

Minutes of

William Morris Big Local - Partnership Meeting

William Morris Community Centre, 6-8 Greenleaf Road,
Tuesday 5th July 2016

Partnership members present

Cassie White (CW)
Gillian Jacob (GJ)
Mohamed Khan (MK)
Peter Stanton (PS)
Chrys Christy (CC)

Others present

Alan Horne (AH) – Crest Waltham Forest - LTO
Gabriel Edwards – WMBL Development Worker (minutes)
Sian Penner – Local Trust Rep
Mark Clack – Wood Street Walls
Matt Dufour – Wood Street Walls

Apologies

Valerie Stapleton (VS)
Adam Taylor (AT)

| | Actions |
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| <p>1. Welcome and Introductions</p> <p>CC welcomed everyone to the meeting</p> <p>GE handed out copies of the Code of Conduct and Framework with the agreed amendments from the previous meeting included. All Partnership members present received a copy and also signed one central copy of the Code of Conduct and Framework to be kept on file.</p> <p>GE to provide a copy of each document to AT and VS and obtain their signature on the core copy.</p> | <p>1. GE</p> |

MK explained that he would need to leave the meeting early, therefore it was decided to bring forward any important agenda items that needed discussion and voting on by the Partnership.

2. Situation involving a local organisation

****Wood Street Walls left the room whilst this agenda item was discussed****

The meeting discussed a sensitive situation regarding an organisation that had been granted funds to deliver work for the WMBL and how to best move forward with it.

Following this MK raised a number of points on application processes and information that should be sought from applicants before agreeing funding. He gave a copy of some notes he had made on this to GE.

GE presented a Grant Eligibility Check form that he had drawn up using resources provided by SP. This form provided a thorough checklist of information needed from an organisation before funding could be agreed and GE assured the meeting that all conditional offers that he made to successful applicants were being made subject to receiving this necessary information. All funding offers would also be followed up with a Grant Agreement for each project. The Grant Agreement would specify the terms and conditions attached to the funding.

3. Matter arising

There were no matters arising that would not be discussed later in the meeting.

MK left the meeting

4. Wood Street Walls

Mark Clack and Matt Dufour came back into the meeting and introductions were made around the table.

Mark Clack and Matt Dufour then jointly presented an update to the Partnership on the William Morris mural project, the main points being;

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| <ul style="list-style-type: none"> - Good online pick up of the story following successful press release - 654 respondents so far - 270 respondents had asked for more information about WMBL with the priorities of most interest being in the order of, Green Spaces, Community Spaces and Intergenerational. - 19th August projected painting date - Silicone paint being used rather than masonry paint so not to invalidate insulation guarantee. - WSW will have Garden Party presence on the 16th & 17th July. - Postcards to be sent out with WMBL newsletter (GE & MC to arrange) - Postcard drop off points to be Priory Court CC, William Morris CC and William Morris Gallery. GE to email MD addresses for each venue - No WMBL logo can go on the mural itself due to artistic nature of the piece. This would change the art into a billboard or advertising. - Youth engagement in the project noted as low - GE invited Wood Street Walls to the next Forum to present update. | <p>3. GE & MC</p> <p>4. GE</p> |
| <p>5. Minutes from Previous Meeting (moved from Agenda item 2.)</p> <p>The minute actions from the last meeting (24th May 2016) were looked at.</p> <p>SP said that the latest William Morris Big Local Plan was not available to download on the website. GE and PS to look into this.</p> <p>GE also to send budget and plan to all partnership members by email</p> <p>SP had looked into the pooling of training budgets of London based Big Locals and circulated a copy of proposed courses put together from this. SP explained that every partner member would be able to choose one of the courses to go on and that they would be reimbursed travel costs. September was the projected start date for the courses.</p> <p>The partnership voted to pool their training budget in order to access this programme.</p> <p>SP also said that she had been in touch with W.E.A as the Local Trust has an agreement with them. In exchange for providing a venue and students, W.E.A could provide tutors.</p> | <p>5. GE/PS</p> <p>6. GE</p> |

6. Forum Agenda Planning

SP suggested inviting LBWF to update on Priory Court Community Centre. PS raised that he would like to explore the possibility of an agreement to run the centre.

SP expressed caution when looking at this possibility and explained a situation in Dartford where a consultant had looked into a community centre that could be handed over to the community and had highlighted that there was a lot to consider with the finances and liability involved.

SP expressed that discussion of the Community Centre should be conducted at Forum level.

GE suggested that the Forum could look at Green Spaces or Local Economy as these were two areas that had not been explored by the WMBL in any depth yet.

The Partnership chose Green Spaces for the upcoming forum.

SP offered to run a workshop at the Forum on the upcoming Community Chest Programme.

GE to get a blown up map for the Green Spaces topic at the Forum.

**7.
SP**

**8.
GE**

7. July Newsletter / Communications Update

GE circulated a draft of the newsletter he had been working on.

It was agreed that no photos of individual partnership members or the development worker would be included.

It was asked if Partnership members had access to a WMBL email so they could use this instead of personal emails.

PS said that each member was set up with a WMBL email that they could use.

It was suggested that Safer Neighbourhoods contact could be included in the newsletter.

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| <p>It was agreed to keep the article on the Somali Women's Group and also Mr Khan's new over 50s group, but to remove Mr Khan's home phone number from the article.</p> | |
| <p>8. Partnership Away day / BL Development Worker network</p> <p>GE expressed that he will organise an away day for the Partnership. He will organise a day out that is half workshop style focusing on WMBL themes and half activities for the benefit of the Partnership to get to know each other better.</p> <p>GE asked the Partnership whether he could access funds to run a Development Worker networking event for the benefit of London based Development workers to meet up, share ideas. He estimated needing around £200 from Infrastructure budget to host the first one.</p> <p>This was approved by the Partnership. GE to organise</p> | <p>9. GE</p> <p>10. GE</p> |
| <p>9. A.O.B</p> <p>CC asked the Partnership if they were willing to pay for the time GE will spend at the Garden Party rather than him take it as flexible time off as he is working on lots of things at the moment and has already accumulated some flexi-time.</p> <p>The partnership agreed to pay for the hours GE will work at The Garden Party.</p> | |
| <p>Next Meeting Tuesday 16th August 2016 at Walthamstow Fire Station</p> | |

| Summary of Action Points arising from meeting | Person/s responsible for Action | Timescale |
|---|---------------------------------|---------------------------------|
| 1. GE to provide a copy of Code of Conduct and Framework to AT and VS and obtain their signature on the core copies | GE / AT/ VS | <i>Next Partnership Meeting</i> |
| 2. GE and MC to arrange postcard design and distribution | GE / MC | <i>19th August</i> |
| 3. GE to email MD postcode drop off point addresses | GE | <i>asap</i> |
| 4. GE/PS to ensure Big Local Plan available on website | GE/PS | <i>asap</i> |
| 5. GE to send budget and plan to all partnership members | GE | <i>Next partnership meeting</i> |
| 6. SP to run the Community Chest workshop at Forum | SP | <i>For July Forum</i> |
| 7. GE to obtain blown up map of Ward for greenspaces workshop | GE | <i>For July Forum</i> |
| 8. GE to organise away day for Partnership | GE | <i>Autumn</i> |
| 9. GE to organise Development Worker network | GE | <i>No timescale given</i> |