

## Minutes of

### William Morris Big Local - Partnership Meeting

Quakers Meeting House, 1a Jewel Road Walthamstow, E17 4QU  
Tuesday 2<sup>nd</sup> May 2017

#### Partnership members present

Adam Taylor  
Alison Caldow  
Angela Rouse  
Chrys Christy  
Emily Rogers  
Lawrence Walker  
Valentina Lewis  
Valerie Stapleton

#### Others present

Alan Horne – Crest WF (L.T.O)  
Gabriel Edwards – WMBL Development Worker (minutes)  
Rachel Rowney – Local Trust  
Sian Penner – Local Trust Rep

#### Apologies

Gillian Jacob  
Mohamed Khan

1. Welcome and Introductions	Actions
<p>Chrys welcomed everyone to the meeting and thanked those who had been able to attend the planning day.</p> <p>Introductions were made round the table for the benefit of Rachel Rowney, Head of Programme Delivery at Local Trust.</p> <p>Rachel introduced herself and spoke to the partnership:</p> <ul style="list-style-type: none"><li>- Can see positive change at WMBL and it has a welcoming, buzzy feel.</li><li>- Feedback to Local Trust from partnerships would be appreciated to help further inform them.</li></ul> <p>Suggestions were given from the Partnership around the current L.T training</p>	

<p>offer, webinars and support for development workers.</p> <ul style="list-style-type: none"> <li>- Potential expansion of existing national partners. Currently have Renaisi for support with reps, Small Change (advice on social investment) and UNLTD (social entrepreneurs support)</li> <li>- Reps are staying put as part of the Local Trust set up. Their role will be refreshed to reflect more of what is going on now that Partnerships are further down the Big Local journey. The meeting said that Sian had made a great difference with her energy and leadership to help the partnership function well.</li> </ul>	
<p><b>2. Minutes and Matters arising</b></p> <p>The meeting agreed that minutes of 2<sup>nd</sup> May 2017 were a correct and Gabriel took the meeting through the action points.</p> <p>Adam said that he had paperwork to register the Palmerston pub as a community asset. This was important as it was the only public house in the ward, and if successful in registering it as a community asset, would better protect the site from un-sensitive re-development. 21 signatures were needed for the application. Adam invited partnership members to sign the form if they wished.</p> <p>Adam to let Palmerston Pub know about the intention to register it as community asset.</p> <p>The meeting wondered if the same could be done for Priory Court CC</p>	<p><b>1. AT</b></p>
<p><b>3. Partnership Roles</b></p> <p>Chrys introduced the agenda item and raised the fact that currently WMBL did not have a Secretary or Treasurer role. The Secretary role would be there to support Gabriel with administration side of things, organising meetings, minutes, communication. Role of Treasurer would be to have an oversight of the budget and to meet with Alan of Crest and act as extra scrutiny on the WMBL books.</p> <p>Thoughts round the meeting were:</p> <ul style="list-style-type: none"> <li>- if it takes away some of the onus on Gabriel could be good.</li> <li>- opportunity for people to get more into supporting WMBL</li> <li>- may need to be looked at in light of the new plan and what resource we need to deliver it.</li> <li>- maybe create specific tasks for the partnership rather than roles, eg assist with newsletter</li> </ul>	

- do we need a treasurer if we have an LTO? Perhaps more of a checking role. Once WMBL spending more could become important.
- could share the writing of minutes? Rotation of minutes considered a good idea from some but not all. (lack of consistency/accuracy)
- possible apprenticeship for the secretary role or create an admin role.

It was decided that whilst planning is going on, Sian and Gabriel will continue to support with meeting/planning notes and preparation so that Partnership can continue to focus on the new plan and projects.

Emily put herself forward to assist with the finance side of things with budgeting, finance spreadsheets and checking in with the LTO.

Partnership will look at roles and staffing as part of resourcing the new plan.

### **Role of Chair and Vice Chair**

Chrys put herself forward for the role of chair and Lawrence the role of Vice-Chair. Both were accepted into the role for the next 12 months.

### **Framework Review & Further New Members**

Gabriel reminded the partnership that there were now 10 members which left space for 4 more.

