

# WEM MINUTES: October 2018

**Date:** 08/10/2018      **Location:** Stanley's Youth & Community Centre      **Time:** 7.00pm – 9.00pm

**Present:** Sian Jay (Big Local), Steve Coghlan, Jo Bambrough, Viv Brunsdon, Ali Crisp, Dorothy Crisp, Dan Spencer (Chair), Pat Williamson, Gill Taylor, Johnny Bean (Secretary), Joe Robinson (Community Development Worker).

**Apologies:** Chris Price (had to leave at the start of the meeting), Mike Barr, Martin Houghton, Louise Bryning (Press Officer) and Yak Patel (LTO Officer).

**Absent:**

## Declarations of Conflict of Interest:

Topic	Discussion	Action/Decision	Responsibility
<b>The Minutes of the last meeting</b>	The minutes of the last meeting were discussed.	<b>DECISION:</b> The minutes of the last meeting were agreed. <b>ACTION:</b> Johnny to publish minutes on website.	<b>Johnny</b>
<b>Conflicts of interest</b>	No conflicts were declared.		
<b>Outstanding Actions</b>	The outstanding actions were dealt with in the course of the meeting.		
<p><b>Item 1:</b> Sian - One Year In, Partnership Review</p> <p>Sian – Blu Chula and Academy of Urbanism updates/Plan Launch</p>	<p>Sian gave a review of her first year as our Big Local rep, and is writing up the annual partnership review.</p> <p><b>Q1:</b> “Does the partnership reflect the community?”</p> <p><b>Q2:</b> “Does the partnership follow its own rules and procedures?”</p> <p><b>Q3:</b> “Does the partnership behave in line with Big Local values and ethos?”</p> <p><b>Q4:</b> “Does the partnership conform to conflict of interest guidelines?”</p> <p><b>Q5:</b> “Does the partnership have anything to tell Local Trust?”</p> <p>Offers to talk to WEM are on the table from Blu Chula and the Academy of Urbanism. Workshop offers would need to be taken up</p>	<p><b>DECISION:</b></p> <p><b>A1:</b> Partially. Need to consider recruiting younger people and members of minority communities.</p> <p><b>ACTION:</b> Talk to Stanley’s and Head of W E Primary school re forming a youth partnership, and open conversations with Polish community groups.</p> <p><b>A2:</b> Partially.</p> <p><b>A3:</b> Yes</p> <p><b>A4:</b> Yes</p> <p><b>A5:</b> Yes. Partnership has lots of positivity now, is adjusting well to new ways of working/thinking, and is launching new plan in November which will mark the new start.</p> <p><b>DECISION:</b> No time to do both, unless it can be a combined event. Plan launch should go ahead on</p>	<b>Joe/Jo</b>

