panel meet.

**Grant Decisions:** The following recommendations from the applications review panel were accepted for the minutes.

- A) West End Impact: £500 was awarded for "Help in Morecambe" booklets. Conditions apply.
  - B) Homestart Lancaster & Morecambe: £500 for training of volunteers in safeguarding and first aid was awarded. Conditions apply.
  - C) Regent Park Studios: £500 was awarded as contribution to the costs of a horror film festival and for upskilling 12 young people. Conditions apply.
- West End Community Litter Pickers: An application for £500 for equipment to start monthly litter picks was rejected as the equipment requested is already available from Lancaster City Council at no cost.
- D) Morecambe Community Music Melting Pot Project: £140 was awarded to cover the cost of public liability insurance. Conditions apply.

**Decision 1:** Agreed we should rename "Resident's Ideas" to "West End Ideas".

**Decision 2:** Agreed to change forms/guidance to ask if an individual or group of people is behind the application.

**Decision 3:** Agreed to change form/guidance to ask what the applicant/s is personally prepared to put into the idea.

**Decision 4:** WEM to create a second working email address for the Development Worker, for partners to provide to public when necessary.

**Decision 5:** Current monitoring form is too detailed for Community Chest use. A new monitoring form is required.

**Decision 6:** The suggestion to hold back 10% was not adopted. Each successful applicant to have a WEM champion assigned who will liaise to complete monitoring. The application form will need amending to show consent to contact for monitoring purposes is given. Agreed by consensus.

**Decision 7:** The partnership agreed that in future, applications will only be considered that had met the publicly declared deadlines.

**Action 9:** Johnny to change forms and website from "Residents Ideas" to "West End Ideas".

**Action 10:** Johnny to add WEM phone number and secretary email address to the website.

**Action 11:** Johnny to amend CC form/guidance notes to include applicants consent to be contacted for monitoring purposes.

**Action 12:** Joe to provide an email address to be used for external enquiries



#### **Item 4.8: Roles & Responsibilities**

**Discussion:** Current workers contracts expire at the end of June 2019. A discussion took place regarding how to proceed.

**Decision:** A working group to be set up to look at workers roles and plans for staff development (without staff present), but asking staff for feedback to take into account. Working group will look at all partnership roles and functions.

**Action 13:** Johnny to set up a doodle poll or similar to find best Saturday am date for working party to meet.

#### **Item 5: Academy of Urbanism (AoU)**

**Discussion:** Plans for the next workshop with the AoU on June 17<sup>th</sup> (12-5pm) were discussed. Topic "Housing".

**Decision:** Decision was made that invites should come from the Academy of Urbanism.

**Action 14:** All partners to send names for invite suggestions to Chris by Thurs 23<sup>rd</sup> May.

**Action 15:** Dan to ask Hannes Read for invite suggestions.

**Action 16:** Chris to ask Yak for invite suggestions.

#### **Item 6: Engagement**

**Documents:** "Development Worker report May 2019"

**Discussion:** The Development Worker (Joe) gave a quick verbal update on his monthly report including some positive web stats on new website, and stats on West End sole trader businesses. This year's Big Local Connects event, takes place in Nottingham on 13<sup>th</sup> / 14<sup>th</sup> September.

**Decision:** Partnership to consider ways of bringing sole traders together and assess needs.

**Action 17:** Anyone wishing to attend the Big Local Connects event in September to let Chris know by Fri 7<sup>th</sup> June.

#### **Item 7: Submission**

**Documents:** "Enable Project application form – FINAL"

**Conflicts of Interest:** Viv and Ali declared conflicts of interest. Viv assisted Enable with the writing of the application, and Ali is a user of their services. Both were therefore exempt from the decision making process but the partnership agreed they could participate in the discussion. Joe's declared conflict of interest was also confirmed, as he had been approached to give a quote as a potential writer of a book for the project. Dan suggested linking Enable with LMC. Lee left the meeting at this point in the evening's agenda.

**Discussion:** A discussion took place regarding the partnership project application from Enable. The discussion included comment that the application runs beyond the life of the current WEM plan, and can therefore not currently be approved. Question was raised about the application being a request to pay wages and fund a business enterprise. A lively discussion took place. Options were considered: a) ask for the application to be revised and re-submitted.



**Decision:** Sian clarified that Local Trust and the WEM plan do not reject applications that include payment for salaries, especially if a case for future sustainability is also there. She also clarified that whilst it is ok to question rates of pay or ask for more information, the choice of service provider sits with the applicant. It was indicated that voting may be necessary to move this discussion on but then a consensus was agreed that everyone felt the project had merit enough for Enable to revise and resubmit the application. Mike would like to see cheaper training costs and no book in the application and Gill would like to see more evidence of need. No other objections were raised. Sian asked for any further feedback to be sent in bullet points to Joe by Mon 20<sup>th</sup> May. Chris to talk to Enable if required.

