

City Funds Minutes

Time and Place: 1400-1600, Thursday 16th January, the Library, City Hall, BS1 5TR

Present: Ololade Adesanya, Sandra Meadows, Peter Morris, Ed Rowberry, Kevin Slocombe, Andy Street (Chair), Sue Turner

Attending: Laura Martin, Ryan Munn, Jari Moate, Sacha Korsec

Apologies: Ian Barrett

1. **Apologies [Andy]**

- Andy welcomed everyone to the meeting and noted the apologies received
- Andy announced Laura taking over from Amy Rodwell, the Board welcomed Laura

2. **New Declarations of interest [Andy]**

- Peter has been appointed Chair of the Bristol Legal Sector Community Engagement Group - a group set up under the auspices of Bristol Law Society.
- Andy and the Board agreed this was not a conflict of interest

3. **Minutes of previous meeting and action log [Andy]**

- The Board agreed they were happy with previous minutes with one amendment to Action 8 (update of Collaboration Agreement).
- Previous actions discussed and Action Log updated accordingly [Updated Action Log attached]

ACTION 1: Laura to amend Action 8 in the minutes

ACTION 2: Laura to remove completed actions from the action log

4. **Update and review of FPGs [FPG Chairs]**

Ian - Environmental Transformation

- Ian sent his apologies for this meeting and Andy had circulated an email from Ian providing an update to the Board, which was noted

Anna - Economic Inclusion

- The next meeting is scheduled for 7 February 2020
- Jude from Bristol University attended the last meeting in November 2019, Anna is now firming up the Brief to use Jude's expertise and research

- The roles and responsibilities of Economic Inclusion members still need to be firmed up

Sandra – Community Initiatives

- There were no issues to update on; another meeting will be scheduled within the next few weeks
- The team are working on a Brief and gathering research to reach the stage of the 'No Child Goes Hungry' FPG

Sue – No Child Goes Hungry

- The 25 expressions of interest for the first call for grant applications had been narrowed down to 6; the 6 selected have been sent a link to apply by 5 February 2020
- In total there is £50,000 grant money, there is scope to fund all 6 applicants to some extent
- There is also scope to offer strategic support and advice to a good number of the unsuccessful applicants (10 or more) on how to achieve better coordination of their projects going forward
- 1 unsuccessful applicant has been referred to a corporate donor
- Andy commented this had been a beneficial process and had allowed the NCGH team to collaborate and work in a more joined up way
- Peter questioned if we can illustrate the transformational aspect of the Fund with this small sum of money

ACTION 3: Lucy and Sue will select key proposals and share a summary with the meeting minutes to provide clarity on the transformational aspects

ACTION 4: Sue will share the 'No Child Goes Hungry' decision making process and procedure with other FPG's

5. IAC Update [Andy]

- The Board deliberated on the level of information that is allowed to be shared with the Governing Board
- Jari confirmed investors can be named only once they are confirmed and have signed the agreement, due to conflicts of interest
- It was agreed that any conflicts of interest should be avoided or declared

6. Local Access Programme update [Ed]

- Ed had attended a meeting with Big Society Capital, who were involved in the review process. He was unable to discuss this with the Board, but confirmed the decision will be announced on 28 January 2020, and the early indications were

positive.

7. Risk Register and operational plan [Ololade/Ed]

- The updated risk register was circulated prior to this Board meeting
- Ololade noted the risk register was discussed in detail in the December 2019 Board meeting, there were no significant updates
- Ololade discussed the next steps to develop risks from the bottom up
- It was agreed that the 4 red risks could be adjusted to reflect the steps that could be taken to mitigate the risk

ACTION 5: R15, to be moved to IAC

8. Feedback from City Funds/FPG workshops [Andy]

- Andy discussed the positive outcomes of the workshop in building a stronger City Funds team
- It was agreed more clarity was needed on the roles of FPG's and by the next Board meeting there needed to be a clear structure and governance chart
- The role of the IAC and how they work with FPG's was discussed, it was agreed to review this structure regularly

ACTION 6: Impact tools to be defined by discussion between key members of the IAC and FPG (Andy, Victor, Jari and FPG chairs to meet to discuss influence/communication between FPG's and IAC)

ACTION 7: FPG Terms of Reference and Collaboration Agreement to be updated by Peter in consultation with the FPG chairs

ACTION 8: Andy to write the FPG annual report

ACTION 9: Sacha to write the executive summary and notes from the workshops

9. Update on pro bono business support [Peter]

- The working group had a positive meeting on 7 January 2019, to discuss timescales and research. The research report on *the needs of third sector bodies for pro bono support* will be published end of February 2020.

10. Collaboration Agreement update [Peter]

- Collaboration Agreement to be updated in light of ongoing discussions under 8 above

ACTION 10: Ed to coordinate input regarding the project and grant fund project needs by end of January 2020

11. **Fundraising Strategy [Sue]**

- Sue estimated it will cost c. £60,000 annually to run the fundraising campaign
- Sacha will be completing national applications to fund core costs
- Phoebe Fenton will be starting soon as a part-time communications support, and will join the communications steering group

ACTION 11: Sue and Ed to draft a summary budget for City Funds 2020/21

ACTION 12: Andy, Ed and Peter to draft a joint vision for the role of FPG's and send to FPG chairs and Victor

12. **Future meeting date [Andy]**

- Andy will be overseas for the next meeting, all agreed to postpone until he returns

ACTION 13: Laura to circulate a doodle poll with date options for the next Board meeting