## WEM MINUTES: October 2018

	by end of Nov 2018. A discussion took place about holding the workshop as part of the plan launch and delaying the launch.	Nov 1 <sup>st</sup> (11-2, changed from the previously planned 2.30 finish) with a drop-in format (changed from the previously planned presenter format), and to be the start of further conversations. <b>ACTION:</b> Viv to draft email invite text for Johnny by Weds 10 <sup>th</sup> Oct. <b>ACTION:</b> Sian to inform Academy of Urbanism that we are interested in a workshop at end of November, subject to review after plan launch. <b>ACTION:</b> Sian to circulate previous Academy of Urbanism reports.	<b>Viv</b> <b>Johnny</b> <b>Sian</b>  <b>Sian</b>
<b>Item 2:</b> Mike - Proposal to move time of meeting	Historically, meetings have been held on the second Monday of the month for room availability reasons. This no longer applies, so a discussion about changing the day/time was held.	<b>ACTION:</b> Johnny to conduct review of preferred day/times and add as agenda item for next meeting.	<b>Johnny</b>
<b>Item 3:</b> Dan - Updates	<p>1. Big Local have given us a supply of lanyards for use by partners at events.</p> <p>2. Dan attended a Local Trust community leadership training day. Further days are available for partners. Adam Smith offered to come to Morecambe to talk about learning opportunities.</p> <p>3. Dan stepping down as chair in new year.</p> <p>4. Coastal Communities Team (CCT). The CCT is now active again and was discussed who should attend as WEM rep.</p> <p>5. Local Trust Coast Communities. The next meeting to be held in Scarborough.</p> <p>6. Creating Civic Change expression of interest has gone in.</p>	<p><b>DECISION:</b> Lanyards are available from Ali.</p> <p><b>DECISION:</b> Anyone interested in training to contact Dan</p> <p><b>ACTION:</b> Dan to share podcast he contributed to.</p> <p><b>DECISION:</b> New chair will need to be elected by Jan 2019. A review of roles and responsibilities, and training and development needs to be undertaken.</p> <p><b>ACTION:</b> Johnny to add Chair Review/Workers Review as agenda items for next meeting.</p> <p><b>DECISION:</b> Dorothy agreed to attend CCT meetings as WEM rep.</p> <p><b>ACTION:</b> Dan to share CCT info to Dorothy and add Dorothy to CCT mailing list.</p> <p><b>DECISION:</b> Steve to attend, and write piece for website afterwards.</p> <p><b>DECISION:</b> Discussion to be held after response known.</p>	<b>Dan</b>          <b>Johnny</b>  <b>Dan</b>  <b>Steve</b>
<b>Item 4:</b> Marketing and	Proposal to earmark £500 for	<b>DECISION:</b> £500 agreed. Decision	

## WEM MINUTES: October 2018

Branding	<p>scoping branding with marketing company.</p> <p>Business cards/website branding were discussed.</p> <p>Website: Chris circulated a website review document, looking at simplifying the text readability.</p>	<p>made not to put out to tender for this initial exercise as we have had offer from a known company with excellent Morecambe links, commitment to the West End and record of working with top clients.</p> <p><b>DECISION:</b> To sort branding first then website/business cards later.</p> <p><b>ACTION:</b> Joe to alter "W" on header image now.</p> <p><b>ACTION:</b> All partners to please review the document for discussion at next meeting.</p>	<p>Joe</p> <p>All</p>
<b>Item 5:</b> WEM Social	Johnny declared a tie between 17 <sup>th</sup> and 24 <sup>th</sup> Nov for Social night.	<p><b>DECISION:</b> Jo to revisit availability.</p> <p><b>ACTION:</b> Johnny to make decision.</p>	<p>Jo</p> <p>Johnny</p>
<b>Item 6:</b> Christmas Lights	A discussion was had about a request received via the website re Christmas lights.	<p><b>DECISION:</b> Joe to have a discussion with them.</p>	<p>Joe</p>
<b>Item 7:</b> IT	Mike has not yet had response from CVS re purchasing protocol.	<p><b>ACTION:</b> Sian to follow up with CVS on this and other issues.</p>	<p>Sian</p>
<b>Item 8:</b> Joe's Update:	<ul style="list-style-type: none"> <li>• Hanging Baskets: A discussion was had about the £500 match for Hanging baskets given to Morecambe Town Council but not used due to hold ups.</li> <li>• Credit Union.</li> <li>• Partnership recruitment: A short discussion was had about how to recruit/induct new members onto the partnership.</li> <li>• More Together Magazine: A discussion about the WEM funded final issue was had and content options.</li> <li>• Friends of Regent Park:</li> <li>• Social Media Protocol: Joe circulated a protocol draft for discussion.</li> </ul>	<p><b>DECISION:</b> Town Council to hold money and use in 2019 with proviso that it must be used on hanging baskets only. Joe to respond.</p> <p><b>ACTION:</b> Joe to invite rep from Credit Union to a meeting in new year.</p> <p><b>ACTION:</b> Sian to get copy of Wargrave Big Local's induction pack to Joe.</p> <p><b>DECISION:</b> Option for WEM to provide content by Nov 16<sup>th</sup> agreed. With delivery improvements.</p> <p><b>ACTION:</b> Dan to lead on content collation.</p> <p><b>ACTION:</b> Joe is following up on their enquiry to have a chat.</p> <p><b>DECISION:</b> Carry discussion over to next meeting.</p> <p><b>ACTION:</b> Everyone please read protocol draft before next meeting. Johnny to add to agenda.</p>	<p>Joe</p> <p>Joe</p> <p>Sian</p> <p>Dan</p> <p>Joe</p> <p>All</p> <p>Johnny</p>

