

WEST END MILLION PARTNERSHIP MEETING MINUTES

JUNE/JULY 2019

(This agenda was covered in 2 meetings and the minutes are therefore in 2 parts)

WEM Minutes	Date: 24/06/2019 at 6pm
Chaired by: Chris Price Minuted by Johnny Bean (Secretary)	Location: The Venue, Balmoral Road, Morecambe

Name	Present	Apologies
Jo Bambrough	✓	
Mike Barr	✓	
Viv Brunsdon	✓	
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)	✓	
Kevin Goodall (LTO Rep)		
Yak Patel (LTO Rep)	✓	
Kat Hilton (potential member)		✓
Rebecca Mead (Communities in Control, observer)	✓	
Natalie Thomas (potential member)	✓	
Roger Cleet (Observer)	✓	
Keith Crisp (Observer)	✓	
Nanette Courtenay (Observer)	✓	
Russ Courtenay (Observer)	✓	

Item 1.0: Apologies and Introductions

Documents: Agenda

Discussion: Louise and Kat sent apologies. Pat gave her apologies for the July Meeting, Johnny gave his apologies for the July meeting.
Steve asked for permission to record the meeting.

Decision: Natalie was formally accepted onto the partnership (as of this meeting), Kat has made a formal request to join and will be adopted onto the partnership at the July meeting.

Decision: It was agreed that recording of the meeting was acceptable with the proviso that it could only be used for personal use, and not be used publicly.

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Decision: Pat declared a conflict of interest re item 5.0 (Stanley's application), and said she would leave the meeting early at that point on the agenda.

Item 2.0: Minutes from the May 13th meeting and matters arising, not on the agenda

Documents:

Discussion 1: Mike asked why Branding was not on the agenda, as it was an action from the last meeting.

Decision: The chair said it was an oversight but as this meeting's agenda was already expected to continue into the July 8th meeting, it could be addressed at that meeting.

Discussion 2: Matters of conflict within the partnership had arisen since the last meeting, a meeting had taken place prior to this meeting with several of the partnership involved without resolution, and the chair/big local rep made the decision that these should best be reviewed at an independent panel, to be brought together by the LTO, and any objections to this process could be made to local Trust. A short and heated discussion took place with regard to the nature of the conflict and questioning if it should be made known to all of the partnership. Two partnership members left the room temporarily, and several partners remarked that remarks made during the discussion were 'intolerable' and 'unacceptable'.

Decision: The Review meeting will take place within the next 2 weeks, the LTO will report back and we can move forward. The LTO have received all of the emails regarding the conflict situation and these will be made available to the review panel for fair consideration.

Discussion 3: Dan asked for an amendment to the draft minutes of the May meeting, asking for comments re the location of the CCC market. No other amendments were requested.

Decision: The Minutes of the April and May meetings were agreed. JB to put the minutes on the website.

Item 2.1: IT Equipment, insurance and policy

Discussion: Yak reported that he has now ordered 10 Lenovo Chromebooks with Wi-Fi dongle and 30GB data per month, and act as both laptop and tablet. The set up is being completed and they will be ready for partners by next meeting. Total cost of approximately £5k approved by the partnership. Payment has been slowed down by finance issue with Big Local.

Decision: Yak to liaise with Johnny re delivery.

Action 1: Sian to follow up with Big Local re finance issue.

Item 2.2: Granby Street visit

Discussion: A visit is still to be arranged to Granby Street in Liverpool following the Academy of Urbanism 1st workshop. Sian has another Big Local group interested in visiting who we could collaborate with.

Action 2: Sian to put the other Big Local group in touch re Granby Street visit.

Item 2.3: Website Changes

Discussion: Joe and Johnny have made the requested changes to the Grants & Funding page of the website to hopefully resolve clarity issues.

Item 2.4: Financial MOU

Discussion: Sian and Yak still to fix a meeting, so the discussion is ongoing. The Treasurer queried why he was not included. Sian assured he has not been excluded.

