

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

Locus, 1 Chingford Road, E17 4PW  
Monday 6<sup>th</sup> November 2017

Partnership members present

Alison Caldwell  
Angela Rouse  
Lawrence Walker  
Mohamed Khan  
Peter Stanton  
Rezia Wahid  
Valentina Lewis

Others present

Gabriel Edwards – WMBL Development Worker (minutes)  
Sian Penner – Local Trust Rep

Apologies

Adam Taylor  
Alan Horne – Crest WF (L.T.O)  
Chrys Christy  
Emily Rogers  
Valerie Stapleton

<b>1. Welcome</b>	<b>Actions</b>
<p>Sian welcomed everyone to the meeting Lawrence chaired in Chrys's absence.</p>	
<p style="text-align: center;"><b>2. Minutes and Matters arising</b></p> <p><u>Complaint received</u> There were closed discussions relating the complaint received by WMBL. Actions Agreed by the Partnership during the discussion were; - The key points from the WMBL code of conduct relevant to public Forums will be made available at Forums; - Development of a WMBL Vexatious Complaint procedure - Development of a WMBL Resolution procedure</p>	<p style="text-align: center;"><b>1.SP</b></p> <p style="text-align: center;"><b>2.GE</b></p>

Minutes

Minutes from 9<sup>th</sup> October meeting were agreed

**3. Final Agreement on theme content**

Open spaces

Angela had sent round by email an up to date open spaces plan and summarised a small number of changes that had been made to it;

- Some activities had been moved to overarching theme
- Resource considerations had been added
- Summarised minimum spend vs maximum spend dependent on successful pilot projects and/or funding bids to Green City Fund.

Community Theme

Peter and Gabriel presented the up to date plan.

- Meeting suggested a more general description of activities rather than committing to specific activities. Saying outdoor sports events rather than fun run.
- Question asked whether the social isolation strand might need more money against it (currently £12k)

Enterprise Theme

Lawrence presented an update;

- Hasn't changed and continues to be four main strands of work; Growing social enterprise ecosystem, nurturing social entrepreneurship skills, sustainable model of locally led social enterprise creation, encourage local business growth with social outcomes.
- Lawrence and Valentina met with Unltd to work out relationship with WMBL. Plenty of scope for customising the programme specific to WMBL need.
- Met with St James Big Local. Good meeting for making contact and discussed future potential working together.
- There will be a plan and agreement put in place with Unltd
- Enterprise group holding a meeting in December.

The content for each theme was agreed and it was discussed that a resource meeting was now required to discuss any extra infrastructure needs.

It was agreed that a resource meeting would be held with the three theme leads plus Emily, Sian, Alan with Gabriel attending part of it.

**3.  
CC,AR,LK,  
SP,GE,AH,**

<p>Partnership agreed to delegate the resource decision making to that working group.</p> <p>Date for resource meeting pencilled in for Monday 20<sup>th</sup> November.</p>	<p>ER</p>
<p><b>4. How we present and communicate our plan</b></p> <p>Initial question raised about delivering the plan and project managing. A yearly delivery plan would take place once the overall strategic plan has been approved by Local Trust.</p> <p>Lawrence highlighted next steps needed for communicating and writing the plan. It was important now to put together the key messages and aims of the WMBL to communicate to people and have an agreed message.</p> <p>Adam had previously offered to edit the plan.</p> <p>It was suggested that a mini plan alongside a full length plan would be good for key messages.</p> <p>It was also suggested to commission the writing of the plan to a local writer to pull all of the information together and write it objectively.</p> <p>Sian said that a lot of Big Local areas commissioned writers.</p>	
<p><b>5. Methods of Funding</b></p> <p>Emily and Gabriel had met and put together a document listing the types of funding methods that could help resource the plan including, small grants, large grants, commissioning/tendering, crowd funding. Some questions around eligibility of projects and groups needed to be decided.</p> <p>Main comments were;</p> <ul style="list-style-type: none"> <li>- List needed to be checked with Crest and for us to work within their financial frameworks.</li> <li>- Criteria and processes will follow and need to be in line with Crest's processes.</li> <li>- Flexibility needed on criteria of organisations funded, in particular if an organisation doesn't exist locally for a specific project.</li> <li>- All methods of funding were deemed relevant with the exception of crowd funding which the meeting felt would be difficult to manage as groups funded this way were not applying directly to WMBL.</li> <li>- Match funding a possibility.</li> <li>- Revisit this document after the resource meeting</li> </ul>	
<p><b>6. A.O.B</b></p> <p>Next Partnership meeting will be part meeting, part xmas social.</p> <p>After discussing meetings already taking place in December it was suggested to postpone the Forum until the new year at which point the new plan would be ready to present.</p>	

<p><u>Priory Court Festive event – 16<sup>th</sup> December</u>  A stall has been booked for WMBL. Gabriel asked if we could provide food for the event and pay for a local man who runs Bags of Taste project to come and do some hands on cook and eat sessions. Meeting agreed to this.</p> <p><u>Newsletter</u> being written and going out end of the month.  Suggested that the new drop in sessions be included in it and the Lloyd Park survey.</p>	
<p>Next Partnership meeting</p> <p><b>Monday 4<sup>th</sup> December 2017 – Low of Walthamstow</b></p>	

<b>Summary of Action Points arising from meeting</b>	Person/s responsible for Action	Timescale
1. Sian to write response letter to complaint	<b>SP</b>	
2. Relevant code of conduct points to be drawn up and made available at Forums	<b>GE</b>	<i>for next forums</i>
3. Resource meeting on 20 <sup>th</sup> November	<b>CC, AR, LK, SP, GE, AH, ER</b>	Before next partnership meeting