

West End Million Partnership Meeting Minutes

Held 7pm Mon 13th November 2017, at St. Barnabas Community Centre

Present: Mike Barr, Jo Bambrough, Johnny Bean (secretary), Viv Brunnsden, Steve Coughlan, Dorothy Crisp, Martin Houghton, Kathryn MacDonald, Matt Panesh, Chris Price, Judith Stephenson, Gill Taylor (Chair), Pat Williamson, 12 Board Members present inc. 9 residents and 3 non-residents. Meeting quorate.

The Meeting commenced with:

- **Facilitator:** Gill Taylor (Chair)
- **Declarations of conflict of interest:**
 1. Kathryn MacDonald will stand out of the room for the discussions relating to items 1 and 2 on the agenda.
- Jo Bambrough will stand out of the room for the discussions relating to item 6 on the agenda.
- **Apologies:** Joanne Ainscough, Mickey Balshaw, Keeley Baughan, Louise Bryning (press officer), Simon Das, Sian Jay (Big Local rep), Tom Marshall, Tigger McGregor, Dan Spencer.
- **Amendments to the minutes of the last meeting:** The minutes of the last meeting were agreed and accepted.
- **Actions from the last meeting:** All actions were completed.

Item 1: West End Christmas Lights:

(note conflict of interest comments at top of minutes)

Kathryn MacDonald's letter circulated prior to the meeting was discussed. Some concern was raised regarding protocol followed by the LTO. Options were considered and consensus decision was to pay for the Christmas Lights and gift them to the community. **Action 1:** Sian, Gill and Viv to draft reply letter.

Item 2: SLA Process:

(note conflict of interest comments at top of minutes)

The "SLA review and project management" document, circulated prior to the meeting was discussed. Options to carry on with the existing SLA or to draft a new one were considered. Consensus decision was that a new SLA should be drawn up. **Action 1:** Working party to draft a new SLA.

Item 3: The Action Plan:

The "WEM moving forward" document, circulated prior to the meeting was discussed. It was generally welcomed but it was agreed that another meeting should be set up in early December to further the discussion. **Action 3:** Gill to arrange a new meeting re furthering discussion on the Action Plan.

Item 4: Community Liaison Officer:

A first draft job description put together by Tigger, Keeley, Steve and Judith (as the working party) for the post of Community Liaison Officer, was circulated prior to the meeting and discussed. The draft job spec was agreed by consensus.

Two options for the proposed mode of employment were considered and by consensus option 2 (for the officer to be engaged as a contractor) was preferred.

Item 5: Community Grant Applications:

A short discussion took place about the suitability of the current "Funding Request Form".

Action 4: Viv agreed to look at the wording of some of the questions and come back with a

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suggested new form.

The application from Stanley's Youth Club, circulated prior to the meeting, was discussed and approved by consensus, with the added consideration that a plan be looked at to help Stanley's (and other local organisations who might be in a similar position) with future sustainability. It was discussed if this could be a part of the Community Liaison job role. Suggestion from Judith that a rep from the National Lottery might be able to give a talk to local organisations. **Action 5:** Gill to inform Robyn at Stanley's of the decision.

Item 6: Steeple For The People:

(note conflict of interest comments at top of minutes)

Gill noted that this was added as a "members update" and that moving forward, members updates would become a standing feature of the agenda, a chance for members to briefly update partners on anything of possible interest.

Tom's proposal that WEM might consider supporting the Exchange Creative Community's plan to purchase the old Church on West Street, circulated prior to the meeting, was discussed. It was agreed the proposal was a good conversation starter, but more detail was needed.

Item 7: Christmas Meal:

It was proposed that the partnership hold a Christmas meal at Morecambe Tandoori on Dec 11th as this was the night of the next planned partnership meeting. A shorter meeting could be held followed by the meal. Judith gave apologies as she was unavailable for the meeting on the 11th. **Action 6:** Johnny to contact all partners re availability and Mike to contact Morecambe Tandoori

Item 8: AOB:

- **Matt:** On March 21st 2018 The Alhambra will be officially opening as the new UK Centre of the International Theatre Institute. The opening will signal the start of a month long celebration including an attempt on the World's Longest Concert Performance, bookended by two Hawkwind performances. All members of the partnership are invited to attend.
- **Kathryn:** The Lantern Festival takes place on Nov 29th this year and will be preceded by lantern-making workshops at both More Music and the Exchange Creative Community.
- **Jo B:** The festival will include the Morecambe mini-illuminations and any volunteer assistance for Cefn Hoile would be welcomed.
- **Johnny:** Looking to update the website, so if partners have any suggestions of items/news posts please talk to Johnny.
- **Mike:** Lancaster City Council is currently looking to licence all landlords in the West End. For more details visit: www.lancaster.gov.uk/rented

Date of Next Meeting:

- Mon 11th December 7pm

ACTIONS:

1. Sian, Gill and Viv to draft reply letter to More Music re Christmas lights.
2. Working party to draft a new SLA.
3. Gill to arrange a new meeting re furthering discussion on the Action Plan.
4. Viv to look at the wording of some of the questions on the funding request form and come back with a suggested new form.
5. Gill to inform Robyn at Stanley's of the grant application decision.
6. Johnny to contact all partners re the Christmas meal on Dec 11th and Mike to contact Morecambe Tandoori.