

Minutes of
William Morris Big Local - Partnership Meeting

William Morris Community Centre, 6-8 Greenleaf Road,
Tuesday 16th August 2016

Partnership members present

Adam Taylor (AT) – Vice Chair
Cassie White (CW)
Gillian Jacob (GJ)
Mohamed Khan (MK)
Peter Stanton (PS)
Chrys Christy (CC) - Chair
Valerie Stapleton (VS)

Others present

Alison Caldwell – Co-optee
Grace Rollason – Co-optee
Gabriel Edwards – WMBL Development Worker (minutes)
Sian Penner – Local Trust Rep

Apologies

Alan Horne (AH) – Crest Waltham Forest - LTO

	Actions
<p>1. Welcome and Introductions</p> <p>CC welcomed everyone to the meeting in particular AC and GR attending the meeting as co-optee members. CC also gave the Health & Safety brief for the building.</p> <p>Everyone introduced themselves round the table with an icebreaker.</p>	

2. Minutes of last meetings

The following minutes were approved as corrected with any amendments noted on the formally signed off copies;

- 19th April 2016 – Partnership minutes
- 26th April 2016 – Forum minutes
- 24th May 2016 – Partnership minutes
- 5th July 2016 – Partnership minutes

PS asked whether SP was still looking into the idea of a third party organisation for handling of funding applications. SP reminded the meeting about the idea and explained that it was a struggle to find a Waltham Forest based organisation able or willing to deliver this service. This included Voluntary Action Waltham Forest.

SP said that she was following up a lead on an organisation called Walthamstow and Chingford Almshouse Charity. It was suggested that she could check with the Credit Union.

SP would follow up both leads.

SP explained that Hackney CVS may be willing to administer grants depending on the value of the work but in general they preferred not to do this for organisations outside of their borough.

SP recommended that any mention of organisations applying for WMBL funding in the public version of the 24th May minutes should be replaced with the sentence “*discussed funding applications received*”. This was in order to protect the confidentiality of those organisations.

1.
SP

3. Matters Arising

Newsletter Distribution

GJ raised the matter of the recent newsletter distribution. She said that a lot of Priory Court had been missed out.

GE explained to the meeting that the Leaflet Distribution Company he had used had told him that they had not got into the blocks with a door entry system but that from what GJ was saying there were more areas that had not been covered. GJ had kindly distributed around 500 leaflets for the Priory Court area.

GE asked who at the meeting had received a newsletter. Everyone had except for AC and AT.

It was apparent that there were inconsistencies and GE said that he had been granted a credit on the next leaflet drop and would seek a further credit

<p>for the additional leaflets that did not seem to have been delivered.</p> <p>AT asked how much it had cost. GE replied £200 and stated this was reasonable especially when compared with a quote of £500 from Royal Mail.</p> <p>GE asked for any suggestions on how to distribute the next batch and the following options were discussed for the next newsletter delivery;</p> <ul style="list-style-type: none"> - Use Leaflet Distribution Company for all leaflets - Use Leaflet Distribution Company for all leaflets except Priory Court which could be managed by GJ and CW - WMBL to distribute leaflets by recruiting volunteers as well as partnership members and possibly the schools and neighbourhood watch areas. - Recruit young people and pay them a set amount on completion <p>Nothing was decided at this meeting on leaflet distribution and GE said he would look into options further.</p> <p><u>Youth Club at Priory Court Community Centre</u> CW said she had been down to Priory Court Community Centre on Thursday 11th August and there had been no Youth Club on. GE said he would look into it but thought it was the week of the sailing trip that had been organised and also raised the query of whether they were running over summer holidays. GE to speak with Worth Unlimited</p>	<p style="text-align: center;">2. GE</p> <p style="text-align: center;">3. GE</p>
<p style="text-align: center;">4. Previously funded organisation grant settlement</p> <p>GE and CC summarised the situation with an organisation that had been funded by WMBL that had not delivered a project as originally stated. GE handed round a document highlighting the key points and showed what evidence and paperwork had been provided by the organisation to date. GE presented two possible options for the settlement of the outstanding grant.</p> <p>Option A: Agree a figure to offer the organisation as a goodwill gesture whilst making it clear that the project was not carried out as stated and evidence of project delivery was lacking.</p> <p>Option B: Agree only to pay the £180 for organisation's attendance at the Food Festival and none of the remaining grant due to project not being</p>	