Decision: Financial MOU meeting to be arranged.

Item 2.5: Community Chest Amendments

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Documents: Community Chest Funding Form

Discussion: Johnny has made the requested amendments to the Community Chest forms. The Treasurer requested that we also add the bank details (sort code/account number).

Action 3: Johnny to add the bank details to the Community Chest forms.

Item 2.6: Pocket Parks

Documents: Pat circulated a press cutting.

Discussion: Pat reported that over 100 people attended the "Ole Skool Sports Day" at Regent Park, and this had a great write up in the local paper. A Green Flag inspection took place recently, with results expected soon. Potential to be only Green Flag status park in the local area.

Decision: Pat was thanked for her work on the project. Add as positive news item on website.

Action 4: Johnny to add Pocket Parks news article as post on the website.

Item 2.7: Funding Flowchart

Documents: A revised funding flowchart was circulated.

Discussion: Revisions to the funding flowchart to clarify the internal process of ideas and submissions were discussed. A short discussion about the 'triage' process took place and Viv clarified that she had no objection to the use of the term 'triage'.

Decision: Decision was taken to adopt the terms 'projects' and 'conversation' in lieu of 'grants'.

Item 2.8: Enable Application

Documents: Enable Project application form – FINAL

Discussion: It was reported that Enable are reviewing their larger project application.

Item 3.0: Academy of Urbanism

Documents: Presentation sheets from Jo.

Discussion: A second AoU workshop was held on June 17th to consider 'housing' and Jo summarised the event, which was well attended by representatives of Lancashire County Council, Lancaster University Health Innovation campus and Lancaster City Council (inc the new Portfolio Member for Housing). The Exchange Creative Community are about to register as a Community Land Trust, planning to start with purchase of one house. Lancaster City Council will be organising a walk around the West End to identify issues. Dan reported on the new government letting agency regulations, and suggested WEM could produce a de-jargoned document for residents. It was noted that the door with AoU was not closed, and the same workshop framework could be used for different topic discussions in the future.

Decision: It was discussed that the meeting was not resident heavy and this should be addressed in future workshops to give more residents a voice. WEM need to agree a mechanism for input in the ongoing discussions, with clarity on next steps by the date of the Liverpool visit. Nanette offered to share her experiences of shared tenancy learning. Yak said he would share his experiences and learning on 'leaving care' related to housing. Someone is needed to assist Jo.

Action 5: Johnny to circulate Jo's AoU presentation slides.

Action 6: All partnership members to think further on 'housing, what next', send thoughts to Jo in the interim, and feedback at next meeting.

Item 4.0: Cooperation Jackson Learning

Documents: Presentation by Dan.

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Discussion: Dan and Jo had attended a workshop with Cooperation Jackson. Many of their community aims align with those of WEM. They use a 'Solidarity Economy' model of cooperation for generating community action to empower their community, with the aims on self-reliance and self-determination.

Decision: WEM can learn from this the need to support and work with other organisations, to act as allies in working towards the same goals. Conversation to be continued, see the article in [The Independent](#) by Hazel Sheffield. Links were made with other communities in the UK. Jo asked that 'Protecting Homeless People' be put on a future agenda.

Action 7: Johnny to circulate Dan's Cooperation Jackson learning presentation slides.

Action 8: Dan to check on permission to add the presentation slides to the WEM website library.

N.B. Natalie and Lee both left the meeting at this point in the evening.

Item 5.0: Stanley's Project Plan

Conflict of Interest: Pat declared a conflict of interest, and left the meeting at this point.

Documents: Stanley's Project Plan.

Discussion: The circulated project plan was discussed, which, in summary, showed that changes had been made, ambition was articulated, they know where they want to go, but first, money is needed now to survive the next year. Yak suggested WEM could help Stanley's with upskilling in fundraising and application writing, e, g. Awards For All training course.

