

**Minutes of**  
**William Morris Big Local - Partnership Meeting**

Walthamstow Fire Station, 343 Forest Rd, Walthamstow, London E17 5JR

Tuesday 24<sup>th</sup> May 2016

Partnership members present

Adam Taylor (AT)  
Cassie White (CW)  
Dotan Cohen (DC)  
Gillian Jacob (GJ)  
Mohamed Khan (MK)  
Peter Stanton (PS) – Vice Chair  
Valerie Stapleton (VS)

Others present

Alan Horne (AH) – Crest Waltham Forest - LTO  
Gabriel Edwards – WMBL Development Worker (minutes)  
Sian Penner – Local Trust Rep

Apologies

Chrys Christy (CC)

	<b>Actions</b>
<p><b>1. Code of Conduct</b></p> <p>PS opened the meeting and explained that CC was not well enough to attend and that she gave her apologies.</p> <p>PS checked that everyone had a copy of the revised Code of Conduct.</p>	
<p><b>2. Welcome / Introductions</b></p> <p>Everyone at the meeting introduced themselves and PS welcomed new members to the Partnership.</p>	

<p>GE informed the meeting that he had now started as the WMBL Development Worker and informed the meeting of his working hours, suggested drop in session time and that he would email the Partnership members his contact details.</p>	<p><b>1. GE</b></p>
<p><b>3. Minutes from previous meeting and updates</b></p> <p>SP asked the members and GE to forward all enquiries from LBWF councillors to her.</p> <p>SP will be arranging a meeting with all 3 ward councillors to confirm their roles and parameters with the Big Local. The meeting will include GE and the WMBL Chairperson.</p> <p>SP updated the meeting on the complaint from a former Partnership member saying that the Local Trust had upheld its previous decision and that the matter was now closed.</p> <p>CW asked about the progress of DBS checks for her and PS. AH advised that Crest would be handling the process and had referred it to a colleague within Crest to arrange.</p> <p>AH advised that the situation with a local organisation that had not received all of its funding from WMBL was not resolved and that they continued to ask for outstanding funds and that they had involved Voluntary Action WF and were threatening to complain to Local Trust.</p> <p>SP confirmed that more evidence of work and information had been emailed from the organisation to CC and that CC and GE would be reviewing the information with a view to resolving the situation.</p> <p>AH informed the meeting that the Somali Women's Association and the Asian over 55's group had been paid their £300 grant from WMBL</p> <p>SP handed out Local Trust information packs for partnership members and GE to read. SP encouraged all at the meeting to register online to receive newsletters and training opportunity updates.</p>	<p><b>2. SP</b></p> <p><b>3. AH / Crest</b></p> <p><b>4. CC / GE</b></p> <p><b>5. All members / GE</b></p>
<p><b>4. Forum update:</b></p> <p><u>Code of Conduct</u></p> <p>GE read out two questions that had been raised by the public at the Forum</p>	

(26/04/16) about the Code of Conduct for Partnership members to consider;

It had been asked whether article 12b stating “*acting against the aims and priorities of William Morris Big Local*” was in contradiction to member’s being allowed to create new ideas.

Members discussed this and felt that the existing wording was satisfactory.

**Partnership vote by show of hands** – *unanimous decision to keep article 12b wording the same.*

It had also been asked if section 13 regarding complaints by members could include going to the Local Trust as a complaint measure.

SP informed the group that the ability for members to complain to the Local Trust was already an option and did not necessarily have to be explicitly laid out in the Code. Members discussed and voted. MK suggested the possibility of a complaints panel.

**Partnership vote by show of hands** – *unanimous decision to keep section 13 the same*

PS concluded that the final version of the Code of Conduct would be signed off at the next Partnership meeting by all members with GE to prepare the final document.

#### Framework review

GE stated that it had been asked at the Forum whether new members could join after the AGM. This was discussed and it was felt that it would be good to be able to recruit new members outside of AGMs.

AT suggested allowing time after the AGM for the new Partnership to get established and working together before opening up to new members. This suggestion was discussed and voted on.

**Partnership Vote by show of hands** – *unanimous decision to allow new members to join 3 months after the AGM or at the first forum following the AGM.*

GE to make amendments to Framework document to reflect this.