## WEM MINUTES: October 2018

<p><b>Item 9:</b> News items for Website</p>	<p>A short discussion re the next items for posting on the website was held.</p>	<p><b>DECISION:</b> Plan invitation to go up as soon as text approved. Then a post to go out on social media re the plan launch, followed a week later by post encouraging community chest applications. Louise to be asked to write post in response to the NY Times article on Morecambe poverty (along the lines of “the world is seeing Morecambe like this, join us and help to make things better”, and the recent Daily Telegraph article with Aronne from Old Pier Bookshop. Jo was asked to write short piece on Building Wealth Creation.</p> <p><b>ACTION:</b> Johnny to draft news post /social media text and schedule posts. Louise to interview Aronne and write some content.</p>	<p><b>Jo</b></p> <p><b>Johnny</b></p> <p><b>Louise</b></p>
<p><b>AOB</b></p>	<ul style="list-style-type: none"> <li>• Big Local Training, Working Better Together//Wednesday 14th November, 10-4 // Supporting big local partnerships, role and expectations of workers and LTOs.</li> <li>• Applications: Some partners had been unable to open the attachments.</li> <li>• Plan Launch meeting:</li> </ul>	<p><b>DECISION:</b> Dan has left feedback re events being too distant, not good for people with mobility issues, and poor reiteration of salient points. Next meeting in Manchester, full day, 14<sup>th</sup> November. Anyone interested in attending please contact Dan.</p> <p><b>ACTION:</b> Johnny to investigate issue and re-send.</p> <p><b>DECISION:</b> It was agreed to find time before the plan launch for another meeting to confirm logistics etc. And Sian to draft some discussion notes asap.</p>	<p><b>Johnny</b></p> <p><b>Sian</b></p>

The Next meeting will be held on Monday November 12<sup>th</sup> at Stanley's Youth & Community Centre, 79-83 Stanley Rd, Heysham, Morecambe LA3 1UT.  
From 7pm-9pm (room available from 6pm).

# WEM MINUTES: October 2018

## ACTIONS:

1. Johnny to publish September minutes on website.
2. Joe to talk to Stanley's and Head of W E Primary school re forming a youth partnership, and open conversations with Polish community groups.
3. Viv to draft email invite text for Johnny by Weds 10<sup>th</sup> Oct.
4. Johnny to send email invitation asap.
5. Sian to inform Academy of Urbanism that we are interested in a workshop at end of November, subject to review after plan launch.
6. Sian to circulate previous Academy of Urbanism reports.
7. Johnny to conduct review of preferred day/times and add as agenda item for next meeting.
8. Dan to share podcast he contributed to.
9. Johnny to add Chair Review/Workers Review as agenda items for next meeting.
10. Dan to share CCT info to Dorothy and add Dorothy to CCT mailing list.
11. Joe to alter "W" on header image now.
12. All partners to please read Chris' website review the document for discussion at next meeting.
13. Jo to revisit WEM social availability.
14. Johnny to make decision on date of WEM social, and reserve table.
15. Joe to follow up enquiry re Christmas lights.
16. Sian to follow up with CVS on issues.
17. Joe to respond re hanging baskets.
18. Joe to invite rep from Credit Union to a meeting in new year.
19. Sian to get copy of Wargrave Big Local's induction pack to Joe.
20. Dan to lead on More Together content collation.
21. Joe to follow up on enquiry from Friends of Regent Park.
22. Everyone please read protocol draft before next meeting.
23. Johnny to add to protocol discussion to next agenda.
24. Jo to write short (150 word) piece on Building Wealth Creation for website post.
25. Johnny to draft news post /social media text and schedule posts.
26. Louise to interview Aronne and write some content for website post.
27. Johnny to re-send applications to panel.
28. Sian to draft some discussion notes asap.