



<b>Draft Minutes Dec 2019</b>	<b>Date:</b> 09/12/2019 from 7pm – 9.30pm
<b>Chaired by: Chris Price</b> Minuted by Johnny Bean (Secretary)	<b>Location:</b> More Music, Devonshire Road, Morecambe

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

**5 of 8 members present: Meeting declared quorate at 62.5%**

<b>Preliminaries: Review of the minutes of the last meeting / Matters arising</b>
<b>Documents:</b> WEM Draft Minutes Nov 2019
<b>Discussion:</b> The temporary suspension of the Community Chest and West End Ideas funds as discussed in the November meeting was not recorded in the minutes. See also item 2 below.
<b>Decision:</b> The minutes to be amended to reflect the decision to temporarily suspend both whilst under review.
<b>Action:</b> CDW and Secretary to amend website and suspend CC and West End ideas.
<b>Item 1.0: December Training Day arrangements</b>
<b>Documents:</b>
<b>Discussion:</b> WEM Team Learning Day.
<b>Decision:</b> The training day was confirmed for Weds 18 <sup>th</sup> December 2019 for all partnership members and LTO Rep from 10am – 4pm at The Venue, Balmoral Rd, Morecambe. Lunch provided. Yak advised that LDCVS's last day for invoice payments will be Dec 20 <sup>th</sup> . All invoices to be sent to the LTO in good time.
<b>Action:</b> Secretary to request from caterers that invoice should be supplied in advance.



**Item 2.0: Community Chest status during review**

**Documents:** Bay Casting2-CC Application, Alhambra Xmas party-CC Application, West End & Heysham (North) Allotment Community-CC Application.

**Discussion:** Several pending CC applications received before suspension were discussed.

**Decision:** Bay casting application rejected now, with a view to review at a later date after discussion regarding business funding. Alhambra Xmas party application approved with stipulation that full details of spending breakdown must be supplied. Allotment application to be scored by Viv and circulated for decision.

**Action:** CDW to contact applicants and notify of decisions.

**Action:** Viv to score Allotment application and send to the Secretary for circulation to partners.

**Action:** Yak to chase for monitoring info on previous Alhambra application, and process payment.

**Action:** Sian and CDW to seek advice re potential of WEM offering business loans.

**Action:** Secretary to add 'business loans' to the agenda of February meeting

**Discussion:** Review of Community Chest / WE Ideas processes. Suggestion that we consider planning for Xmas 2020 with a theatre company or Santa grotto.

**Decision:** Yak, Viv, Lee, Chris and the CDW to meet w/c Jan 13<sup>th</sup> 2020 to review.

**Action:** Yak to schedule meeting date/time/venue for CC review.

**Action:** Secretary to add 'Xmas 2020' to the agenda of April or May meeting for discussion.

**Item 3.0: Community Development Worker's report**

**Documents:** Development Worker Nov & Dec 2019 update.

**Discussion:** The CDW presented his report and highlighted updates made to the website including change of "West End Million" to "West End Morecambe Big Local", and the updated projects list. Potential partners project submissions updated. Statement to be added to the website shortly.

**Decision:** Need to review general support for businesses. New engagement strategy being drafted.

**Item 4.0: Updating 2018-19 project list**

**Documents:** Delivery Plan, WEM Register of Ideas and Conversations 2019

**Discussion:** The CDW shared copies of the Ideas and conversations register for review. guidance and discussion on potential follow ups.

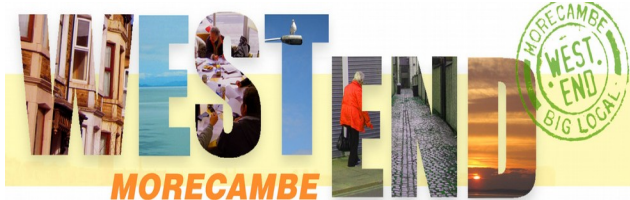
**Decision:** Need to identify at what stage in the process the ideas/conversations are at. Agreed process needs review. Contacts should be followed up to see if they still wish to work with us. Form needed for completion by those who still wish to pursue conversations. Agreed we should plan to hold an open event in 2020 for existing and potential new project partners. Letter and form to be sent to all 'open' ideas on the register, except those already rejected or approved.

**Action:** Chris to draft an email asking if organisations we have open conversations with, still wish to work with us.

**Action:** Viv to draft form for those who still wish to pursue conversations and circulate to partners for quick response.

