

Minutes of
William Morris Big Local - Partnership Meeting

Locus, 1 Chingford Road, E17 4PW
Monday 4th December 2017

Partnership members present

Adam Taylor
Alison Caldow
Angela Rouse
Chrys Christy
Lawrence Walker
Mohamed Khan
Rezia Wahid

Others present

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

Apologies

Emily Rogers
Peter Stanton
Valentina Lewis
Valerie Stapleton

1. Welcome	Actions
Chrys welcomed everyone to the meeting.	

<p style="text-align: center;">2. Minutes and Matters arising</p> <p>November minutes agreed as correct</p> <p>Sian has replied to the complaint letter using the response agreed by the partnership at the previous meeting. No further written communication has been received from the complainant.</p> <p>Code of conduct to be reviewed in line with new plan. Gabriel will take a look and email some suggestions before next meeting</p> <p>Annual declarations of interest item will be put on the agenda for January's meeting to ensure we avoid any potential conflict of interests.</p> <p>Resource meeting was held on the 20th November with a budget being set aside for resources for WM programme support. Chrys and Gabriel will be meeting early in January to look at current tasks and potential new tasks for the development worker role.</p> <p>WMCC festive event has been cancelled. Gabriel will be running a WMBL stall at the Priory Court Community Centre event on 16th December. Gnome House event happening on the same day and Gabriel asked if anyone could attend so that WMBL is represented.</p> <p>Gabriel has emailed the Salvation Army about the old sports shop on their premises that has been long closed to see if there are any opportunities for it. Gabriel will let Partnership know if anything comes of it.</p> <p>WM Big Local Enterprise meeting taking place Tuesday 5th December and will be hosted by Gabriel, Lawrence, Valentina and Unltd. Local stakeholders have been invited to participate and help contribute to an action plan. The action plan will be put together by Unltd and Enterprise group. Once written the plan will be put to the partnership for approval and sign off.</p>	<p style="text-align: center;">1.GE</p> <p style="text-align: center;">2.ALL</p>
<p style="text-align: center;">3. Writing of the Plan</p> <p>Gabriel and Adam met with Olly Price who was chosen to write the plan. He was given a steer along with supporting documents to put together the first draft.</p> <p>The first draft of the plan was sent out earlier in the day, not all had had a chance to read it.</p> <p>Overall first impressions were given and general discussion points were:</p>	

<ul style="list-style-type: none"> - Good first draft and good order of contents. - Written clearly and good level of detail. - Some duplication of content and inconsistencies to iron out. - Introduction will be from the Partnership as a whole. Adam offered to write it. - Would like more of the writer's style to come through. - Theme leads to look at their section in detail. - Useful monitoring and evaluation section - Bitesize plan will also be done. - Final version to be sent to Aimee Capstick to give the plan a design polish. - <i>WM Big Local</i> suggested as the consistent way of referring to the project. This mirrors the social media hashtags and web address name we have. <p>It was decided to allow enough time for everyone to read 1st draft and give their feedback. The following timescale was agreed.</p> <ul style="list-style-type: none"> - Feedback from Partnership to Gabriel on 1st draft plan by 11th December. - Gabriel collates all comments and sends a single document with all suggestions back to Partnership on 13th December. - Partnership let Gabriel know if happy to send this on to Olly by 17th December - Gabriel sends to Olly with an overall steer for the 2nd draft on 18th December. - Aim for writer to send 2nd draft in advance of January partnership meeting. 	3.GE
<p>4. A.O.B</p> <p>Slack communication tool – it was previously agreed that the partnership would use this to help make communication easier and cut down the amount of emailing. Currently only a few of the partnership are using it. Agreed to seriously trial Slack for 3 months from January – March and then review.</p> <p>It was asked whether Monday meetings were still suitable for all. Meeting agreed to stick with monthly meetings on the first Monday of each month.</p>	
<p>Next Partnership meeting</p> <p>Monday 8th December 2017 – William Morris Community Centre</p>	

Summary of Action Points arising from meeting	Person/s responsible for Action	Timescale
1. Gabriel to send suggestions for review of code of conduct.	GE	<i>Before next meeting</i>
2. Declarations of interest agenda item	All	<i>Next meeting and annually</i>
3. Gabriel to coordinate Partnership feedback and steer to writer for second draft of plan	GE	<i>By 18th December</i>