The meeting took a moment to read the entire Framework document

**6.  
GE / all  
members**

**7.  
GE**

The following necessary amendments to the Framework were raised;

- The *Partnership section*, point 2 needs to include a “*minimum of 8 members*”
- The *Partnership section*, point 6, needs to change wording from *monthly* Partnership meetings to *6 weekly*.
- *Relationship with Residents* section, point 1, to change wording from *monthly* to *quarterly* Forum meetings.
- *Relationship with worker/contractor* section to be changed as SP pointed out that the Big Local rep is not responsible for the pastoral support of the Big Local Worker. GE informed the meeting that on speaking with CC they had discussed that the pastoral support would be best carried out by the Chair and Deputy Chair.

AT asked how projects currently get approved for funding.

SP explained that the process was determined by Big Local Partnership members and that it was done differently in different areas.

The meeting explained and discussed the current process confirming that currently all decisions and processes were carried out by the Partnership.

AT asked if voting on a project by email was possible.

This was discussed and it was agreed that as a preference all funding applications would be voted upon at Partnership meetings but that if a member could not attend they would be able to vote by sending an email to the Chair and the Development Worker.

GE to add this and all above amendments to the Framework

## **5. Election of Chair and Vice Chair**

PS informed the meeting that he would be standing down as Vice-Chair and wished to leave the Partnership due to health reasons.

### **Election of Chair**

PS informed the group that CC had asked him to advise the group that she would stand again as Chair if no-one else wished to stand.

PS asked if any member would like to stand as Chairperson. No one came

forward to stand.

PS put forward CC by proxy to stand as Chair.

***Partnership election of Chair by show of hands – unanimous decision to elect Chrys Christy as Chair for 2016-17***

**Election of Vice-Chair**

PS asked if anyone would like to stand as Vice-Chair and nominated GJ as a candidate.

GJ declined stating she was already committed to being Chair of her Residents Association.

AT expressed that he would stand if no others came forward.  
No one else came forward to stand.

AT informed the Partnership of his previous experience within the charity and community sector including; being a founding member and chair of Stowfest, a member of Friends of Lloyd Park, committee member for The Limes and that he had done Youth Work and Charity work.

***Partnership election of Vice Chair by show of hands – unanimous decision to elect Adam Taylor as Vice-Chair for 2016-17***

The meeting asked PS if he would consider continuing on as a member of the Partnership for a minimum of 3 months and that special dispensation could be granted if he were not able to attend all meetings on health grounds.

PS accepted the request and agreed to stay on as a Partnership member for the meantime.

**6. CDO Work plan**

The meeting discussed the role of the development worker and GE shared his understanding of the role to date and areas he expected to provide support, in particular; as a liaison with stakeholders, raising the profile of the WMBL and carrying out the ideas and plans of the Partnership on a day to day basis.

GE also stated that he anticipated carrying out administration of the funding applications and the collection of evaluation/monitoring for projects in receipt of funding.

SP explained to the meeting that much of the funding administrative work could be commissioned to a third party trust or organisation. SP gave the meeting an example of how this was done at the Hackney Wick Big Local. SP explained the advantages of this were time and resource saving and also that the Partnership and the Development Worker could be removed from many of the difficult conflicts arising from individuals and organisations.

SP further explained that the ultimate funding decisions could still be made by the Partnership within this model.

AH informed the meeting that Walthamstow Alms Houses was a grant giving organisation.

SP handed out a Development Worker Plan that is used in Dartford for the Partnership to look at and discuss at the next meeting.

**8.  
All  
members /  
GE**

### **7. Newsletter and Communication Strategy**

PS informed the meeting that the newsletter was overdue and that the pre-Forum deadline previously agreed had been missed.

PS explained that a previous newsletter had been printed and distributed by a company and it was confirmed that every property in the Ward receives one.

PS explained that in the past it had been volunteers, in particular GJ and CW, that had hand distributed the leaflets.

GE expressed that there was a WMBL Facebook and Twitter account which he would re-activate.

AT asked about WMBL presence at events including the Garden Party and Stoneydown Park

GE advised that he would draft a communication strategy with assistance from PS for the next Partnership meeting that would include all types of communication that WMBL could be involved in.