Decision: WEM acknowledged that Stanley's is a valued organisation with whom we need to develop a partnership relation. WEM wish to continue the conversation. Agreed that we give the £17k funding requested, rounded up to £20k (£5k quarterly), with a condition of quarterly development plan reviews, and a robust conversation on how to help moving forward. Champion to be confirmed at next meeting.

Action 9: Yak to formally inform Stanley's of decision. Joe to inform them informally.

Item 6.0: Saturday Conversations

Discussion: The Saturday conversation meeting planned for June 29th was discussed.

Decision: The meeting was postponed, to be re-scheduled.

Item 7.0: Engagement

Decision: There was no time to discuss this item, which will be addressed at the next meeting in July.

Item 8.0: Big Local Connects

Decision: There was no time to discuss this item, which will be addressed at the next meeting in July.

Item 9.0: Creative Civic Change

Decision: There was no time to discuss this item, which will be addressed at the next meeting in July.

Item 10.0: Children and Young People's Forum

Decision: There was no time to discuss this item, which will be addressed at the next meeting in July.

Item 11.0: AGM

Decision: There was no time to discuss this item, which will be addressed at the next meeting in July.

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Item 12.0: Any Other Business

Item 12.1: Launch Projects

Discussion and Decision: It was discussed that the partnership needs to review some past project conversations that began at the Action Plan launch event and decide on next steps.

Item 12.2: Hanging Baskets

Discussion and Decision: We have been notified by Morecambe Town Council that the planned baskets are going ahead. We have also been approached to contribute a further £200 for 2 free-standing planters to go outside Gerry's Fishing Tackle shop on the seafront. This was agreed on the assumption that they are a 'permanent fixture'.

Action 10: Joe to get back to David Croxhall at Morecambe Town Council re the planters request.

Item 12.3: West End Impact

Discussion and Decision: We have been advised that the West End Impact project only spent £400 of it's £500 expected costs. They did incur additional unexpected costs however, and the partnership agreed that rather than pay back the £100, this could be put towards the additional costs.

Next Meetings:

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

Summary of Actions:

- **Action 1:** Sian to follow up with Big Local re finance issue (laptops).
- **Action 2:** Sian to put the other Big Local group in touch re Granby Street visit.
- **Action 3:** Johnny to add the bank details to the Community Chest forms.
- **Action 4:** Johnny to add Pocket Parks news article as post on the website.
- **Action 5:** Johnny to circulate Jo's AoU presentation slides.
- **Action 6:** All partnership members to think further on 'housing, what next', send thoughts to Jo in the interim, and feedback at next meeting.
- **Action 7:** Johnny to circulate Dan's Cooperation Jackson learning presentation slides.
- **Action 8:** Dan to check on permission to add the presentation slides to the WEM website library.
- **Action 9:** Yak to formally inform Stanley's of decision. Joe to inform informally.
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Part 1 of Meeting Ended.

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Part 2: Notes of meeting held on 8th July 2019

This meeting was a continuation of the meeting held on the 24th June and shared its agenda – the July meeting began with a quick recap and then with item 7.0.

Present: Chris (Chair), Gill, Dan, Steve, Viv, Ali (accompanied by Keith), Yak (LTO), Joe (Development Worker), Kat, Siân (Rep and minute taker)

Apologies: Pat, Lee, Rebecca (Lancaster Uni), Johnny (Secretary)

Recap: Laptops have been ordered and are on their way. Independent Panel will meet on Friday 12th July.

Item 7.0: Engagement

Discussion: Joe tabled a report on his activity in the previous month. Key points included:

- A discussion on arts-based bids for support – should these be discouraged (as not in plan) or redirected to CCC? Not automatically – arts for arts sake is not in bid but can be used as a vehicle for delivering outcomes. Ask for summary and present to partnership and for Community Chest, panel will make a decision.
- West End Impact may come forward with a bid for a parish nurse (28k of 34k needed over three years already raised). Match is subject to raising the difference – partnership very interested.
- Can businesses apply for funding for equipment? Should WEM be looking at small business grants/loans? Connect with Business Support at the Council.

