

# WEM MINUTES: March 2019

**Date:** 11/03/2019      **Location:** Stanley's Youth & Community Centre      **Time:** 7.00pm – 9.00pm

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

**Others present:** Johnny Bean (WEM Secretary), Sian Jay (Big Local Rep), Joe Robinson (WEM Community Development Worker), Kevin Goodall (LTO), Katy Mashiter (West End Traders) and Rebecca Mead (Communities in Control, Lancaster University)..

**Apologies:** Viv Brunsdon, Lee Reevel, Louise Bryning (Press Officer), Yak Patel (LTO Officer)

Topic	Discussion	Action/Decision
<b>1.0 Apologies &amp; Introductions</b>	Apologies were received from Lee, Viv, Louise and Yak. Kevin Goodall from LDCVS sat in for Yak.	
<b>2.0 West End Traders</b>	Katy Mashiter from West End Traders Association was present to talk to the partnership about the work they do and how WEM might be able to support that work.  Katy then left the meeting.	<b>DECISION:</b> Katy will go back to the traders to ask if there are any specific things WEM can offer support them with. The Chair thanked Katy and agreed we should keep the discussion going. <b>ACTION 1:</b> Joe to talk to David Croxhall at Morecambe Town Council regarding technical delays with hanging baskets for the West End. <b>ACTION 2:</b> Joe to ask for 1-page summary from David Croxhall of where they are at with hanging baskets/planters.
<b>3.0 Chair's Reflections</b>	Chris talked about how there still appeared to be a lack of clarity with the process surrounding Resident's Ideas and Larger Funding submissions. Suggestion made that we trial the use of "Freshdesk" software to manage ticketing of submissions.	<b>DECISION:</b> Johnny to log all submissions or enquiries, then pass to Joe for triage and decision on next step. Joe to talk direct to submitter then refer submission to partnership where required. No decision taken re Freshdesk. <b>ACTION 3:</b> Chris and Johnny to review all current submissions. <b>ACTION 4:</b> Chris to assist Joe with initial triage. <b>ACTION 5:</b> Johnny to re-send current Plan to partners for re-familiarisation.
<b>4.0 Pocket Parks</b>	Friends of Regent Park have been successful in their bid for £25k government funding. Also received £5k of in kind support from Active Lancashire. WEM offer of £20k if application was successful is therefore going ahead. Work will begin before end of March 2019.	<b>DECISION:</b> The partnership acknowledged that this was great news and looked forward to working with the friends and watching the development take place. <b>DECISION:</b> The activity hits both <i>Place</i> and <i>Health &amp; Wellbeing</i> themes in our plan, and the spend will cross both areas. The project was formally approved. <b>ACTION 6:</b> LTO to provide an up to date plan spend report. <b>ACTION 7:</b> LTO to supply letter confirming the offer of £20k to the Friends. <b>ACTION 8:</b> Louise to liaise with the Friends of Regent Park re drafting/timing of a press release. WEM press officer will be working along side the LCC press officer as stated at the meeting re all the press releases connected to the project and that the friends of Regent Park will be included