SP asked if the strategy could include text message communication and explained how Housing Associations, Children Centres and Local Authority

**9.  
GE / PS**

<p>could potentially text info on WMBL's behalf to their client base for a small fee.</p> <p>It was agreed that all members would bring suggestions and articles to the next Partnership meetings to enable PS &amp; GE to prepare, publish and organise distribution of the next newsletter before the next Forum.</p>	<p><b>10. ALL</b></p>
<p><b>8. Funding Applications</b></p> <p>The meeting discussed funding applications received from organisations.</p> <p>GE asked SP to further explain how using a third party funding organisation could work in practice.</p> <p>SP explained that an organisation would check and administer all funding applications. All communication with the applicants would also be done by them.</p> <p>Applications ready to be put forward for approval would then be presented at a Partnership meeting or a subgroup of the Partnership.</p> <p>The funding decision would then be communicated by the organisation back to the applicant and all follow up work including arranging payment of the grant and monitoring would be carried out by the 3<sup>rd</sup> party organisation.</p> <p>The meeting considered this approach and was favourable to this option. VS expressed that it would take much pressure off the Partnership and the Worker.</p> <p>SP suggested a transitional period between the current arrangement and moving towards a third party process.</p> <p>It was agreed that a notice would be posted onto the WMBL Web page that a funding timetable is under preparation and no further funding applications would be accepted.</p> <p>SP suggested that GE and SP put together a timetable for processing existing funding applications and that a separate extra ordinary Partnership meeting be arranged for Partners to assess and vote on them in the next month.</p>	<p><b>11. PS</b></p> <p><b>12. GE / SP</b></p>

**9. A.O.B**

PS gave an update on the Worth Unlimited Youth Club at Priory Court Community Centre including number of attendees, types of activities and that Worth Unlimited had secured external funding for 9 young people to attend a sailing project.

AH expressed that he had not received funds from the Local Trust. SP said that plans still needed to be submitted by Crest and that she would discuss with AH outside of this meeting.

AH suggested a meet up between St James and William Morris Big Locals. The meeting discussed this and decided that they would revisit this idea again once the new Partnership was fully up and running.

SP handed out copies of a National Partnership Survey for Partnership members to read and fill out

SP explained that she also works for the People's Health Trust and that there is funding available for small and local projects which bring people together and that Waltham Forest based organisations have not applied for this funding and so focussed activity has been commissioned by PHT to encourage and support funding applications.

SP encouraged the meeting to think of organisations that might benefit and be able to apply and to sign post groups to it. A workshop of the 9<sup>th</sup> June is taking place for it.

SP informed the meeting that a £1,500 training budget was available from the Local Trust to each Big Local and suggested pooling the finances with other Big Locals to maximise the training potential.

The meeting agreed it was a good consideration to be looked at and that SP would attend the meeting in June with other Big Local areas to discuss the options and report back to the next Partnership meeting for them to consider and decide whether they wish to participate.

PS closed the meeting

**13.  
ALL  
Members**

**14.  
SP**

**Next Meeting**

5<sup>th</sup> July location Fire Station (tbc)

<b>Summary of Action Points arising from meeting</b>	<b>Person/s responsible for Action</b>	<b>Timescale</b>
1. GE to email Partnership members with his contact details and confirmation of working hours / drop in session times	<b>GE</b>	25/04/16
2. Meeting to be arranged with councillor, SP, GE, WMBL Chair	<b>SP</b>	Within 1 month
3. Arrange DBS checks for CW, PS	<b>AH / Crest</b>	<i>ASAP</i>
4. CC / GE to review with a view to resolving situation with local organisation	<b>CC / GE</b>	<i>*Urgent*</i> ASAP
5. Read Local Trust information pack and consider registering online	<b>All Members / GE</b>	No timeline given
6. GE to prepare final version of new Code of Conduct. Members to sign off at next Partnership meeting	<b>All members / GE</b>	For next Partnership meeting
7. GE to make all amendments to Framework document raised at meeting	<b>GE</b>	For next Partnership meeting
8. Read through Dartford Development Worker plan ready to discuss at next Partnership meeting	<b>All members / GE</b>	For next Partnership meeting
9. Draft Communication Strategy to be prepared and presented at next Partnership meeting	<b>GE / PS</b>	For next Partnership meeting
10. Partnership members to bring suggestions for articles to the next partnership meeting	<b>ALL</b>	For next Partnership meeting
11. Notice to be put on WMBL Website to say funding timetable under preparation and no further application currently being accepted.	<b>PS</b>	<i>*urgent*</i> ASAP
12. Funding application meeting to be arranged to look at all current applications.	<b>GE / SP</b>	Within a month
13. Fill out National Partnership Survey	<b>ALL Members</b>	No time scale given
14. SP to look at training options for pooling Big Local training budgets	<b>SP</b>	Next Partnership Meeting