- 1 space had been earmarked for a young person to fill
- 3 spaces left
- Interest received from three people to help WMBL, one specifically as a Partnership member.

The interested person had asked Gabriel if the role could be a job share with their partner due to childcare commitments with both wanting to be involved in WMBL. This was discussed by the partnership with the following comments;

- Job share can work successfully.
- No precedent for it in other Big Locals as far as we are aware.
- Concerns about continuity, different people with different opinions.
- Level of commitment. Individuals should be able to fully commit.
- Could have a trial period to see if job share works
- Concern about setting a precedent.
- If childcare is the main issue for the interested person then WMBL could pay for childcare costs when needed.

<p>Gabriel to follow up with the people who have expressed an interest in partnership membership.</p>	<p><b>2.GE</b></p>
<p><b>4. Updates</b></p> <p><b>Sub groups</b> Gabriel asked the partnership to consider the role of the sub groups and if they were ready to publicly launch them at this stage.</p> <p>After discussions the following key points were raised:</p> <ul style="list-style-type: none"> <li>- Sub groups to have ownership of tasks that move the theme forward.</li> <li>- Some autonomy for the subgroups but with responsibility for coming back to the partnership.</li> <li>- Sub groups will need to be given a brief rather than a blank piece of paper.</li> <li>- Code of conduct &amp; Terms of reference to be drawn up, but light touch.</li> <li>- Budget to be attached to the activities that sub groups are responsible for.</li> <li>- More thinking needed around devolved decision making by the sub groups and the mechanics of approving expenditure/commissioning.</li> <li>- Sub groups can evolve as the plan and themes evolve.</li> </ul> <p>Basic draft of terms of reference for sub group to be drawn up (Angela and Gabriel to draft one up for Greenspaces as the most ready to launch. Help with this offered by Chrys also.)</p> <p><b>Branding Brief</b></p> <p>A branding brief has been sent out to local designers to come back to us with proposals to include quotes, methodology and portfolio. WMBL timescales are tight but some designers have come back already saying they can work within them. Aiming to have designers chosen by 9<sup>th</sup> June and final logo finished by end of June.</p> <p>Suggested that design panel be created to choose the designer and get the designing ready for a final decision to be made by the partnership.</p> <p>Panel of Adam, Valentina and Angela set up</p> <p><b>Organisations Met</b></p> <p>Gabriel has met with Big Creative, meeting notes are on Slack. Gabriel asked if Partnership happy for him to book next Forum at Big Creative's new site on Willowfield School for 13<sup>th</sup> Sept. Agreed.</p> <p>Also met with Locus of Walthamstow, a new pop up shop, hot desking and community meeting space run by Wynwood Art District. Next partnership meeting will be there.</p>	<p><b>3. AR / GE / CC</b></p>

<p>Priory Court will be having a fun day in August. WF Hub has also approached Gabriel about a youth showcase event in Priory Court Ball Court. The meeting discussed WMBL potential level of involvement for each event.</p> <p>Decision: Invite all centres to apply for community chest. Await project brief from WF hub to get more details for consideration.</p> <p>Adam raised that Gnome House Youth Club coming to the end of the WMBL funding and Chantelle thinking about the steps for the club.</p> <p>Planning day was a success. Meeting felt needed another one in addition to partnership meetings. Gabriel to circulate date options for another planning day Sub groups to bring on the Local Economy and Greenspaces theme.</p> <p>Sian will put a template on slack to help develop the themes</p>	<p><b>4. GE</b></p> <p><b>5. GE</b></p>
<p><b>Next Partnership meeting</b> 3<sup>rd</sup> July – Locus of Walthamstow, 1a Chingford Road, E17 4PW 7.00pm – 9.00pm</p>	

<b>Summary of Action Points arising from meeting</b>	Person/s responsible for Action	Timescale
1. Adam to let Palmerston Pub know about Community Asset registration	<b>AT</b>	
2. Gabriel to follow up with the interested people	<b>GE</b>	
3. Draft of Terms of reference for subgroups	<b>GE / AR / CC</b>	
4. Send round planning day possible dates	<b>GE</b>	
5. Planning template to go on slack	<b>SP</b>	