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		with this.
<b>5.0 Minutes from the Last Meeting/Matters Arising</b>	<p>The Minutes of the last meeting were reviewed.</p> <p><b>5.1:</b> Communications plan. Louise noted that Joe had drafted a plan already that she felt had everything in place.</p> <p><b>5.2:</b> LTO approval letters.</p> <p><b>5.3:</b> Workplace invites.</p> <p><b>5.4:</b> AGM plans.</p>	<p><b>DECISION:</b> The minutes of the February meeting were approved, with one amendment re omission of decision regarding Stir to Action training.</p> <p><b>ACTION 9:</b> Johnny to amend and publish the minutes on the website.</p> <p><b>DECISION:</b> Mike and LTO have confirmed approval letters. Mike to cc Johnny in when issuing letters to be logged and Johnny to liaise with Louise re press releases as appropriate.</p> <p><b>DECISION:</b> Sian will address workplace invites before the next meeting.</p> <p><b>ACTION 10:</b> Chris to put AGM plans on the agenda for next meeting for fuller discussion.</p>
<b>6.0 Academy of Urbanism</b>	There was unfortunately not time in the meeting to discuss this item.	<b>ACTION 11:</b> Chris to consider how to move this forward.
<b>7.0 Creative Civic Change</b>	Dan reported on the latest development with the CCC group., comprising More Music, The Exchange Creative Community, Textile Candy and Alt Space. Positive conversations had taken place in London with the Gulbenkian and Local Trust. Overall focus is on holding a monthly creative 'market' with a focus on creating civic change through the arts. Looking at holding a pilot market in mid May 2019.	<p><b>DECISION:</b> The partnership noted the conversation developments thus far, agreed it was a sensible and appropriate plan, and offered full support to the proposal and the use of existing WEM consultation data by the CCC. It was noted and approved that the CCC group would need to come back for some quality discussion time with WEM to clarify the WEM role.</p> <p><b>ACTION 12:</b> Dan and Jo B to set date for further talks.</p>
<b>8.0 Engagement Update</b>	Joe gave a very brief update due to the lack of time, including discussion around an invitation from Sandylands school to hold our next meeting there.	<p><b>ACTION 13:</b> Joe to send his full report to Johnny for circulation to the partnership members.</p> <p><b>DECISION:</b> Agreed to accept Sandylands invitation, with 10 minute presentation from the school.</p> <p><b>ACTION 14:</b> Joe to ask school to think about how WEM can help.</p> <p><b>ACTION 15:</b> Johnny to check room booking agreement with Stanley's and confirm payment status.</p> <p><b>ACTION 16:</b> Joe to check with LTO re insurance cover for his role.</p>
<b>9.0 AOB</b>	A heartfelt discussion took place regarding difficulties in the workings of the Community Chest review panel process. Gill and Mike had to leave the meeting part way through the discussion.	<p><b>DECISION:</b> Sian to facilitate at next review panel meeting.</p> <p><b>ACTION 17:</b> Johnny to circulate code of conduct to partnership members for re-familiarisation.</p> <p><b>DECISION:</b> The partnership extended their best wishes to Gill who will miss the next few meetings due to needing an operation.</p>
<b>10.0 Next Meeting</b>		The next meeting will be held at Sandylands School, on April 8 <sup>th</sup> at 6pm. Address: at

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		Sandylands annex which is called 'The Venue' (but is more commonly known as Little Tots Centre / Balmoral Children's Centre) - on Balmoral Road.
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## The Next meetings will be held on:

- Monday May 13<sup>th</sup>
- Monday June 10<sup>th</sup>
- Monday July 8<sup>th</sup>

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. **Joe** to talk to David Croxhall at Morecambe Town Council regarding technical delays with hanging baskets for the West End.
2. **Joe** to ask for 1-page summary from David Croxhall of where they are at with hanging baskets/planters.
3. **Chris** and **Johnny** to review all current submissions.
4. **Chris** to assist **Joe** with initial triage.
5. **Johnny** to re-send current Plan to partners for re-familiarisation.
6. **LTO** to provide an up to date plan spend report.
7. **LTO** to supply letter confirming the offer of £20k to the Friends.
8. **Louise** to liaise with Friends of Regent Park re Pocket Parks press release.
9. **Johnny** to amend and publish the minutes on the website.
10. **Chris** to put AGM plans on the agenda for next meeting for fuller discussion.
11. **Chris** to consider how to move AOU forward.
12. **Dan** and **Jo B** to set date for further talks with WEM/CCC.
13. **Joe** to send his full report to Johnny for circulation to the partnership members.
14. **Joe** to ask school to think about how WEM can help.
15. **Johnny** to check room booking agreement with Stanley's and confirm payment status.
16. **Joe** to check with LTO re insurance cover for his role.
17. **Johnny** to circulate code of conduct to partnership members for re-familiarisation.