

## West End Million Partnership Meeting

7pm Monday 5<sup>th</sup> September 2016, St. Barnabas Centre

### MINUTES

*Present: Simon Das (Chair), Liz Graydon, Tigger McGregor, Mike Barr, Gill Taylor, Olivia Thomas, Tom Fyson (Big Local Rep), Liz Engelke, Andrew Galland, Melody Treasure, Janet Hampson, Kathryn McDonald, Steve Coglan, Tom (observer), Celine (Big Local observer).*

*Apologies: Kieron Engelke, Pat Williamson, Olivia Treasure*

*Meeting members: 12*

#### **1. Apologies for absence and introductions.**

- Celine from Big Local here to observe Tom Fyson as rep

#### **Amendments to the last Partnership meeting's minutes**

- None

#### **o Outstanding actions from last meeting**

- Need clarification around Bay Business proposal – Simon been in touch with Bay Business and provided clarification.

#### **2. Treasurer's Report (Mike)**

1) Payments made by More Music since last meeting:

- WEMP 019 High Impact Project £2000 paid to Wendy Meadley
- WEMP 021 Balmoral Community Allotment £300 Community Grant
- WEMP 022 West End Community Centre £300 Community Grant
- WEMP 027 Wise Up Workshops £800 Community Grant
- WEMP 031 Balmoral Community Allotment, Expenses for West End Festival £48.40 Community Engagement. Officers Decision.

2) Decisions approved in principal by the finance team. Invoices and funding forms required.

- WEMP 028 Community Internet Cafe. Awaiting response. Will they be charging for these sessions to make them more sustainable? Is the partnership happy with this?
- WEMP 029 Red Rose Community Centre. Awaiting detail of what equipment they got from Kevin.
- WEMP 032 Carnbrae. Awaiting Response. What are the plans if £700 match funding is not available from Landlord?
- WEMP 033 Vlogging Workshop
- WEMP 034 Writing Room Community Journalists. The finance team suggest this should be taken from the training budget.
- WEMP 035 English Breakfast Club

3) Review and Project Management WEMP 027 onwards

The finance team have suggested that all review and project management costs should come from the Project Delivery budget.

They have requested that we produce an approved funding form for every 10 spends we want reviewed similar to WEMP 026.

4) Big Local Plan spend report March to August 2016

This has been submitted by the finance team.

It is a requirement of the release of the next £45,000 of the funding.

5) WEMP 011 West End Weekend

- 6 invoices have been received so far totalling £1216.99

6) WEMP 017 AGM

- 3 invoices have been received so far totalling £517.28

7) Funding Summary

Please note these figures are based on the budget changes suggested in sections 2 and 3

Total funding approved from the 1st tranche of the grant £41642.53

Total remaining unallocated from 1st tranche of the grant £8357.47

Totals remaining in budgets for 1st Tranche of the grant

Housing	£3200
Young People	£0
Festivals	£0
Enterprise	£0
High Impact	£3750.2
Communications	£435
Community Engagement	£262.27
Training	£ 300
Project Delivery	£0
Community Grants	£410

Total funding approved from 2nd tranche of the grant £11474.50

Total remaining unallocated from 2nd tranche of the grant £33525.5

Total funding approved from 3rd tranche of the grant £1000

Total remaining unallocated from 3rd tranche of the grant £44000

No objections from Partnership to budget movements

### **3. Headline updates from working groups**

Festivals:

*Family Sculpture Day:*

- *Lots of positive feedback about it being in West and excellent feedback.*

*West End Weekend Update (5 days to go!)*

- Very busy
- Request for members attendance and to share on social media

Housing:

- House front grant pilot underway – had response from one household in the section of Westminster Road – great, will extend to rest of Westminster Road
- Working with Adactus and jointly funded alleyway clean up project in Nov. Tom informed council have jackets and litter pickers etc. to use for free and covered by their insurance. ACTION: WG to contact council and request
- Housing renovation scheme research on feasibility study tender bid ongoing.
- Paul underway with warden feasibility study.

