

Minutes of
William Morris Big Local - Partnership Meeting

William Morris Community Centre, 6-8 Greenleaf Road, Walthamstow E17 4PW
Monday 9th April 2018

Partnership members present

Adam Taylor
Chrys Christy
Lawrence Walker
Emily Rogers
Valentina Lewis

Others present

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

Apologies

Angela Rouse
Mohamed Khan
Peter Stanton
Rezia Wahid

1. Welcome	Actions
<p>Chrys welcomed everyone to the meeting.</p> <p>Gabriel introduced an icebreaker item, 2 Truths and a Lie. Gabriel and Adam both took it in turns to announce two truths and a lie with the rest of the meeting guessing which was the lie. Each meeting there will be two different partnership members taking part. The idea is to help the partnership get to know each other better and inject a bit of fun into the start of meetings.</p> <p>Chrys announced that a Partnership member had decided to leave. One of the reasons for them leaving was that they felt they had not been listened too.</p>	

2. Get Together and Tea Party feedback

Get Together

Well attended, good feedback and positive energy in the room. 50 people attended including many new faces. People responded to email invites, the newsletter and the launch of the grants.

For future:

- Be good to have more for residents to participate in.
- Q&A sessions
- Start using Get Togethers to help shape the less formed parts of plan, possibly theme based workshops.
- Could discuss priorities that come up in the area linked to our themes
- Keep a positive agenda or discuss some of the more negative tough issues going on? Eg, gangs and violent crime, sexual exploitation, exploitation of refugees.
- Find a better way of evaluating/capturing comments and feedback.
- Also ensure to follow up on conversations started.

Tea Party

Gabriel shared pictures of the event on 24th March. Good event, very positive comments and enthusiasm for the event. Good location and captured people who were new to Big Local. Lots of different ages, background, cultures stopping by. WM Gallery interested in a combined event for next year. All comments and ideas captured at the event have been uploaded to Slack. 36 people added to e-news as a result.

3. The next 6 – 12 months

Good feedback from Local Trust about our new plan. Review of last plan has also been received. More evaluation and information on groups we've funded would be helpful for next review. More photographs, quotes and information in general.

Discussion had around the table:

Enterprise theme

Have mapped out broad plan for the next year.

Public launch of the Unltd partnership is happening on 10th May alongside St James Big Local.

Going to establish an advisory board for the theme.

Resource for Enterprise has been looked at, looking like an extra half day to a day of staff time for year 1; helping with events, comms, engagement.

Planning & Resources for the 3 Themes

- Priority is for themes to work out resource needed over next 6 – 12 months.
- Three themes also to put together workplan for next 6-12 months.
- Gabriel has worked out the resource for his core role. This to be collated with theme needs and overall resource calculated ready for next partnership meeting.

Agreed the above is priority with aim to sign off resource at next meeting

- New office space will be needed if new staff on board. Visible space would be best. Current office lease on a rolling contract.
- Any new roles can be advertised in the next newsletter.

Financial policy and decisions for themes groups, invoice approvers etc

Meeting had discussion about Crest’s procurement policy and how it can be adopted to WM Big Local.

- Sums above £5000 are governed by tender and procurement process guidelines and would always come to the partnership for decision.
- Sums below £5,000 also have guidelines to be followed which meeting looked at.

Meeting agreed that theme groups, invoice approvers (Chair, Vice-Chair, Emily) and development worker can spend up to £5,000 without coming back to partnership As long as in line with Crest guidelines for spend up to £5,000, Partnership will still need to ratify spend as it gets spent.

- Plan budgets for work areas are agreed and transparent.
- Processes for grants have their additional criteria.
- Budget reports to be looked at when theme groups reporting back so partnership can monitor spend.
- All spend needs to go to Crest’s committee to be ratified because they are distributing the money.

Previous Plan Underspend

Circa £40k underspend from existing plan will go back to Local Trust before new plan money drawn down.

**1. 2.
Themes/GE/
SP**

4. Community Chest & Green Grant Panels

Gabriel provided an update on the grants window activity so far.

- A number of applications received for Comm Chest.
- Green Grants activity has been slower but have received enquiries.
- A broad range of activities have been put in and careful consideration will be needed when assessing.
- Discussed the different types of project from one off community events to pilot projects and seed funding type activities.
- Requested for Gabriel to incorporate a feedback question 6-12 months

<p>after a project to measure what impact, change or progression came out of receiving a grant.</p> <ul style="list-style-type: none"> - Window closes 20th April, panel to meet around beginning of May. <p><i>**Agreed to have one panel for both grants made up of Partnership members**</i></p> <ul style="list-style-type: none"> - Adam and Emily put themselves forward to be on panel. Community theme to select someone. 	
<p>5. Any other Business</p> <p><i>Sian left the meeting</i></p> <p>A local community group approached Big Local asking to fund DBS checks for them. Although volunteers are free to be DBS'd there is an admin charge of £20 for LBWF to process. Gabriel asked if appropriate for community chest application. Meeting discussed and said that this represented core costs and not appropriate for Community Chest..</p> <p><u>Potential Wood Street Walls project</u> Gabriel gave an update on the Priory Court consultation/ball court painting. Gabriel also presented a potential Wood Street Walls installation that could be a Green Grant application. Inspired by Candy Change, the before I die project could work well at Palmerston/HighamHill junction. Meeting discussed and Gabriel to ask WSW to complete a Green Grant.</p> <p><u>WM Big Local Rep</u> Contract for existing Rep for WMBL is up for renewal. Partnership to decide whether to continue with existing rep for the next year or to change. Chrys asked for thoughts. Thoughts expressed were;</p> <ul style="list-style-type: none"> - Rep has been really great for the partnership - No case for changing reps - Rep has been involved in plan and would be disruptive to change reps now. - Would be crazy to change, rep has been amazing, adds a lot of drive. - It was therefore decided to ask the rep to continue with WMBL <p>Conversation was brought back to the departure of the partnership member. Thoughts expressed were:</p> <ul style="list-style-type: none"> - Partnership has guidelines in place for conduct of meetings. It hasn't felt like anyone has stepped outside of these guidelines. - Important to address the concerns. - Would be good to know if there are any suggestions for how the partnership can improve - Regrettable that the member has stepped down - Make sure to reflect if we are being inclusive at all times. 	

<p>Importance of having a partnership away day was discussed Gabriel to look into away day options using CIC study budget.</p> <p><i>**Gabriel left meeting**</i></p> <p><u>Development Worker role</u> The meeting discussed the development worker role and how it might develop in line with the new plan.</p>	<p>3. GE</p>
<p>Next Meeting: Tuesday 8th May, Locus of Walthamstow</p>	

<p>Summary of Action Points arising from meeting</p>	<p>Person/s responsible for Action</p>	<p>Timescale</p>
<p>1. Three themes to calculate resource need and plan out 6-12 months, upload to slack</p>	<p>Themes</p>	<p><i>Week before next meeting</i></p>
<p>2. Collate plans and resource needs ready to be looked at and agreed at next Partnership meeting.</p>	<p>GE/SP</p>	<p><i>Circulate before next meeting</i></p>
<p>3. Gabriel to arrange away day options</p>	<p>GE</p>	