

WEM MINUTES: January 2019

Date: 14/101/2019 **Location:** Stanley's Youth & Community Centre **Time:** 7.00pm – 9.00pm

Partners Present: Jo Bambrough, Mike Barr, Viv Brunsdon, Steve Coghlan, Ali Crisp, Chris Price, Lee Reevel, Dan Spencer (Chair), Gill Taylor, Pat Williamson.

Others present: Johnny Bean (Secretary), Becky Burns, (guest), Tim Hamilton-Cox (Morecambe Bay Credit Union), Sian Jay (Big Local), Rebecca Mead (Lancaster University, Communities in Control) and Yak Patel (LTO Officer)

Apologies: Louise Bryning (Press Officer), Dorothy Crisp (stepped down), Joe Robinson (Community Development Worker),

Absent:

Topic	Discussion	Action/Decision	Responsibility
Preliminaries	Becky Burns (potential new partner) and Tim Hamilton-Cox of Morecambe Bay Credit Union were welcomed to the meeting. It was noted that Dorothy Crisp has now stood down.	ACTION: Johnny to send thanks to Dorothy and remove from group lists.	Johnny
The Minutes of the last meeting	The minutes of the last meeting were discussed.	DECISION: Amend to show Rebecca attended, otherwise accepted ACTION: Johnny to publish minutes	Johnny
Conflicts of interest	All conflicts to be reported at the commencement of each item on the agenda.		
Morecambe Bay Credit Union	Tim Hamilton-Cox of MBCU gave a short talk on the union and took some questions. After which Tim left the meeting.	DECISION: Agreed WEM partners should spread the word about MBCU, and in conversations with Job Centre Plus in particular to place volunteers. Possible creation of Stanley's as a West End space. ACTION: Joe to follow up and make a plan for potential campaign in West End. ACTION: Dan to share info on Engage scheme.	Joe Dan
Item 1: Governance	A discussion around the document circulated by Sian prior to the meeting regarding: A) Chairs role (inc announcement by Dan that he will be standing down as Chair after next meeting).	DECISION: Line management of workers to be the Chairs role. Also to add the following to the role of the chair: 1. helping the partnership to reach a consensus and avoiding voting where possible and being clear if the Chair has a vote/casting vote. 2. making sure that the agenda is followed and helping the	

WEM MINUTES: January 2019

	<p>B) Constitution:</p> <p>C) Code of Conduct</p> <p>D) Conflicts of Interest.</p> <p>A short discussion was also held regarding the procurement of Tech. To support partners working.</p>	<p>partnership to keep to time. 3. agreeing minutes and making sure they go out in a timely way. 4. making sure that the skills and expertise of partnership members is used in the right way. 5. making sure that the Code of Conduct is kept to.</p> <p>DECISION: Sian to commence proceedings for election of new chair.</p> <p>DECISION: Agreed that the member coming second in the election should become vice chair and act as shadow to chair for one year with view to becoming chair at that time.</p> <p>DECISION: Dan to chair next meeting then hand over.</p> <p>DECISION: Sian and Mike to work together on adoption of suggested amendments to the constitution and report back.</p> <p>DECISION: To hold one open (public) meeting a year (i.e. AGM). Format to be agreed e.g. Facebook live?</p> <p>ACTION: Sian, Dan, Mike and Joe to discuss and report back.</p> <p>ACTION: Sian & Mike to finalise constitution amendments.</p> <p>DECISION: All partners to review the code of conduct suggestions contained in the document for future agreement.</p> <p>DECISION: In the event of partners not attending 3 consecutive meetings, the chair will contact them to discuss situation.</p> <p>ACTION: All to review 'Wargrave' Code of Conduct and let Siân know of any edits needed</p> <p>DECISION: Agreed to adopt the suggestions made by Sian. i.e. the partners will make decisions of potential conflicts as they arise according to one of 4 options.</p> <p>DECISION: Johnny to revisit the poll re the need for tablets. LDCV to request advice from their tech support and develop acceptable</p>	<p>Sian</p> <p>Sian, Dan, Mike, Joe</p> <p>Sian and Mike</p> <p>All</p> <p>Johnny</p> <p>Yak</p>
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WEM MINUTES: January 2019

		<p>use policy. ACTION: Sian to look for an acceptable use policy from another partnership. ACTION: Yak and Mike to agree spec for tablet and arrange purchase. DECISION: Johnny to print out full set of papers in advance for Steve at future meetings. DECISION: The Partnership wished to Thank Dan for all his hard his work as Chair.</p>	<p>Sian</p> <p>Yak & Mike</p>
Item 2: Academy of Urbanism	<p>A discussion around setting a date for the stakeholder meeting with the Academy of Urbanism meeting with new Director Janet Sutherland. After this item Lee had to leave the meeting.</p>	<p>DECISION: Sian to go back to AoU to discuss date alternatives. Steve, Jo B, Viv, Dan, Chris and Yak all agreed to pursue interest.</p>	
Item 3: Support from Big Local	<p>Sian updated on Big Local's review of reps. All reps are re-tendering and results will be known soon if any changes will occur.</p>	<p>DECISION: Local Trust offer now means we can ask for additional support from our rep or from another rep if Sian doesn't have the skill/experience needed for a particular task. This would be funded by Local Trust. DECISION: Schedule skills gap analysis for March/April.</p>	
Item 4: Moving the Plan Forward	<p>Viv circulated a document before the meeting summarising conversations had with various people re moving the plan forward.</p>	<p>DECISION: Partnership members should pick a topic of special interest/passion on which to take the initiative, with full support and develop plans. ACTION: All partners to come to next meeting with thoughts on their particular passion or gaps on the plan.</p>	<p>All</p>
Item 5: Community Development Worker's update	<p>Joe circulated his update in advance along with apologies. Newsletter out shortly, target 80% distribution coverage. Induction sheet drafted. AoU stakeholders list shared. New link with neighbourhood police established. Notes on role of CDW.</p>	<p>ACTION: Johnny to share draft induction sheet with Becky for her feedback. ACTION: Gill and Mike to arrange to meet with Joe & Johnny to review future co-ordination and engagement needs</p>	<p>Johnny</p> <p>Johnny/Joe/ Gill/Mike</p>
Item 6: Treasurer's Update	<p>Mike circulated a brief update and spreadsheet of the year to date.</p>	<p>DECISION: Mike to present quarterly updates from now on.</p>	