<p>carried out as stated and evidence of project delivery lacking.</p> <p>The meeting then discussed both options and sought the views of all partnership members including co-optees.</p> <p>Two settlement figures subject to the receipt of missing evidence and invoices were then put forward for the partnership members to vote.</p> <p>£750 – 2 votes £500 – 5 votes</p> <p><u>Motion passed</u>: Settlement figure of £500 to be offered to organisation subject to WMBL receiving missing evidence and invoices. GE and CC will arrange a meeting with the organisation in the presence of SP to offer this.</p>	<p style="text-align: center;">4. GE/CC/SP</p>
<p style="text-align: center;">5. Funding Application updates</p> <p>GE updated the partnership on the conditional offers that had been made to Waltham Forest Arts in Education Network, Let's Roll and The Conservation Volunteers for which he was processing the paperwork and agreeing start dates for.</p> <p><u>WFAEN</u> – all due diligence paperwork received, draft grant agreement sent to WFAEN and final copy to be signed on 24th August.</p> <p>GJ asked what type of Youth Club it was going to be. GE confirmed it was a creative arts youth club with film making, printing and art together with some traditional activities.</p> <p><u>Let's Roll</u> – issues for Let's Rolling with the booking of Priory Court Community Centre who have put a freeze on bookings in August. Although the skate events were to take place outside, access to the centre still required for toilets and power. Therefore the project timescales put back but the hope is for one session still to take place in the summer, 3 x Saturdays during term time and 1 in October half term. (total 5 x 4hr sessions) No sports sessions being funded as agreed at funding meeting. GE summarised the new budget for Let's Roll which now came out lower than original at a total of £3,332.50.</p> <p>GE informed the Partnership that there were 20 pairs of skates purchased for WMBL from the previous Let's Roll project which were still brand new in boxes being held onto by Let's Roll and were not being used for general</p>	

skate hire.

GE outlined possible uses for these skates based on a conversation with Amanda Henry and previous Partnership ideas for them;

- Could be used as prizes for skate competitions
- Some could be donated to dedicated children unable to afford their own skates at the discretion of Amanda Henry.
- Selling the skates at wholesale price to local residents
- A mix of the above

GE asked the Partnership to come up with any other ideas and to consider the above options to be discussed and decided upon at the next partnership meeting.

TCV

- Have accepted the grant offer to fund one additional Lloyd Park session
- Due diligence paperwork submitted and final paperwork being drawn up.

William Morris Community Centre

****at this point in the meeting Chrys Christy left the room owing to her role as committee member for the William Morris Community Centre****

GE informed the Partnership that he had been in communication with the WMCC regarding their rejected bid for the IT suite project. The Centre was applying to draw down on their ring-fenced £5,000 and it was therefore a standalone funding application.

SP clarified that the WMCC was not automatically entitled to the money and that any approach for the ring fenced money had to be approved by the partnership.

GE presented additional information supplied to him by WMCC on the nature of the project and the budget;

- Projector Screen provided by Adult Learning and installed by WMCC along with IT suite work-surface and power points.
- WMCC in partnership with WF Adult learning to deliver IT classes and additional classes for community groups of the centre based on need and demand.
- No final IT suite timetable confirmed yet due to Adult Learning scheduling however timetable will include public drop in sessions, use

**5.
ALL**

by the Somali Women's group and use by after school club.

- All laptop and IT facilities costs confirmed except printer which is estimated at £500
- Total revised budget now £4,496

GE asked whether this was enough information for the Partnership to be able to reconsider the application at the meeting.

Partnership members discussed and raised the following points;

- Only 2 out of 32 groups were represented at the WMCC AGM.
- Question marks over the lease situation for the centre and what would happen to the laptops should the lease not be renewed.
- Need for good monitoring and evaluation of the project.
- Need confirmation of the IT timetable as soon as available.

It was motioned that a conditional offer could be made to WMCC with the following conditions;

- 1 year of monitoring be provided,
- timetable to be confirmed as soon as possible.
- Laptops returned to WMBL for re-allocation to another project if Centre's lease is not renewed.
- WMBL be kept up to date with regards lease situation

Motion passed: Partnership members voted in favour of this motion 5 votes to 6

Chrys Christy re-entered the meeting at this point

Top soil for WMCC

GE informed the Partnership that he was regularly being asked by the caretaker of the WMCC for top soil for the centre's front raised beds and that this had related to a community gardening project proposal that had never got off the ground.

GE asked the Partnership whether they would be prepared to use income received from the Food Festival stalls to make a donation of £25 for this.

This was voted upon and approved unanimously.

GE confirmed that there had been a total of £131.50 income received from the Food Festival.

