



<b>Minutes Apr 2020</b>	<b>Date:</b> 23/04/2020 from 6pm – 7.30pm
<b>Chaired by: Chris Price</b> Minuted by Johnny Bean (Secretary)	<b>Location:</b> Zoom

<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)	✓	

1 of 8 members present: Meeting inquorate at 12.5%. Any final decisions to be ratified by email.

<b>Item 1.0: How are you doing?</b>
<b>Discussion:</b> The chair and all present had a brief chat about how everyone was coping/finding things under the current Covid-19 lock down restrictions.
<b>Item 2.0: Review of the minutes of the last meeting</b>
<b>Documents:</b> WEM Draft Minutes March 2020
<b>Discussion:</b> The minutes of the last meeting were not reviewed
<b>Decision:</b> Minutes to be agreed by email
<b>Action:</b> Secretary to circulate March draft minutes for approval via email.
<b>Item 3.0: Covid 19 Response</b>
<b>Documents:</b> WEM proposal from LCVS
<b>3.1 Discussion: Proposed WEM support to LCVS.</b> Yak went through the proposal sent with agenda in



two parts (1) proposed support for emergency Covid Emergency fund to be £10k. This will support applications from anyone in the West End of Morecambe. Question raised on is this is about supporting active responses to crisis rather than basic needs of groups (e.g rent), and (2) £2k to support LCVS with taking on a temporary part time staff member to offer one to one support for local groups. To be reviewed in one month. Suggested we separate out the two in discussions as they meet different needs. LCVS will be releasing new survey shortly to collate info on how groups are doing in the crisis. Results to be shared with WEM.

**Decision:** £10k proposal for emergency fund and £2k for LCVS support to be agreed by email.

**Decision:** Secretary to help LCVS with any additional coordination/admin work that may come out of the Covid-19 response within existing WEM hours, and if his normal hours are exceeded, the partnership will agree to make a decision to fund those extra hours. Joe to link in with LCVS activity.

**Action:** Secretary to circulate proposal for approval via email.

**Action:** Yak to share Covid survey results.

**3.2 Discussion: Chair Delegation.** Proposal that chair be delegated the authority to sign off on payments up to £1k for quick response need.

**Action:** Secretary to circulate chair delegation proposal for agreement asap.

### 3.3 Discussion: What else might be needed?

Joe has had discussion with 2 west end schools who were showing concern for their pupil's future learning. Schools are therefore developing learning packs with the basics needed to deliver work at this time. Costed it at £8000 for the two schools. They have no expectations from WEM, but have requested help. Schools may be able to make some contribution towards the £8k.

**Discussion:** Sian mentioned another Big Local partnership who are looking to provide tablets/laptops to households to give children access to do schoolwork. Discussion about West End Online as a project idea for WEM?

**Action:** Development worker to go back to schools for details which can be sent out to all partners for a decision to be approved by email.

### 3.4 Discussion: Starting to plan ahead.

**Decision:** Discussion to be held over to next meeting.

## Item 4.0: Newsletter Update

**Discussion:** Joe gave an update on the Newsletter progress.

**Decision:** Chris Greenwood from Bay Medical to get us information for the newsletter, including a thank you to local people for everything they have been doing. Print would take a week, so the newsletter could be ready to go in about a week. Considering numbers of households without internet access, the printed newsletter remains a strong tool for WEM, if used in conjunction with a push towards connecting people. Could next newsletter issue introduce a discussion about getting people online?

**Decision:** We try to collect data on need for West End Online as a project.

**Action:** Sian to research Big Local partnerships who have created free wi-fi areas and possible grants.

## Item 5.0: Unfinished Business?

**5.1 Discussion:** Chris noted we currently have two pre 'outline' projects left from last year. Suggested we treat these two as exceptions to deal with before moving into commissioning. Suggestion is that they could both re-submit in light of Covid crisis.

**Decision:** Emergency fund for immediate aid if requested, re-submission later on.

**Decision:** Community Chest review by LCVS on hold for now, to be returned to.

**Action:** Chris to write up something to send to the partnership.



**Action:** Secretary to circulate decision about the two pre outline applicants to be treated as exceptional cases for later decision to the partnership.

Yak left the meeting at this point.

**5.2 Discussion:** Drop-in Meeting. Do we pick up on the drop-in meeting when we can? Is there still a need? If yes, do we do it differently?

**Decision:** Post Covid-19 will be very different and any physical drop-in now needs to look and feel different. A zoom open meeting for community may be a possibility?

#### **Item 6.0: Background Tasks**

**6.1 Discussion: New membership pack** discussion needs to be picked up on.

**Action:** Viv to recirculate what she has done.

**6.2 Discussion: Worker Contracts.** Secretary and Development Worker contracts need to be sorted.

**Action:** Sian and Chris to talk to Yak about worker contracts.

**6.3 Discussion: Freshdesk.** Secretary looked into Freshdesk and how it might work to streamline applications, enquiries, complains etc. Found it a bit too complicated for our needs.

**Decision:** Secretary to continue looking into other possible software e.g. Trello.

#### **Item 7.0: Using Zoom**

**Discussion:** Local Trust are running zoom training sessions for partners and workers.

**Decision:** Secretary to look into taking the digital champions training session. Sian to send details. Sian is happy to do one to one training if anyone requires.

**Action:** Sian to send details of training sessions to Secretary for circulation.

**Action:** Secretary to circulate the WEM Zoom account log-in details for use by all partnership members.

#### **Item 8.0: Next Meeting**

**Decision:** Secretary to set date for next meeting in 2 weeks (7<sup>th</sup> May, 6pm) and encourage as many as possible to attend.

#### **Next Meetings:**

- Thursday, May 7<sup>th</sup> 2020 at 6pm via Zoom.

Cont ....



## Summary of Actions:

1. **Action:** Secretary to circulate March draft minutes for approval via email.
2. **Action:** Secretary to circulate LCVS emergency fund and LCVS proposal for approval via email.
3. **Action:** Yak to share Covid survey results.
4. **Action:** Secretary to circulate chair delegation proposal for agreement asap.
5. **Action:** Development worker to go back to schools for details which can be sent out to all partners for approval.
6. **Action:** Sian to research Big Local partnerships who have created free wi-fi areas and possible grants.
7. **Action:** Chris to write up something to send to the partnership re unfinished outline applicants, then...
8. **Action:** Viv to recirculate what she has done so far on membership packs.
9. **Action:** Sian and Chris to talk to Yak about worker contracts. Discuss.
10. **Action:** Sian to send details of training sessions to Secretary for circulation.
11. **Action:** Secretary to share the WEM Zoom account details with all partners.

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## Postscript:

### April 23rd 2020 – follow up on 3 key decisions after Zoom meeting.

This postscript covers three decisions confirmed after Zoom partnership meeting of 23<sup>rd</sup> April 2020.

- Point 1: Urgent Response Fund - £10,000
- Point 2: Support for LVCS - £2000
- Point 3: Support for School Home Learning - £7000

Partners asked to offer a decision on points above. These partners confirmed yes on all three points; Jo B on 27<sup>th</sup> April, Viv on 28<sup>th</sup> April and Ali, Natalie, Lee and Dan on 29<sup>th</sup> April. Chris confirmed at original meeting 23<sup>rd</sup> April. This constitutes seven of the eight partners so all three points agreed.

Other points of agreement to be followed up later

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