

WEM MINUTES: FEBRUARY 11th 2019

Date: 11/02/2019 **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,

Others present: Johnny Bean (Secretary), Louise Bryning (Press Officer), Sian Jay (Big Local), Joe Robinson (Community Development Worker) and Yak Patel (LTO Officer)

Apologies: Pat Williamson.

Absent:

Topic	Discussion
The Minutes of the last meeting	The minutes of the last meeting were discussed. DECISION: The minutes were accepted with no changes. ACTION: Johnny to publish the minutes.ⁱ
Conflicts of interest	See item 4
Chair:	Following a secret vote to elect a new chair, adjudicated by the Big Local Rep, Chris Price was elected as chair. DECISION: Chris Price has been elected as the new Chair. Dan was thanked by all for his hard work during his tenure as Chair.
Item 1: Governance	
1.1 The Plan/Moving Forward	<p>Sian shared her thoughts on the progress of the partnership moving forward from the plan launch, after which everyone was invited to share their thoughts. Summary of discussion:</p> <ul style="list-style-type: none"> • More clarity required regarding how we give out money. This is reflected in a confusing webpage. DECISION: Flow diagram required to make application process clearer. • More partnership members required. • Clear communications plan needed. ACTION: Louise to support the partnership in developing a communications plan.ⁱⁱ • Partnership needs to speak with one voice – members must represent this one view outside of meetings. ACTION: Sian to have same discussion with partnership member not here tonight (Pat).ⁱⁱⁱ • If partnership members have concerns or are unhappy with the actions of others this must be discussed at partnership meetings and not elsewhere • We have lost some connections made at the plan launch event. Follow up event suggested to bring them back on-board and potentially bring new faces in as well. • More use of task groups/sub-groups. • Partnership members to take the lead on issues that interest them. ACTION: Johnny to connect Lee with existing Out in the Bay conversations had by Joe, Viv and Ali.^{iv} • Everyone's view should be equally valued. • Communal responsibility needs to be taken for making the plan work. • Less interrupting in meetings, please raise a hand to speak. • Delegate the decision making more. • Clearer lines of action, if in doubt refer back, ask or bring to meeting. • Clear procedure for partnership induction. ACTION: Joe to send

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	induction pack to Lee when finalised.^v
1.2 Proposed changes to the constitution	<p>DECISION: To look at the Wargrave code of conduct. alongside the constitution (see 1.2).</p> <p>A short discussion took place regarding the proposed constitutional papers circulated prior to the meeting.</p> <p>DECISION: It was agreed to delegate finalisation of the agreed changes to Mike, Chris and Sian.</p> <p>Yak had to leave the meeting early at this point (8.15pm)</p>
Item 2: Academy of Urbanism	<p>The 'by invitation' Meeting with The Academy of Urbanism has been set for March 6th 12-4pm. Janet Sutherland has made suggestions re the invite list.</p> <p>ACTION: Chris to reply to Janet Sutherland of AoU re confirming invite list.^{vi}</p> <p>ACTION: Johnny to book the Alhambra with catering for 25.^{vii}</p> <p>ACTION: Joe/Chris to finalise the letter and list and Johnny to send out.^{viii}</p>
Item 3: Search for a Star	<p>Chris introduced the Lancaster Music Festival Search for a Star.</p> <p>DECISION: Can everyone please share the details amongst their networks.</p> <p>ACTION: Johnny to send details to everyone.^{ix}</p>
Item 4: Branding	<p>A short discussion took place regarding the initial logo drafts from the designer.</p> <p>CONFLICT OF INTEREST: Mike & Gill declared a COI as the designer is a relative.</p> <p>DECISION: We will gather feedback and come back with new brief for the designer. Everyone to give 2/3 key words on the West End.</p> <p>ACTION: Johnny to share the branding for feedback.^x</p>
Item 5: Bay Casting	<p>Jo B raised discussion of this new opportunity for West End residents. A Big Ideas form has been received. A short discussion took place to decide if this should be a Community Chest application brought by a sponsor organisation (the XCC).</p> <p>DECISION: As this is a time-sensitive application, it was agreed a decision could be made by email outside of this meeting.</p> <p>ACTION: Jo to send application to Viv for immediate marking then circulation to the rest of the panel.^{xi}</p>
Item 6: Community Chest/Big Ideas	<p>The last panel meeting reviewed 3 applications from:</p> <ol style="list-style-type: none"> 1. Grace Ministries 2. Bipolaroid 3. West End Primary School <p>A new application has been received from Erica Jones, which had formatting issues on forwarding.</p> <p>ACTION: Johnny to re-send the new application to the panel.^{xii}</p> <p>Members of the Panel explained their decisions that is:</p> <p>DECISION: The applications from Grace Ministries and West End Primary were approved. The application from Bipolaroid was rejected.</p> <p>ACTION: Mike to draft rejection letter. LTO to send approval letters.^{xiii}</p> <p>DECISION: The panel will next meet around April 30th unless sufficient applications (3 or 4) are received before that date. Johnny to hold applications until sufficient have been received.</p> <p>DECISION: There is no requirement for the panel to ask for evidence of the policies and insurances that they confirm they have on their application</p>
Item 7: Development Worker Update	<p>Joe presented a brief synopsis of his monthly update circulated prior to the meeting. REQUEST: All partnership members to please read Joe's summary so they are up to date on activities and discussions. Key partners to be invited to</p>