**Action 18:** Joe to compile a list of bullet point questions, objections and clarifications.

**Action 19:** Chris to add Enable and adoption of new members as items on next agenda.

#### **Item 8: Pocket Parks**

**Discussion:** There was no time in the meeting to discuss this item.

**Action 20:** Johnny to circulate Pat's written update on Pocket Parks by email.

#### **Item 9: Branding**

**Discussion:** There was no time in the meeting to discuss this item.

**Decision:** Carry item forward for consideration on next agenda.

**Action 21:** Chris to add Branding to next agenda.

#### **Item 10: Creative Civic Change**

**Discussion:** Dan gave a brief update on the Creative Civic Change (CCC) project. We have been successful in securing the full amount of £205k requested for the project. Few, if any other applicants received the full amount requested. This weekend sees the launch of the Creative West End Market (Sat 18<sup>th</sup> May, on Devonshire Rd), and there are plans to buy a building in the West End with help from the National Lottery Communities Capital Team. Dan requested feedback from partners related to possible sites for the building procurement. Kat at left the meeting at this point in the evening's discussion.

**Decision:** Congratulations were given to Dan, Jo and the CCC team for their work on a quality application.

**Action 22:** Johnny to add a CCC page to the website to link with the CCC Facebook page.

**Action 23:** Any thoughts regarding the CCC building location to be sent to Dan please.

#### **Item 11: Children & Young People's Forum**

**Discussion:** There was no time in the meeting to discuss this item.

**Decision:** Carry item forward for consideration on next agenda.

**Action 24:** Chris to add Children's Forum to next agenda.



**Item 12: AGM**

**Discussion:** There was no time in the meeting to discuss this item.

**Decision:** Carry item forward for consideration on next agenda.

**Action 25:** Chris to add AGM to next agenda.

**Item 13: Saturday Discussion Group**

**Discussion:** There had been some discussion in relation to this item during item 4.8.

**Decision:** Carry item forward for fuller consideration on next agenda.

**Action 26:** Johnny to carry out a Doodle poll to find the first suitable Saturday. Chris to add Saturday discussion group to next agenda.

**Item 14: Any Other Business**

**Discussion 1:** Dan reported that the Council were about to close a number of road junctions in the West End to improve safety and pedestrianisation. Planters will be used to block the junctions.

**Decision:** Full details can be obtained from Dan.

**Discussion 2:** There was no time to discuss the Health & Well-being Fair update from Ali, but a document was circulated prior to the meeting for reference.

**Next Meetings:**

- Mon 10<sup>th</sup> June, 7pm – 9.30pm at The Venue, 134 Balmoral Rd, Morecambe LA3 1HH (**room available from 6pm**)
- Mon 8<sup>th</sup> July, 7pm – 9.30pm at The Venue, 134 Balmoral Rd, Morecambe LA3 1HH (**room available from 6pm**)
- Mon 12<sup>th</sup> August, 7pm – 9.30pm at The Venue, 134 Balmoral Rd, Morecambe LA3 1HH (**room available from 6pm**)
- Mon 9<sup>th</sup> September, 7pm – 9.30pm at The Venue, 134 Balmoral Rd, Morecambe LA3 1HH (**room available from 6pm**)



## Summary of Actions:

1. WEM to invite Si and Emma back to a future meeting to discuss potential partnership ideas.
2. Emma to put WEM in touch with Rob from LMC re place-based learning.
3. Johnny to publish March minutes and to send out the April minutes again for approval by email by Monday 20<sup>th</sup> May.
4. Yak to arrange purchase and software set up/training.
5. Johnny to make the web page changes and agree text with Chris and Joe.
6. Johnny to re-circulate the outline document from Stanley's asap.
7. Chris to add Stanley's to the next agenda with time allowed for discussion.
8. Joe to draw up neater version of, and forward diagram to Johnny for circulation with minutes.
9. Johnny to change forms and website from "Residents Ideas" to "West End Ideas".
10. Johnny to add WEM phone number and secretary email address to the website.
11. Johnny to amend CC form/guidance notes to include applicants consent to be contacted for monitoring purposes.
12. Joe to provide an email address to be used for external enquiries
13. Johnny to set up a doodle poll to find best Saturday am date for working party to meet.
14. All partners to send names for invite suggestions to Chris by Weds 22<sup>nd</sup> /Thurs 23<sup>rd</sup> May.
15. Dan to ask Hannes Read for invite suggestions.
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17. Anyone wishing to attend the Big Local Connects event in September to let Chris know by Fri 7<sup>th</sup> June.
18. Joe to compile a list of bullet point questions, objections and clarifications.
19. Chris to add Enable and adoption of new members as items on next agenda.
20. Johnny to circulate Pat's written update on Pocket Parks by email.
21. Chris to add Branding to next agenda.
22. Johnny to add a CCC page to the website to link with the CCC Facebook page.
23. Any thoughts regarding the CCC building purchase to be sent to Dan please.
24. Chris to add Children's Forum to next agenda.
25. Chris to add AGM to next agenda.
26. Johnny to carry out a Doodle poll to find the first suitable Saturday. Chris to add Saturday discussion group to next agenda.