

West End Million Partnership Meeting

7pm Monday 12th July 2016, St. Barnabas Centre

MINUTES

Present: Liz Graydon, Tigger McGregor, Simon Das, Mike Barr, Gill Taylor, Olivia Thomas, Tom Fyson (Big Local Rep), Liz Engelke, Andrew Galland, Kathryn McDonald, Pat Williamson, Steve Coglan, Louise Bryning (Press Officer): 11 members present.

Apologies: Olivia Treasure, Jo Bamborough, Charmaine Rothwell, Robyn Thomas, Kieron Engelke, Melody Treasure, Janet Hampson, Kerry Kalokoh

Meeting members:

1. Apologies for absence and introductions.
 - Louise Bryning: new press officer
 - Sue and Anne from Sanctuary and Elsbeth from Wise Up (observers)
 - Amends required to the last Partnership meeting's minutes?
 - Community grants not specifically sub-headlined – to be amended.
 - o Outstanding actions from last meeting
 - Liz to speak to Jess from Stanleys – still pending.
 - Simon quoracy update to wait for two months until new partnership forms.

2. Treasurer's Report (Mike)

Funding Summary

Total funding approved from the 1 st tranche of the grant	£35,038.63
Total funding paid from the 1 st tranche of the grant	£11,176.63
Total remaining unallocated from 1 st tranche of the grant	£14,961.37

Totals remaining in budgets for 1st Tranche of the grant

Housing	£3,200
Young People	£0
Festivals	£0
Enterprise	£1,537.50
High Impact	£3,750.20
Communications	£435
Community Engagement	£335.67
Training	£ 1,000
Project Delivery	£1,543
Community Grants	£3,210

Total funding approved from 2 nd tranche of the grant	£ 9,262.50
Total remaining unallocated from 2 nd tranche of the grant	£35,737.50

Total funding approved from 3 rd tranche of the grant	£1,000
Total remaining unallocated from 3 rd tranche of the grant	£44,000

3. Headline updates from working groups

Festivals: West End Weekend Update (9 weeks away)

- Employed artist for shop treatments
- Narrative and maps being created
- Open event with local artist
- Market stalls, encouraging shops to create special projects
- Party night
- West End multiplex with two films about Morecambe
- Gill and Melody curating market stalls
- West Street closed off
- Wandering performers

Housing:

- Quiet month due to member absence
- Work will restart from this month: smarten front of property grant scheme, housing renovation feasibility scheme, meeting with Adactus, visit to Goldthorpe Big Local Area housing renovation scheme showcase.

Young People:

- Charter Mark and Summer Scheme planning underway
- Rap/song to be recorded with More Music to perform at AGM
- Tues 6pm- 8:30pm at Stanleys – offer to attend sessions to see the work they do

Enterprise:

- Quiet month due to member absence
- Work will restart from this month

Communications:

- Employed new freelance press officer, started last week.
- Created new press/promotion boards
- 120 signed up to e-newsletter
- Request to forward anything to promote to Tigger/Louise

High Impact:

- Flags will be erected at West End Weekend
- In discussion with Cefin from Shrimping It about winter lights element.

4. Stall/ Volunteers for Seaside Sculpture Day 14th August

- Simon volunteered to attend and help
- Mike can help with logistics and help with table and gazebo
- Tigger to inform Kate to contact Mike re: logistics
- Fliers about community grants available
- AGM fliers may be available
- Promotion boards will be there
- Olivia suggested information for people to take away as opposed to signing people up there and then to get involved – feedback from West End Festival

5. **Distribution of posters and flyers for AGM**

- There is enough budget to produce fliers for whole area – but before printing do we have capacity to distribute?
- ACTION: Olivia suggested young people could volunteer to distribute fliers as part of Stanley's evening session
- ACTION: Andrew suggested church group volunteers could be willing to help distribute
- Tigger suggested printing 40 posters for local shops. AGREED by partnership.
- ACTION: Tigger to ask Margaret Pattison if she would be willing to help too.

6. **Funding proposals:** (see WEM website/Partnership Update for full proposals)

- o A) (Young People Budget) - More Music/ Harvey the Magician workshops
 - Between Sept 16 – July 17
 - Request for: £1,550 for workshop sessions for early years children in West End
 - Consensus from Partnership is in favour of proposal and lots of support to promote early years development, decision postponed until next month's meeting, pending more information.
 - ACTION: Tigger to contact them and request more information to help us understand more about scheme.
- o B) (Project Delivery and Working Groups Budget) Service Level agreement/ Evaluation Monitoring Framework *Mike*
 - We did not review any spending in previous steering group, we aim to improve procedures
 - Proposal: £2,343 (full breakdown of costs in full proposal on WEM update) to commission More Music to create a review process and spending framework to become more professional, efficient and transparent.
 - Mike suggested tagging review fee onto the cost of every proposal from working groups
 - Simon proposed historic proposals admin costs should come out of Project Delivery Budget and from each working group going forward, Liz seconded. No objections. Tigger gave proviso to decide which historic proposals we want to review (i.e. not include one's with low value). Tom suggested waiting until agreement format has been finalised with More Music to decide which historic proposals we want to review. All agreed. Kathryn abstained. One vote in favour via email. 11 votes for; 2 abstentions – quorate. AGREED.
- o C) (Young People Budget) - Confidence Building through drama *Elsbeth*
 - Proposal: £800 for 4 weeks of summer drama workshops for children 5 to 15
 - Simon proposed it comes from Community Grants Pot. No objections - 12 agreements, 1 abstention. AGREED.

6.1_ Community Grants:

- a) Internet Café – Red Rose Centre
 - £300 for low income and elderly people to access internet
 - Purchasing computers and IT equipment
 - All in support of this project. No objections – 13 in support. AGREED
- b) Fitness and wellness sessions – Red Rose Centre
 - £1,000 for kitchen equipment for healthy café, running sessions for fitness, wellbeing for over 50s.
 - Simon proposed we should support proposals for older people as we have lots of proposals for young people.
 - Partnership is in support of idea.

- ACTION: Tigger to email Andy at Red Rose and cc Andy Hemming and Kevin to make contact if they could provide any kitchen equipment.
 - No objections, 12 for, 1 against. AGREED on proviso that they check if there are any of the needed kitchen equipment going spare first.
- c) Animation / 5 ways to wellbeing
- £300 for proposal to create an animation at Stanleys illustrating the 5 Ways to Wellbeing for the young people in West End
 - 13 for, no against. AGREED.

7. AOB (notices only)

- Gill – request to engage with the organisations we haven't engaged with yet e.g. The Sanctuary and link up with all other West End organisations to create collective and work in partnership, ACTION: Gill to coordinate linking up and make connections. Mike encouraged organisations such as The Sanctuary to submit community grant proposals – they are not limited to the four themes in our first year's plan. We would encourage proposals to benefit other groups such as older people, the elderly and disabled in the area.
- Tigger: team building day – request if anyone wants to input on content of day, contact Tigger.
- Tom: request to complete and submit Big Local feedback form if not already done so.
- Tom: notice of Debbie the Chief Exec is leaving, new one may make changes to processes, but not programme or money etc.
- Kathryn: More Music informed the partnership that they are using WEM LTO received fee to employ a local person at More Music.

END OF MEETING