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	present - West End traders and Morecambe college were agreed.
Item 8: Review of the actions from the last meeting	There was not enough time in the meeting to complete a full review of the outstanding actions. ACTION: Johnny to double check for any key outstanding actions. ^{xiv}
AOB:	Any Other Business
i) Meetings & Events round up:	Viv/Ali reported that the last MIG meeting was Health & Well being focussed at their request and included a presentation from the Lancaster University Health Innovation campus team among others, resulting in a big Health & Well being fair being planned for the West End.
ii) Morecambe Bay Credit Union:	Dan reported that following the last meeting when MBCU gave a presentation to WEM, it looks likely that an office of the credit union will be established at Stanley's to serve the West End. DECISION: WEM agreed to cover joining costs of new West End residents (£3 pp) to a maximum of £600.
iii) Good News:	Viv briefly reported on an item of good news for possible media release. She and Ali met a woman at MIG from a local downs' syndrome society looking to start holding inclusive family discos where families with special needs kids can feel comfortable. They put her in touch with Tracy at the Alhambra as they already have family discos. Had an email back from her to say they are now working together to adapt the existing Alhambra family discos into more explicitly inclusive events. Both sides are very happy and it cost us nothing except a bit of thoughtful networking. DECISION: to add 'good news stories' to the agenda as a standing item. ACTION: Johnny to request 'good news' stories along with agenda item requests and circulate. ^{xv}
iv) Stir to Action:	Jo B asked about a 3-day training opportunity that is coming up in May through a Power to Change supported organization called 'Stir to Action', which she is keen to attend, and would provide her with valuable skills to deliver work in the West End. Attendance costs are around £500. DECISION: The partnership approved the training, to come from the training budget. Jo to book a place.
v) Message to the outgoing Chair:	DECISION: The partnership wished again to thank Dan wholeheartedly for all of the positivity and energy brought by him to the post of Chair during his tenure.
vi) Pre Meeting conversations:	Sian reminded everyone that the room at Stanley's is booked from 6pm on meeting nights for anyone to have pre-meeting conversations.

Actions outstanding from last meeting:

- **Sian, Dan, Mike and Joe to discuss plans for an open meeting/AGM and report back.**^{xvi}
- **Sian to send Facebook workplace invites to Joe and Johnny.**^{xvii}
- **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.**^{xviii}

The Next meetings will be held on:

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

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- Monday July 8th
- Monday August 12th
- Monday September 9th

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

- i **ACTION: Johnny to publish the minutes.**
- ii **ACTION: Louise to support the partnership in developing a communications plan.**
- iii **ACTION: Sian to have same discussion with partnership member not here tonight (Pat)**
- iv **ACTION: Johnny to connect Lee with existing Out in the Bay conversations had by Joe, Viv and Ali.**
- v **ACTION: Joe to send induction pack to Lee when finalised.**
- vi **ACTION: Chris to reply to Janet Sutherland of AoU re confirming invite list.**
- vii **ACTION: Johnny to book the Alhambra with catering for 25.**
- viii **ACTION: Joe/Chris to finalise the letter and list and Johnny to send out.**
- ix **ACTION: Johnny to send Search for a Star details to everyone.**
- x **ACTION: Johnny to share the branding for feedback collation.**
- xi **ACTION: Jo to send application to Viv for immediate marking and then circulation to the rest of the panel.**
- xii **ACTION: Johnny to re-send the new application to the panel.**
- xiii **ACTION: Mike to draft rejection letter. LTO to send approval letters.**
- xiv **ACTION: Johnny to double check for any key outstanding actions.**
- xv **ACTION: Johnny to request 'good news' stories along with agenda item requests and circulate.**
- xvi **ACTION: Sian, Dan, Mike and Joe to discuss plans for an open meeting/AGM and report back.**
- xvii **ACTION: Sian to send Facebook workplace invites to Joe and Johnny.**
- xviii **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.**