**Action:** CDW to edit the list of who the email/form should be sent to.

**Action:** Secretary to add 'Ideas and conversations list' to the agenda for Jan or Feb discussion.



**Item 5.0: Exchange/Coop Building project outline**

**Documents:** Exchange Centenary House WEM outline paper

**Conflicts of Interest:** Dan declared a conflict of interest, due to his involvement with The Exchange via the Creative Civic Change programme, but was not required to leave the room.

**Discussion:** An outline document of the Exchange c/c/Co op Centenary building project was discussed. Do WEM want to formalise a partnership as per the outline?

**Decision:** The partnership were interested, keen to pursue and agreed we should move to the next stage with no guarantees, and request a more detailed partnership application. Agreed to develop it as a 'project plan' and seek professional advice in the meantime.

**Action:** Sian to contact Niamh for advice.

**Action:** CDW to feedback to The Exchange.

**Item 6.0: Enable project application**

**Documents:** Enable Project application form - DRAFT RESUBMISSION

**Conflicts of Interest:** Viv declared a conflict of interest as she had assisted in the drafting of the application. It was agreed by all present that this conflict should not exclude her from the discussion as does not stand to benefit personally from the application and could aid the discussion. The CDW also declared a conflict of interest and was excused from the room for the duration of the discussion.

**Discussion:** It was felt that the application presented laudable movement towards achieving organisational sustainability and future self-funding, but was still very complex. In-kind items needed value-costing. A book on spinal cord injury which partly inspired the book part of the Enable application was shared, and was well received by all. Suggestion to fund the course part of the application initially, and £1k seed funding for the book, and an agreement to work with Enable to further develop the book later.

**Decision:** It was noted that the current plan only allows applications to be funded which end by March 2021, which might require the application to be broken into parts. It was agreed that the CDW's involvement was in no way inappropriate, but it was felt that henceforward he should not participate in any future discussion or development of the Enable bid. It was agreed a scoping group needs establishing to work with Enable to develop the application into a project plan for the course and seed funding for the book elements, with a clear articulation of what WEM expects for any seed funding. Agreed that Viv, Ali and Yak form the steering group and arrange a meeting.

**Action:** Viv/Yak to organise meeting of the Enable project plan scoping group.

**Discussion:** Suggestion that Robyn from Stanley's be invited to a future meeting to talk to the partnership. Partners reflected on how there has been no follow through from grant award, need to establish what working in partnership means.

**Action:** Dan to invite Robyn to the January meeting for 5 minute talk with questions after.

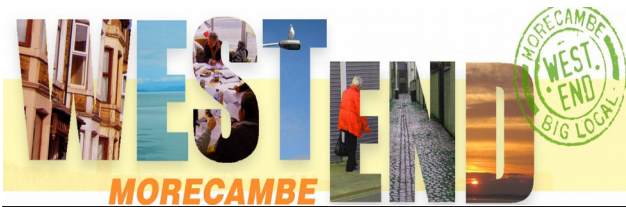
**Action:** Secretary to add new partnership member process to the January agenda.

**Item 7.0: Health update**

**Documents:**

**Discussion:** Viv reported back on an 'excellent' self-advocacy event held for Stanley's at More Music which included an advocacy tool kit. Chris Greenwood is still keen to participate in a Health & Well-being event. Do CCC require more support from WEM? Sian has been invited to join the CCC residential meeting.

**Decision:** We should aim to organise a Health & Well-being event for Summer 2020, potentially coinciding with a Creative Civic Change market event. Viv, Janette (Enable), Robyn (Stanley's) and Anji (ICC) to get together after Xmas to begin planning. Someone from CCC to be invited to join the event planning conversation. A joint CCC/WEM Saturday meeting to be scheduled at some point.



**Action:** Viv to share the advocacy tool kit to the Secretary for circulation.

**Action:** Viv to report back on Health & Well-being event progress at February meeting. Secretary to add it to the February agenda.

**Action:** Joint CCC/WEM meeting date to be set at January meeting. Secretary to add it to the January agenda.

N.B. Lee excused himself and left the meeting at this point

### Item 8.0: Housing

#### Documents:

**Discussion:** Chris outlined recent discussions following on from the 2<sup>nd</sup> Academy of Urbanism workshop which had focussed thinking around 'housing' and opportunity for property purchase to create affordable housing. Sian fed back on a recent approach from Power2Change who sit on the Future High Streets fund task force, and would like to open talks with WEM. Potential crossover? Could WEM consider commissioning plain English guidance for tenants or aid setting up a tenants association?

