

Minutes of
William Morris Big Local - Partnership Meeting

The Chequers, 145 High Street, E17 7BX
Monday 12th December

Partnership members present

Alison Caldwell (AC)
Angela Rouse (AR)
Adam Taylor (AT) – Vice Chair
Mohamed Khan (MK)
Peter Stanton (PS)
Chrys Christy (CC) - Chair
Lawrence Walker (LW)
Valerie Stapleton (VS)

Others present

Gabriel Edwards (GE) – WMBL Development Worker (minutes)
Ruth Ponsford (RP) – LSHTM
Alan Horne – Crest WF (L.T.O)

Apologies

Cassie White (CW)
Gillian Jacob (GJ)
Sian Penner (SP) – Local Trust Rep

	Actions
<p>1. Welcome and Introductions</p> <p>CC welcomed everyone to the meeting and gave the apologies from those not present.</p> <p>It was explained that the only items on the agenda would be to look at the minutes from the previous meeting so that they could be signed off and to discuss any matters arising since the last meeting.</p>	
<p>2. Minutes of previous meeting</p> <p>Partnership members had read the minutes in advance and so the meeting</p>	

went through the action points from the last meeting;

Youth Bus at Omnibus Way

PS had visited omnibus way and found it to be a suitable location for the Youth Bus. GE had then followed this up with an email to Claire Gannon asking for 4 of the 8 WMBL funded sessions to be held at Omnibus Way. GE to follow up with Claire and advertise in next Newsletter

GE

Director of Community Waltham Forest

SP will be inviting the new Director of Community Waltham Forest. GE highlighted that there was an article about the new director, Leesa Herbert, in the WF News.

SP

Volunteers for Newsletter delivery

GE said he had put out a call on social media and via email seeking leaflet volunteers. He had also been in touch with Claire from Worth Unlimited and Chantelle from WFAEN to see if young people might be interested. CC said that it was not permitted to pay volunteers so any financial incentives could only relate to expenses the volunteers incurred.

GE said it was unlikely he would have enough volunteers in place for the next newsletter but he had been in touch with WF News which runs a delivery service to coincide with their paper. GE had been quoted £210 incl vat and asked the Partnership if it was reasonable to use the Infrastructure budget to pay for this. This was agreed.

AT asked the costs of the printing. This was £165 for 5,000 copies but the printers had now moved from Lea Bridge Road to Hackney.

After some discussion the Partnership felt that local printers should be used even if prices come back a little higher.

GE will obtain at least 2 x printer quotes from the suggested suppliers given.

GE

Funding for a local organisation

GE explained that he had spoken with the lead of a local organisation and had asked the questions raised at the last meeting. There was still some finalising to be done and GE said he would email the Partnership a complete update.

GE

Partnership Network Event

GE asked who had gone and whether it had been good. CC, AH and AT had all attended. AT had taken part in a finance workshop and said the event

overall had been very good. CC said the networking element had been good and she had met Matt from Worth Unlimited who it turned out were the LTO for a Big Local in Birmingham. A good number of Community Development Workers had been in attendance also.

Councillors attending next Partnership meeting

CC explained that the ward councillors have been invited to the Partnership meeting on the 23rd January. This is following a series of failed attempts for CC, SP, GE and the councillors to meet and discuss their relationship with WMBL.

MK asked why councillors were invited when Big Local was meant to be separate from the council.

CC explained that the purpose was to provide the council with an update, and scope areas where we might be able work towards the same goals. It was made clear that any relationship formed between WMBL and the councillors would be on WMBL terms.

Community Chest

GE explained that all 10 community chest applicants had received conditional offer letters and that all 10 were at different stages of the admin process. Timescales for completion of the projects would also vary with some projects taking place in December and some not until summer 2017.

L.W asked when round 2 of the community chest would open. GE said April 2017 was a likely date to enable summer and autumn projects to take place. Any learnings from round 1 would be presented by GE at a Partnership meeting at which time GE would ask the Partnership to assess whether any amendments were needed for round 2.

VS asked if she and AC could be involved with the Greenleaf Road Resident's Association Community Chest project despite their role as WMBL Partnership members.

GE said he was confident that it would be fine now that the application process was complete, however he will check with SP and provide them a definitive answer.

The minutes from 7th November were then agreed as accurate and correct

GE

3. Matters Arising

CC and GE gave an update regarding a previously funded organisation where a dispute had been in place. GE said that the matter was nearing completion and that we were awaiting a final invoice from the organisation.

GE said his last working day for 2016 was 21st December and that he would return on 3rd January 2017.

AH said that these were the same dates for him.

CC declared that she would be putting in an expenses claim to WMBL as she had been paying the mobile phone bills for the development worker's phone since Rubeena had left. The phone's bills and contract were now going to be administered by Crest.

PS asked if the Partnership would consider the purchase of a video camera for WMBL. The meeting briefly discussed reasons for needing one and some of the issues managing photography/filming at events. GE and PS will get quotes and incorporate filming and photography as part of the communication strategy.

CC informed the meeting that she had received a letter from a resident's association which had asked questions of the WMBL relating to governance, community chest, grants processes and also reasons why the last forum had not been well attended. CC summarised key points of her response letter and said she would circulate it to the partnership

PS suggested an FAQs page for the website where some of these questions and future questions could be made available to the public.

GE handed over to Ruth Ponsford from London School of Hygiene and Tropical Medicine who is part of the Communities in Control study looking at the health impact on people and communities of Big Locals.

RP summarised the study and thanked WMBL for their involvement to date.

RP handed out surveys for the partnership to complete.

CC thanked everyone for the hard work and involvement in WMBL this year and ended the meeting

GE/PS

CC

GE

Summary of Action Points arising from meeting	Person/s responsible for Action	Timescale
1. Get start date for Youth Bus at Omnibus way confirmed and put article in next newsletter	GE	<i>Before next newsletter</i>
2. Invite new Director of Community Waltham Forest, Leesa Herbert to a future partnership meetings	SP	<i>For 6th March meeting</i>
3. GE to source new local printing company	GE	<i>For next newsletter an then ongoing</i>
4. GE to email out update on local organisation's project	GE	
5. GE to check if VS and AC can be involved in GRRRA Community Chest project without conflict of interest	GE	
6. Quotes for video camera and incorporate filming/photography as part of Communications Strategy	GE/PS	
7. Set up of FAQ page on WMBL website	GE	