



Draft Minutes	Date: 12/10/20, 6pm-8pm
Chaired by: Chris Price Minuted by Johnny Bean (Secretary)	Location: Zoom

Present and Apologies		
Members	Present	Apologies
Jo Bambrough (on sabbatical)		✓
Viv Brunsden		✓
Ali Crisp		✓
Kat Hilton		✓
Chris Price (Chair)	✓	
Lee Reeve		✓
Dan Spencer (arrived at item 4 on the agenda)	✓	
Natalie Thomas		✓
Others present	Present	Apologies
Johnny Bean (Secretary)		✓
Sian Jay (Big Local rep)		✓
Joe Robinson (Community Development Worker)	✓	
Rebecca Mead (Communities in Control, observer)		✓
Yak Patel (LTO)	✓	
David France (Eggcup.org)	✓	
Niamh Goggin (Small Change Ltd)	✓	

Item 1.0: Apologies, Welcome & introduction from the Chair
Discussion: The Chair welcomed everyone to the meeting and introduced David France of Eggcup (see item 3.0) and Niamh Goggin, who is working on behalf of WEM in respect of item 4 (Centenary Housing Project).
Item 2.0: Minutes of the Last Meeting/Outstanding Actions/Matters Arising
Discussion: The Minutes of the Last Meeting were circulated prior to the meeting.
Decision: The minutes to be agreed by email re-circulation to all partnership members.
Action: The Secretary to send the September Draft Minutes to all partnership members for agreement via email.
Item 2.1: Outstanding Actions

Outstanding Action: Big Local Rep to send the recruitment expression of interest form to the Secretary for dissemination and approval.

Outstanding Action: The Development Worker to ask schools to complete a project form.

Outstanding Action: The Development Worker to follow up positively with Chris Greenwood and set something up.

Outstanding Action: The Development Worker to draw out a possible press release re Emergency Covid Response Fund support work.

Outstanding Action: Yak to shop around for good deals on mobile dongles and report back.

Item 2.2: Matters Arising: Food Shop

Discussion: The Development Worker had polled the partnership members to see if they would support an expression of interest in the food shop project up to a fixed amount.

Decision: A majority of partnership members approved the expression of interest for the project. See Item 3.0.

Item 2.4: Matters Arising: West End (Schools) Online

Discussion: The Development Worker has spoken to the Scott Trust about the project, who have expressed interest and would like to add to the money that WEM put into the project to help provide wraparound services including helping to fund dongles and providing 1:1 advice to families. Support could be up to a potential £15000.

Decision: The project has received majority Partnership members backing. Project to progress. Further talks to be had.

Action: The Development Worker to send the information on the West End Schools online project to Dan.

Item 3.0: Guest Speaker: David France from Eggcup

Discussion: Eggcup are interested in opening a Food Hub/Shop in the West End of Morecambe with potential support from WEM. David France of Eggcup gave some overview, background and practical details of the project. Eggcup aims to reach and support people in Morecambe in a sustainable way. Eggcup takes surplus food and distributes to low income or financially challenged people via foodbanks/food clubs and its own membership deliveries/collections. Members pay membership fees, volunteer in and help run the food clubs so have ownership of the project that is supporting them. Contactless and Covid-secure. Being run through Lancaster District Food Poverty Alliance. Will be some set up costs for the Food Shop/Hub, but then expected to be financially sustainable within a year. Some difficulty finding the right premises. Will involve a firm partnership with Stanley's. Looking overall for approx £67k (premises dependent), from various sources. Capacity to support 350 households. Timescale: To be up and running by end of December 2020. Sustain funding max of £25k (for main set up costs) and any WEM money would cover the ongoing costs-potentially £42k). Would like WEM to be a collaborative, critical friend. David was thanked.

Decision: Partnership members have already agreed to support the food shop/hub idea but will require an application form with full details. Need to poll Partnership members for approval to progress, inc a max amount that WEM could provide and a clear layout of what expectations WEM will have of the project and what potential risks might be. Yak advised need for fully costed cashflow and business plan to show how finances will work.

Action: Development worker to forward application form and business plan request to Eggcup and poll Partnership members for approval to progress.

Item 4.0: Century House (Co-op building)

Discussion: Niamh gave an update on the developments: Exchange CIC applied to Architectural Heritage

Fund for grant of £72,500 and have been awarded £68,000. Will pay for the development plan on the building and the business plan and help fund a bid writer and/or a fundraiser. They have a commitment from the City Council of £425,000 (in addition to the asset transfer). On top of the WEM money they are still seeking to raise around £325,000. They have also received some EU money that will allow them to take on one p/t admin and finance worker and two p/t project delivery staff.

Decision: Niamh recommends that WEM agree to the grant of £20k discussed last meeting, subject to a clear corporate plan and confirmation from Niamh that the use of money is appropriate. Niamh will provide additional support where required.

The Meeting was called to an end at this point and the remaining items were held over to the next meeting

Item 5.0: Post-Covid plan, review and new plan (what next?)

Item 6.0: Development Worker update

Item 7.0: AOB

Next Meetings:

- Monday, 9th November, 6pm-8pm via Zoom
- Monday 7th December, 6pm-8pm via Zoom

Summary of Actions:

1. **Action:** The Secretary to send the September Draft Minutes to all partnership members for agreement via email.
2. **Outstanding Action:** Big Local Rep to send the recruitment expression of interest form to the Secretary for dissemination and approval.
3. **Outstanding Action:** The Development Worker to ask schools to complete a project form.
4. **Outstanding Action:** The Development Worker to follow up positively with Chris Greenwood and set something up.
5. **Outstanding Action:** The Development Worker to draw out a possible press release re Emergency Covid Response Fund support work.
6. **Outstanding Action:** Yak to shop around for good deals on mobile dongles and report back.
7. **Action:** The Development Worker to send the information on the West End Schools online project to Dan.
8. **Action:** Development worker to poll Partnership members for approval to progress the Eggcup proposal, and what expectations WEM should have.