Young People:

- No major update

Enterprise:

- First meeting for a while with new member called Joanne
- No major decisions

Communications:

- Press releases out and radio coverage
- Louise Bryning (employed press officer) is currently at two month review point, Tigger proposes to carry on with her employment: no objections. AGREED Louise's continual employment.
- Gap in social media press coverage to be filled by members of the partnership
- Tigger requested: If people are wanting press coverage, email WEM project address FAO Louise

High Impact:

- 30 flags made and very exciting for future will be erected at West End Weekend
- May have to wait longer to erect winter street lights project

**4. Quarterly reports**

- Common issue raised with Working Groups is capacity.
- Kathryn: how can we build capacity? Suggests we should think about employing someone again to help build capacity.
- Tom suggested: after AGM Working Groups should identify what projects we want to do, then consider contracting that whole project out and WG monitor project
- Melody: suggested doing a skills audit within WG groups and reassess after AGM

**5. Partnership Handover**

- Tigger: suggests partner members who are planning on standing down listing all work involvement members have been involved in, so as work isn't lost or forgotten about.
- All current Partnership members continue to carry out their responsibilities until Sept 24<sup>th</sup> 2016.
- No objections. AGREED.

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

*NB: Some tweaks and clarification on timescales etc. needed on application form – Simon had meeting with More Music to discuss. Any further suggestions on forms email WEM project worker. Tom suggested missing question: “How have you identified your need for this project?” Also to write an example answer for each question in italics.*

- A) The good old days of Xmas
  - £850 – errors in budget
  - Gill: queried about need for DBS checks. Group felt they shouldn't be a need as not 1:1 basis
  - Group delayed agreement, pending answers to further questions about how they will attract people and identify them.
  - Melody suggested: we approve application with conditions that they show evidence that 8 young people and 8 old people. Most objected as difficult to understand what they are trying to achieve
  - Suspended decision pending answers to questions. Partnership will vote via email.
  
- B) What Matters
  - £4,300
  - Keiron E via Liz E: questions: what are they doing? Who are you asking? How you going to find people? Tigger clarified project. Olivia queried how will they capture information?
  - Janet: hard to engage with hard to reach people, suggests using money for events and covering these questions
  - Interesting methodology but could apply within current work, not against
  - Tom suggested putting this out to tender and assessing bids as opposed to this application.
  - Simon suggests reassessing after AGM, email them asking to resubmit after the AGM, tender process working towards plan – Tigger to response with decision via email
  - Suspended until after AGM and pending queries.
  
- C) ASD
  - Janet: it would be good to know how many in group? Melody confirmed the group is well attended. Simon clarified about why manga is central theme
  - No objections: AGREED
  
- D) Social Enterprise – UnLtd
  - £15,000
  - Andy Hemming from UnLtd.offered match funding
  - Simon currently working with Andy to discuss work going forward
  - Not currently enough budget in pot – Tom suggested: options, if aims fit in plan can move money around WG, 2<sup>nd</sup> option if not enough money to be moved – put in proposal to draw down addition money with Big Local.
  - Simon to have further discussions with Andy.
  - Olivia highlighted that it's important that Andy pitches this idea to the partnership due to the large amount of money requested.
  - Simon will organise further meeting with Andy and invite partnership and social entrepreneurs
  
- E) Your idea, your community...UnLtd
  - £21,000
  - Simon proposed we postponed this decision until we write the next plan next year

- F) Advice and Guidance
  - £1,000
  - In discussion with More Music's due diligence team they were happy with the principles of the proposal. Full due diligence checks still to be completed.
  - Olivia suggested asking if they have their own indemnity insurance.
  - No objections. AGREED.
- Janet commented that it was very well written proposal – all others should follow this.

**7.** AOB (notices only)

END OF MEETING