



<b>WEM Minutes</b>	<b>Date:</b> 11/11/2019 at 7pm
<b>Chaired by: Chris Price (The Chair)</b> Minuted by Johnny Bean (The Secretary)	<b>Location:</b> The Venue, Balmoral Road, Morecambe

<b>Item 1.0: Present and Apologies</b>		
<b>Name</b>	<b>Present</b>	<b>Apologies</b>
Jo Bambrough		✓
Viv Brunsden	✓	
Ali Crisp		✓
Kat Hilton		✓
Chris Price (The Chair)	✓	
Lee Reevell		✓
Dan Spencer	✓	
Natalie Thomas		✓
Pat Williamson		✓
Johnny Bean (The Secretary)	✓	
Louise Bryning (The Press Secretary)		✓
Sian Jay (The Big Local rep)	✓	
Joe Robinson (The Community Development Worker)	✓	
Kevin Goodall (LTO Rep)		✓
Yak Patel (LTO Rep)		✓
Rebecca Mead (Communities in Control, observer)		✓

**NOTE: The meeting was inquorate, therefore no decisions could be made, only recommendations. It was decided to go ahead with the meeting in order to discuss matters. Each item to be decided either by email or by discussion at the next meeting.**

**Item 2.0: Minutes from the meeting held on 14<sup>th</sup> October and meetings held Aug-September, and any matters arising that are not on the agenda**

**Documents:**

1. WEM Big Local Partnership Minutes 14-10-19
2. WEM Minute proposal to summarize the period August-September 2019.

**Discussion:** A short discussion took place re the comments received about the minute summary document, and the October minutes.

**Decision:** Approval recommended. Both to be agreed asap by email. All published minutes to be called 'agreed minutes'.

**Actions:**

**1. The Secretary** to send out both the October minutes and the summary minute documents to all partnership members with reply requested by Monday Nov 18<sup>th</sup> at 5pm.

**Item 3.0: Statement of Values**

**Documents:** Statement of Values

**Discussion:** A suggestion has been made that a WEM Statement of Values could be written to sit alongside the constitution and code of conduct.

**Decision:** The Big Local rep to discuss with Cathy Timmin (Trainer) if this can be included as part of the



Team Learning Day in December, if not to be discussed at the next partnership meeting.

**Actions:**

**2. The Big Local rep** to talk to Cathy Timmin.

**Item 4.0: Constitution and Code of Conduct**

**Documents:** Code of Conduct draft and West End Big Local – comments on Constitution recommendations

**Discussion:** The Big Local rep presented the comments received in response to the proposed code of conduct and constitution documents.

**Decision:** Some small typos were accepted, and a number of recommendations were agreed that would be summarised in a separate documents to go out to partnership members for approval.

**Actions:**

**3. The Secretary** to send out the recommendations summary document via email for approval.

**Item 5.0: Housekeeping**

**Documents:** Housekeeping

**Discussion:** We need to discuss and prioritise outstanding actions. Recommended that partners consider the housekeeping list and suggest any priorities/omissions/removals. Those discussions were:

- rebranding – the chair recommended waiting till the partnership has expanded. It was recommended that for interim changing “West End Million” to “West End Morecambe Big Local” and tweaking website accordingly.
- Current Community Chest applications: recommended these be scored by Viv and the scoring to be shared and applications agreed by email asap. Partnership will then meet and discuss the application procedure and how it helps meet our goals before accepting any further applications.
- The Chair would do some work on a new member process and open meeting to discuss at the December partnership meeting.
- The Community Development Worker and The Chair to work on a statement for the website based on the agreed summary minute for August-September.
- The Community Development Worker to bring project list up to date for next partnership meeting in December.
- The Enable application to be put on the agenda for the December partnership meeting.
- Staffing and Infrastructure plan seen as priorities.
- The Community Development Worker has drawn up an ‘outline’ paper with the Exchange Co-op Project.

**Decision:** To temporarily suspend the Community Chest and West End Ideas funds during period of review.

**Actions:**

**4. Viv** to score CC applications and share to The Secretary for circulation with date for final approval.

**5. The Secretary** to amend next application deadline from end of December to end of January.

**6. All partners** to let the Big Local rep have additions for the housekeeping list asap and come to the December partnership meeting with top three priorities.

**7. The Community Development Worker** to circulate the Exchange Co-op ‘outline’ document.

**8. The LTO Rep (Yak)** to call a CC review meeting for early in the new year (and get into diaries now)

**Item 6.0: Engagement Report**

**Documents:** The Community Development Worker’s report

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

**Decision:** Report to be recirculated. The Community Development Worker to begin drafting new ‘engagement strategy’.

**Actions:**

**9. The Community Development Worker** to circulate his report.



**10. The Community Development Worker** to begin drafting the new 'engagement strategy'.

**Item 7.0: Early Wins**

**Documents:**

**Discussion:** There was no time to discuss this item fully.

**Decision:** To be added as a main item for the next agenda.

**Actions:**

**11. The Secretary** to add 'Early Wins' as a main item for the December partnership meeting.

**Item 8.0: Any Other Business**

**Item 8.1: Partner 2 Change**

**Discussion:** The Big Local rep to go back to James from Partner 2 Change to say we are interested, assuming the local council do not want to be involved till after the election.

**Item 8.2: Panto update**

**Discussion:** An update on the panto project from Pat was presented – the school will be going to Blackpool Circus on 18<sup>th</sup> December for "Pinocchio", and she has collected well over £1000 of in-kind support from local businesses to make up goody bags for the children.

**Item 8.3: Team Learning Day**

**Discussion:** The Team Learning Day with Cathy has been confirmed, to be held at The Venue.

**Decision:** The Secretary to book the room and arrange catering.

**Item 9.0: Next Meeting**

**Discussion:** The pros and cons of whether or not to hold a December partnership meeting were discussed.

**Decision:** We have been at Sandylands 'The Venue' for some months now and it was proposed we now use More Music from December (with food) and review meeting venue going forward.

**Actions:**

**12. The Secretary** to check availability of More Music, and advise Sandylands.

**Summary of Actions:**

1. **The Secretary** to send out both the October minutes and the summary minute documents to all partnership members with reply requested by Monday Nov 18<sup>th</sup> at 5pm.
2. **The Big Local rep** to talk to Cathy Timmin.
3. **The Secretary** to send out the recommendations summary document via email for approval.
4. **Viv** to score CC applications and share to The Secretary for circulation with date for final approval.
5. **The Secretary** to amend next application deadline from end of December to end of January.
6. **All partners** to let the Big Local rep have additions for the housekeeping list asap and come to the December partnership meeting with top three priorities.
7. **The Community Development Worker** to re-circulate the Exchange Co-op 'outline' document.
8. **The LTO Rep (Yak)** to call a CC review meeting for early in the new year (and get into diaries now).
9. **The Community Development Worker** to circulate his report.
10. **The Community Development Worker** to begin drafting the new 'engagement strategy'.
11. **The Secretary** to add 'Early Wins' as a main item for the December partnership meeting.
12. **The Secretary** to check availability of More Music, and advise Sandylands.