WEM MINUTES: January 2019

Item 7: Plastic-Free West End	Steve presented his ideas for creating a Plastic-Free West End. A discussion took place.	DECISION: Steve to lead on developing the idea and instigating conversations with local traders.	
Item 8: Big Ideas & Community Chest	A standing item, discussing applications received and the process for handling applications.	<p>DECISION: Ali to replace Dorothy on the applications review panel. Pat also volunteered.</p> <p>DECISION: Rejection letters to be sent by treasurer (preferably via WEM email address?).</p> <p>DECISION: Sian and Mike’s newly drafted acceptance letter to replace current letter used by LDCVS.</p> <p>DECISION: Website to have clearer description of application process.</p> <p>ACTION: Johnny to rework application forms into more accessible online forms and include request for applicants BACS details. Also to review Guidance notes and accessibility issues.</p> <p>ACTION: Chris to revisit his review of all text on the new website and share to Johnny for feedback next meeting.</p> <p>ACTION: Johnny to recirculate Chris’s review doc.</p> <p>ACTION: Gill to get back to recent Big Ideas applicant re re-submitting on correct form.</p> <p>DECISION: Agreed we should have a small supply of paper application forms available in Stanley’s. Johnny to arrange.</p>	<p>Johnny</p> <p>Chris</p> <p>Johnny</p> <p>Gill</p> <p>Johnny</p>
Item 9: Pocket Parks	Gill gave us an update on the progress she has been making with the Friends of Regent Park who are looking to fund park improvements via the Pocket Parks scheme.	<p>DECISION: WEM agree to match fund up to £20,000 and conditional on a successful application to Pocket Parks.</p> <p>ACTION: Johnny to draft a letter of this decision for Gill to pass on to the Friends.</p>	Johnny
Item 10: Other meetings and events	<p>A standing item to announce other events and meetings of interest coming up.</p> <ul style="list-style-type: none"> • MIG Meeting this Wednesday at Stanley’s. 		
Item 11: Outstanding Actions	A review of the outstanding actions from the previous meeting:	ACTION: Johnny to draft a web article about what WEM have	Johnny

WEM MINUTES: January 2019

	<ul style="list-style-type: none"> • Jo to produce a short piece of content for the website. • Sian to send Facebook workplace invites to Joe and Johnny. • Mike & Dan to arrange set up of LTO for Creating Civic Change. 	done since the introduction of the new plan.	<p>Jo</p> <p>Sian</p> <p>Mike/Dan</p>
AOB:	Matt Panesh circulated, in advance of the meeting, a synopsis of his current plans for a “Fringe Factory”.	<p>DECISION: If any partnership members have an interest in Matt’s plans then please talk to Matt and feedback at the next meeting.</p> <p>DECISION: It was agreed that in future, non-partnership members should not have the right to ask for items to be put on the agenda but did have the right to put forward ideas/issues for the partnership to respond to.</p>	

The meeting closed at 10pm

The Next meetings will be held on:

- Monday February 11th
- Monday March 11th
- Monday April 8th
- Monday May 13th
- Monday June 10th
- Monday July 8th

All meetings are held at Stanley's Youth & Community Centre, 79-83 Stanley Rd, Heysham, Morecambe LA3 1UT. From 7pm-9pm (room available from 6pm).

SUMMARY OF ACTIONS:

1. **Johnny** to send thanks to Dorothy and remove from group lists.
2. **Johnny** to publish the approved December minutes.
3. **Joe** to follow up with MB Credit Union and make a plan for a potential campaign in West End centred round Stanley's.
4. **Dan** to share info on Engage scheme.
5. **Sian, Dan, Mike and Joe** to discuss plans for an open meeting/AGM and report back.
6. **Sian & Mike** to finalise constitution amendments.
7. **All** to review 'Wargrave' Code of Conduct and let Siân know of any edits needed.
8. **ACTION:** Sian to look for an acceptable use policy from another partnership.
9. **Johnny** to revisit the tech poll re the need for tablets.
10. **Yak** to request advice from LDCVS tech support and develop acceptable use policy (Siân to send example from other area)
11. **Yak and Mike** to agree spec for tablet and arrange purchase.
12. **All partners** to come to next meeting with thoughts on their particular passion or gaps on the plan.

WEM MINUTES: January 2019

13. **Johnny** to share draft induction sheet with Becky for her feedback.
14. **Gill** and **Mike** to arrange to meet with Joe & Johnny to review future co-ordination and engagement needs.
15. **Johnny** to rework application forms into more accessible online forms and include request for applicants BACS details. Also to review Guidance notes and accessibility issues.
16. **Chris** to revisit his review of all text on the new website and share to **Johnny** for feedback at next meeting.
17. **Johnny** to recirculate Chris's review doc.
18. **Gill** to get back to recent Big Ideas applicant re re-submitting on correct form.
19. **Johnny** to draft a letter on Pocket Parks decision for Gill to pass on to the Friends.
20. **Jo** to produce a short piece of content for the website.
21. **Sian** to send Facebook workplace invites to Joe and Johnny.
22. **Mike & Dan** to arrange set up of LTO for Creating Civic Change.