

Minutes of

William Morris Big Local - Partnership Meeting

Gnome House, 7 Blackhorse Lane, Walthamstow, E17 6DS
Monday 4th June 2018

Partnership members present

Adam Taylor
Angela Rouse
Lawrence Walker
Mohamed Khan
Valentina Lewis

Others present

Gabriel Edwards – WMBL Development Worker (minutes)
Paula LeSurf – Crest WF (L.T.O)
Sian Penner – Local Trust Rep
Wendy Sugarman

Apologies

Chrys Christy
Emily Rogers
Rezia Wahid
Peter Stanton

1. Welcome	Actions
<p>Lawrence opened the meeting and welcomed Wendy Sugarman, the new Big Local rep for William Morris Big Local.</p> <p>Introductions were made around the table with Partnership members sharing what they most like about being involved with the programme.</p> <p>Wendy introduced herself to the group, she has been a big local rep since the beginning of the programme for a total of six different areas. Wendy currently is rep for 2 other areas and is an assessor for Local Trust. Outside of Big Local she is a community development worker delivering research and studies including work for the NHS around public health.</p>	

<p style="text-align: center;">2. Minutes & Actions from previous meeting</p> <p>Comment made about recent low attendances at partnership meetings. Gabriel is meeting with two potential new partnership members this week and will be putting a call out in the next newsletter.</p> <p>The minutes from last meeting were looked at, all actions had been completed or were on the agenda to be discussed.</p>	
<p style="text-align: center;">3. Themes & Community Development Worker Update</p> <p><u>Community Theme</u> Mr Khan provided the following update:</p> <ul style="list-style-type: none"> - The sub group has met and gone through what activities are priority for next 12 months and making plans for delivery. - Community Chest grant has been popular. - Thinking about the timing and method for the youth research piece - Multicultural grants being rolled out through the Autumn Community Chest - WM Ward Association met recently and hosted a meet at Priory Court. A good number of attendees including officers from the Safer Neighbourhoods, Mini-Holland and the council. Monthly meetings, all have been at Priory Court so far. Action – dates of WM Ward meetings to be put on slack. Purpose of the association needs further clarity for the Partnership and the working relationship between the association and the partnership. <p><u>Enterprise</u> Valentina updated:</p> <ul style="list-style-type: none"> - Enterprise currently co-led by Lawrence and Valentina with support from Gabriel and Chris Shutt from Unltd - Social Enterprise Launch took place on 10th May. 50 attendees. - 21 individuals have made contact with Chris Shutt about the programme. - Resource planning occupied last sub group meeting. - Aiming for Youth enterprise research to take place in second half of the year. - Potential collaborations with relevant organisations involved in enterprise and young people being looked at. <p>Action – Add youth offer discussion as agenda item for next meeting</p> <p><u>Open Spaces</u> Gabriel updated:</p> <ul style="list-style-type: none"> - Tool lending library and piloting of front garden and balcony scheme are activities being taken forward. Different approaches possible and will be taken forward by the open spaces sub group - Next open space sub group on 20th June. Good mix of residents are signed up for it. - Had one meeting already where the open space plan was introduced 	<p style="text-align: center;">1. PS</p> <p style="text-align: center;">2. ALL</p>

<p>and helped pick out the activities to take forward in year 1.</p> <p><u>Development Worker Update from Gabriel</u></p> <ul style="list-style-type: none"> - Extra admin work associated with grants. - Meeting with successful applicants to sign agreements and talk through projects including looking at sustainability of projects post funding. - Gabriel has been meeting with some of the unsuccessful applicants to offer constructive advice and seek out alternative funding streams. - Gabriel going to CWF run event in Chingford on 20th June. - Looking at potential new office space - Drop in sessions average between 1 to 5 visits with Priory Court being the most successful. Dropping the Locus sessions and replacing with Salvation Army venue. - Attended two developer info sessions, Barret Homes and Crate. - Finance admin sorted with Crest for procurement and spending levels for invoice approvers. Notes of meeting on Slack. - Looking into away day to include a Lawn Bowls session at Lloyd Park. 	
<p>4. Resources for next 12 months</p> <p>Gabriel circulated relevant documents from the resource mapping exercise. Gabriel gave a summary of findings:</p> <ul style="list-style-type: none"> - 60hrs of resource need has been identified for the next 12 months - 3 key areas of work; Project development, communications, administration - Points towards a need for two roles - Additional resource needed from Crest around tendering procurement and contract management. <p>Discussions took place with following comments:</p> <ul style="list-style-type: none"> - If going with two roles need to see how the relationship of the roles work together, with Crest and the Partnership. - Definitely need extra resource. One recommendation was to increase Gabriel's hours by an extra day and then bring in an additional worker. - Future thought needed also on what roles partnership could play in the delivery of the plan alongside paid staff. - Very ambitious plan, the resource may even be an underestimate. - Need to see job descriptions for Project Manager, Admin roles. - Look at option for Crest employing the staff rather than freelance. - Suggested once recruited that monthly meetings take place between Crest / Chair / Rep / Staff. - Should be open to different types of role for the two posts, including looking at apprenticeships. <p>Meeting agreed that the number of hours and breakdown of tasks was appropriate and to move forward with drafting job descriptions.</p> <p>Action - Sian to draw up draft Job Descriptions for roles</p>	<p>3. SP</p>

<p>5. Garden Party Options</p> <p>Gabriel presented three options for WM Big Local's presence at the Garden Party Event. Reflections were had on previous Garden Party events. Discussions were had around what Big Local's role should be and the purpose of being there.</p> <p>It was decided that WMBL positions itself with the Conservation Volunteers. Action: <i>Gabriel to confirm with Vicky Peet of TCV and coordinate.</i></p>	4.
<p>6. July Get Together</p> <p>Arranged new date for Get Together of 19th July. It will be at Priory Court Community Centre, 7.00pm – 9.00pm. It will also double up as the AGM. Current terms of reference dictate that the partnership members will step down and those wishing to renew for the coming year will put themselves forward again at the AGM and say a few words about themselves and why they are standing. Meeting talked about reviewing the terms of reference for the coming year and making sure processes are clear and workable. Decision of partnership roles would take place at the September partnership meeting.</p>	
<p>7. Any Other Business</p> <p>Big Local Connects event on 29th and 30th June – event for all 150 Big Local areas. Areas can send 3 delegates. Takes place near Kings Cross.</p> <p>Partnership review – make sure that all partnership members complete them either via email link or paper copy.</p> <p><i>Wendy and Sian left the meeting</i></p> <p>The meeting discussed the uncertainty around the recent resigning of a partnership member and the area rep and the way it had been handled internally. Thoughts were shared and overall it was thought that the chair should not have to deal with these types of issue alone and that responses need to be collective and decisive.</p>	
<p>Next Meeting: <i>Monday 2nd July, William Morris Community Centre, 6-8 Greenleaf Road,</i></p>	

Summary of Action Points arising from meeting	Person/s responsible for Action	Timescale
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1. Dates for WM Ward Association and feedback on progress.	Peter	<i>Next meeting</i>
2. Youth Offer discussion to be added to July Partnership meeting agenda	Partnership	<i>Next meeting</i>
3. Drafting of Job descriptions for WMBL staff and circulate to Partnership.	Sian	<i>Circulate before next meeting</i>
4. Confirm Garden Party stall in same areas as TCV. Find out if FRP are in attendance.	Gabriel	<i>Next meeting</i>
5. Partnership members to complete the Partnership review forms.	ALL	<i>asap</i>