**Decision:** Agreed Chris should continue strategic discussion and report back, whilst giving strong consideration to what part WEM could play if an opportunity is identified.

**Action:** Secretary to add 'tenancy rights' to January agenda for discussion.

**Action:** Sian to talk to Private Sector Manager at Blackpool about talking to WEM at a future meeting.

### Item 9.0: Early wins

#### Documents:

**Discussion:** There was no time to discuss the item fully but it was recognised that we had covered areas of the action plan previously on the agenda.

#### Decision:

**Action:** Secretary to add Early Wins to Jan agenda.

### Any Other Business

#### Documents:

**Discussion:** Skills appraisal / Pocket Parks/Children's Forum/Fortnightly meetings

**Decision:** Suggestion we invite Pocket Parks to a future meeting to aid in developing evidence for the 2020 plan. Rebecca offered in kind support from Communities In Control on monitoring and evaluation.

**Action:** Sian to revisit the skills appraisal review to aid in future partnership member recruitment.

**Action:** Yak to chase Pocket Parks for evaluation.

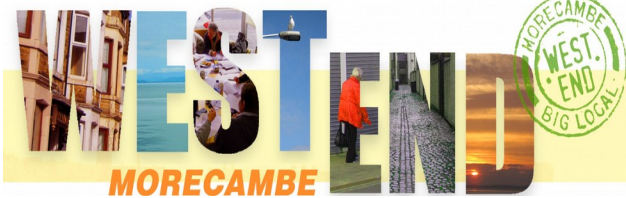
**Action:** Secretary to add evaluation/monitoring to the Feb agenda for discussion.

**Action:** Secretary to add Children's Forum to January agenda.

**Action:** Secretary to send out doodle poll looking at best days for setting up additional fortnightly meeting dates.

**Action:** Sian to look into rules covering childcare costs for partners to attend meetings.

**Action:** Secretary to book More Music for future meetings for next 6 month period to end of June 2020.



### Next Meetings:

- Mon 13<sup>th</sup> Jan 2020 (at 6pm for) 7pm start, at More Music.
- TBC w/c 27<sup>th</sup> Jan 2020
- Mon 10<sup>th</sup> Feb 2020 (at 6pm for) 7pm start, at More Music.
- TBC w/c 24<sup>th</sup> Feb 2020

### Summary of Actions:

1. CDW and Secretary to amend website and suspend CC and West End ideas.
2. Secretary to request from caterers that invoice should be supplied in advance.
3. CDW to contact applicants and notify of decisions.
4. Viv to score Allotment application and send to the Secretary for circulation to partners.
5. Yak to chase for monitoring info on previous Alhambra application, and process payment.
6. Sian and CDW to seek advice re potential of WEM offering business loans.
7. Secretary to add 'business loans' to the agenda of February meeting.
8. Yak to schedule meeting date/time/venue for CC review.
9. Secretary to add 'Xmas 2020' to the agenda of April or May meeting for discussion.
10. Chris to draft an email asking if organisations we have open conversations with, still wish to work with us.
11. Viv to draft form for those who still wish to pursue conversations and circulate to partners for quick response.
12. CDW to edit the list of who the email/form should be sent to.
13. Secretary to add 'Ideas and conversations list' to the agenda for Jan or Feb discussion.
14. Sian to contact (Niamh? Neve?) for advice.
15. CDW to feedback to The Exchange re Coop project.
16. Viv/Yak to organise meeting of the Enable project plan scoping group.
17. Dan to invite Robyn to the January meeting for 5 minute talk with questions after.
18. Secretary to add new partnership member process to the January agenda.
19. Viv to share the advocacy tool kit to the Secretary for circulation.
20. Viv to report back on Health & Well-being event progress at February meeting. Secretary to add it to the February agenda.
21. Joint CCC/WEM meeting date to be set at January meeting. Secretary to add it to the January agenda.
22. Secretary to add 'tenancy rights' to January agenda for discussion.
23. Sian to talk to Private Sector Manager at Blackpool about talking to WEM at a future meeting.
24. Secretary to add Early Wins to Jan agenda.
25. Sian to revisit the skills appraisal review to aid in future partnership member recruitment.
26. Yak to chase Pocket Parks for evaluation.
27. Secretary to add evaluation/monitoring to the Feb agenda for discussion.
28. Secretary to add Children's Forum to January agenda.
29. Secretary to send out doodle poll looking at best days for setting up additional fortnightly meeting dates.
30. Sian to look into rules covering childcare costs for partners to attend meetings.
31. Secretary to book More Music for future meetings for next 6 month period to end of June 2020.