Hanging baskets are going up but partnership members felt that they are disappointing.

Decision: There is a backlog of ideas from the drop in that haven't been looked at. Agreed that drop in ideas will be major item on August agenda.

Action: Joe to contact Council and ask for a presentation at a future WEM meeting

Action: Chris to add drop in ideas to next agenda.

Item 8.0: Big Local Connects

Decision: It was agreed that Viv, Dan and Kat would book places and that Steve and Nat would then go on the waiting list.

Item 9.0: Creative Civic Change

Discussion: Dan, Jo and Steve gave a verbal update on the current position:

- The market seemed to work well and needs to happen regularly
- The launch event in general was very positive but was not cheap either in cash or time terms so a regular market will need to be more sustainable and perhaps tag on to other events (could combine with a WEM AGM?)
- Lots of people there through word of mouth – people are talking. 200-300 people took part.
- CCC learned a lot – first year of plan is focused on engagement and building partnerships
- There's a need to review governance and decision-making processes – could the steering group borrow Siân for their next meeting? Local Trust has offered some funding to pay for a 'critical friend' and the steering group will be discussing the opportunity.
- It would also be helpful to commit to writing the relationship with WEM and with the LTO.
- Dan had spoken to other funders, including the Arts Council, which are all watching the work with interest.

Item 10.0: Children and Young People's Forums

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Decision: This item was deferred to the August meeting

Action: Chris to add Children and Young People's Forum to the August meeting agenda.

Item 11.0: AGM

Discussion: Do we need to do this? We don't have to but there are benefits – perhaps held a follow up to the drop in? To be discussed further in August.

Action: Chris to add AGM to August meeting Agenda.

Item 12.0: Any Other Business

Item 12.1: Branding

Discussion: Chris has received an invoice for £2 400 (including VAT) for the branding work to date which is higher than expected. He outlined the story so far - partnership agreed to look externally for some branding work, Matt was suggested by a partnership member and a budget of £500 was agreed. The initial work didn't quite match WEM's aims and Matt agreed to come up with something different but needed to submit his invoice so far first. We're not clear whether this invoice covers work not yet carried out (work on website, visit to talk to WEM etc). We also recognise that we didn't put an appropriate procurement process in place for this work. We still need rebranding work carrying out but we need to agree on whether we want a change of name first.

Decision: That once Chris has ascertained what the invoice for £2 400 covers then Matt should be paid for the work he has done to date even if this is more expensive than we anticipated. We would look to commission future rebranding work elsewhere. All future commissioning would be done formally using the LTO's procurement policy.

Action: **Chris** to contact Matt for more detail on the invoiced amount and then authorise LTO to pay for work completed. Partnership to discuss potential new name at the first Saturday session.

Item 12.2: Finance

Decision: all payment requests should now go straight to the LTO. We will put a memorandum of Understanding in place on the processes needed.

Item 12.3: New Members

Decision: We need to agree a formal process before welcoming any new members.

Item 12.4: Saturday Discussion Meetings

Action: **Johnny** to carry out a new Doodle poll for dates after the 4th August.

Summary of Actions part 2:

- **Action 1:** **Joe** to contact Council and ask for a presentation at a future WEM meeting.
- **Action 2:** **Chris** to add drop in ideas to next agenda.
- **Action 3:** Chris to add Children and Young People's Forum to the August meeting agenda.
- **Action 4:** Chris to add AGM to August meeting Agenda.
- **Action 5:** **Chris** to contact Matt for more detail on the invoiced amount and then authorise LTO to pay for work completed. Partnership to discuss potential new name at the first Saturday session.

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- **Action 6: Johnny** to carry out a new Doodle poll for dates after the 4th August.