



Draft Minutes Jan 2020	Date: 13/01/2020 from 7pm – 9.30pm
Chaired by: Chris Price Minuted by Johnny Bean (Secretary)	Location: More Music, Devonshire Road, Morecambe

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

4 of 8 members present: Meeting inquorate at 50%. Any final decisions to be ratified by email.

ACTION: Joe to talk to Kat & Nat to see if they still intend to sit on partnership.

Preliminaries: Review of the minutes of the last meeting
Documents: WEM Draft Minutes Dec 2019
Discussion: The minutes of the last meeting were not reviewed
Decision:
Action: Secretary to circulate December draft minutes for approval via email.
Item 1.0: Meetings Review
Discussion: The partners discussed best day for meetings moving forward and adding additional meetings into the Jan/Feb calendar to catch up on work.
Outcome: Stick with Mondays at present but start at 6pm and drop the pre-meeting hour. Aim to finish meetings by 8.30pm.
Outcome: Additional meetings agreed for 4 th Monday of the month at same time, same venue to end of February (Jan 27 th /Feb 24 th).



Action: Secretary to confirm additional room bookings with More Music.

Item 2.0: Stanley's Update

Guest: Robyn Thomas, Manager, Stanley's Community Centre

Discussion: Robyn gave an in-depth update on the current status of activities at Stanley's to the partnership, after which a discussion took place regarding possible best ways forward to develop a partnership with Stanley's.

Outcome: Partnership thanked Robyn for her update and her amazing work, and asked if she might be able, within her role, to pull together an audit of local organisation's needs to see how they match with WEM's Action Plan outcomes. Robyn asked if WEM could attend the next ICC (Integrated Community Care) meeting at Heysham Health Centre on Fri 14th Feb. Viv, Chris and Ali all available to attend.

Outcome: The partnership agreed they need to reflect on the update from Robyn, and view this as the beginning of a longer-term relationship, and would be inviting Robyn back again to future meetings. Robyn agreed to put a proposal together for spending the £3k with Viv's support. Robyn left the meeting at this point.

Action: Yak to send monitoring form to Stanley's.

Item 3.0: Draft Engagement Plan strategy

Documents: The CDW handed out copies of his draft engagement plan strategy.

Discussion: It was reported that in response to the results of Local Trust's investigation into various complaints about how Big Lottery funding is being used in Morecambe, Local Trust were able to confirm that they were completely satisfied that things had been handled appropriately.

Discussion: The proposed engagement strategy covers the next 5 /6 months and is aimed at attracting new members to the partnership and put the WEM message across to the public. Need to confirm the recruitment process.

Outcome: Agreed that people need to formally apply to be a partner, so a 'formal application' stage needs inserting in the new member process. Applications are considered en masse by the partnership. Process is therefore: i) informal conversation, ii) formal application, iii) considered by partnership, iv) induction sheet, v) invitation to observe a meeting.

Outcome: Need asap i) printed newsletter/publicity needed to generate interest, ii) hold an open recruitment day and iii) hold drop-in for residents. Aim for open meeting, mid March, midweek evening event at school venue.

Action: The CDW to circulate the draft engagement strategy by email.

Action: Viv to look at and develop the recruitment pack.

Action: The CDW to prepare skeleton newsletter for review at next meeting on Jan 27th.

Item 4.0: Community Chest

Documents: Dec 2019 scoring notes.

Discussion: Viv asked for confirmation of the recommendation to approve the Community Chest application from the West End & Heysham (North) Allotment group and also gave recommendation that we exceed the £500 asked for and instead give them the 2k to finish the project.

Outcome: Both recommendations were approved by all present. Final quorate approval required by email.

Action: Yak to issue grant letter to Allotment group.

Action: The Secretary to circulate Allotment application and scoring for final approval.

Any Other Business



Documents:

Discussion: There was no other business.

Next Meetings:

- Mon 27th Jan 2020 at 6pm, at More Music.
- Mon 10th Feb 2020 at 6pm, at More Music.
- Mon 24th Feb 2020 at 6pm, at More Music.

Summary of New Actions:

1. Joe to talk to Kat & Nat to see if they still intend to sit on partnership.
2. Secretary to circulate December draft minutes for approval via email.
3. Secretary to confirm additional room bookings with More Music.
4. Yak to send monitoring form to Stanley's.
5. The CDW to circulate the draft engagement strategy by email.
6. Viv to look at and develop the recruitment pack.
7. The CDW to prepare skeleton newsletter for review at next meeting on Jan 27th.
8. The Secretary to circulate Allotment application and scoring for final approval.
9. Yak to issue grant letter to Allotment group.

Actions carried forward from previous meeting

10. Secretary to add 'business loans' to future meeting agenda.
11. Secretary to add 'Xmas 2020' to the agenda of April or May meeting for discussion.
12. Chris to draft an email asking if organisations we have open conversations with, still wish to work with us.
13. CDW to edit the list of who the 'conversations' email/form should be sent to.
14. Secretary to add 'Ideas and conversations list' to future meeting agenda for discussion.
15. Sian to contact (Niamh) for advice.
16. Viv/Yak to organise meeting of the Enable project plan scoping group.
17. Viv to share the advocacy tool kit to the Secretary for circulation.
18. Viv to report back on Health & Well-being event progress at February meeting. Secretary to add it to the February agenda.
19. Secretary to add 'tenancy rights' to future meeting agenda for discussion.
20. Sian to talk to Private Sector Manager at Blackpool about talking to WEM at a future meeting.
21. Secretary to add Early Wins to future meeting agenda for discussion.
22. Sian to revisit the skills appraisal review to aid in future partnership member recruitment.
23. Yak to chase Pocket Parks for evaluation.
24. Secretary to add evaluation/monitoring to future meeting agenda for discussion.
25. Secretary to add Children's Forum to future meeting agenda for discussion.
26. Sian to look into rules covering childcare costs for partners to attend meetings.