<p>6. Budget Update</p> <p>GE informed the partnership that he had met with Philip from CREST and that he was very satisfied with the way the budget and invoices were being administered.</p> <p>He informed the Partnership that the budget would be looked at in more detail at the Partnership away day.</p>	
<p>7. Garden Party & Forum Feedback</p> <p>Owing to lack of remaining time at the meeting it was decided to include this agenda item as part of the forthcoming Partnership away day</p> <p>PS asked if an article could be put on the website relating to the consultation. GE said that he had put a facebook post up following the last forum saying that consultation had taken place and that further information would be shared.</p> <p>GE said he would put an article together and post it to summarise the results.</p>	<p>6. GE</p>
<p>8. Local Economy</p> <p>GE informed the meeting that AT had expressed an interest in working on the Local Economy theme for the Partnership. It was agreed that this agenda item would form part of the next partnership meeting agenda or the forthcoming away day.</p> <p>GE said that a working group could be established for Local Economy and suggested that one or two other Partnership members join AT if they were interested.</p> <p>SP said that she would forward AT some useful information on Local Economy from her previous work in other areas.</p>	<p>7.SP</p>

<p>9. Training for the Partnership</p> <p>GE handed round a list of training courses that had been put together by two Big Local Reps; Wendy Sugarman and Sian Penner for a group of 7 Big Local Areas. SP summarised the training offer and informed the Partnership that travel costs and refreshments would be provided.</p> <p>It was agreed that Partnership members would look at the training offer and let GE know which course they wanted to register for.</p>	<p>8. Partnership</p>
<p>10. Partnership Away day and BL Development Worker network</p> <p>GE said that he still needs to organise the partnership away day. He was planning a day out with half being a workshop with focus on the BL Plan and themes and the other half of the day consisting of a social activity. GE asked for any initial ideas for the venue and activity.</p> <p>Partnership members to contact GE with ideas or venues.</p> <p>GE informed the meeting that he had put out an initial facebook message to development workers about a networking event for development workers / Big Local Workers and that there was an appetite for this to happen and so he would definitely be organising one. GE also stated he was meeting with Polly Mann of Hackney Wick Big Local (WickAward) on 17th August.</p>	<p>9. Partnership</p>
<p>11.A.O.B</p> <p>MK presented an update on his new over 50's club with a view to securing the second payment of the funding previously agreed by the Partnership to start it.</p> <ul style="list-style-type: none"> - £105 out of the £300 granted had been spent on advertising, MK suggested using the remaining £195 on refreshments, games and newspapers for the over 50s club. - 17 people were on the interested register plus another 3 who had responded to the newsletter article. - He had secured funding from Fit for Fun to pay for 20hrs of venue hire and 20 hrs of fitness instruction. - He was now seeking £1,300 from WMBL instead of the original £4,000 	

MK left the meeting at this point whilst the Partnership considered funding the next part of the project

It was clarified that the over 50s group was for all sectors of the community. It was stated by GE that the standard terms and conditions and eligibility checks attached to grants would be applied to this project as with all grants and would include the condition that 75% of attendees have to be William Morris Ward residents.

Partnership voted unanimously to approve £1,300 grant payment for the previously agreed funding application for the over 50's club.

MK returned to the meeting

GR asked what level of commitment was required of Partnership members. CC explained that 6 weekly meetings, reading of minutes and funding applications. If Partnership members were not able to make a meeting then this was fine as long as they notified the Development Worker. The code of conduct and framework outlined the level of commitment.

Positive feedback on the meeting was given by GR and AC in particular that it was apparent everyone was given the opportunity to speak.

CC reminded the meeting that the WMCC was having its fete on the 20th August.

GE asked the partnership to think about newsletter ideas as this would be coming round again for October.

PS gave a website statistics update stating that the WMBL website had been visited 135 times today, 735 in the last 7 days, and 4,334 times in the last month.

CC informed the Partnership that she had met with a youth organisation which was looking for funding and that she had informed it that the WMBL funding window was currently closed.

GE informed the meeting that he was putting together the Community Chest grants paperwork and would use the consultation ideas as part of the guidance notes. Much of the consultation had raised up a desire for intergenerational and community cohesion projects as well as services for older and younger people.

GE said that he would finish the draft and circulate it to Partnership members

10. ALL

11. GE

with a view to having it approved by the Partnership at the next meeting and launched in October.	
Next Meeting Tuesday 27 th September 2016 at Walthamstow Fire Station	

Summary of Action Points arising from meeting	Person/s responsible for Action	Timescale
1. SP to follow up with Walthamstow and Chingford Almshouse Charity and EL Credit Union on the matter of third part administration of WMBL grants	SP	<i>Next partnership meeting</i>
2. GE to look into leaflet distribution options	GE	<i>Next partnership meeting</i>
3. GE to speak with Worth Unlimited	GE	
4. GE/CC/SP to meet with organisation to offer settlement figure	GE/CC/SP	<i>Next partnership meeting</i>
5. All to think about possible uses of the 20 skates belonging to WMBL	ALL	<i>Next partnership meeting</i>
6. GE to write article summarising the consultation results	GE	
7. SP to forward AT local economy information	SP	
8. All Partnership members to look at training courses document and let GE know which they want to register for	Partnership	<i>1st September</i>
9. Partnership members to forward ideas for venue or social activity to GE	ALL	<i>1st September</i>
10. All to forward ideas for newsletter articles to GE	ALL	<i>Before next partnership meeting</i>
11. GE to complete and circulate draft Community Chest paperwork	GE	<i>1 week before next Partnership meeting</i>