

Community Initiatives FPG Meeting Minutes

Time and Place: Tuesday 27th August 2019, 13:00-14:30, 1P02, City Hall, BS1 5TR

Present: Sandra Meadows, Diane Bunyan, Tom Renhard, Ronnie Brown, Toby Howkins, Penny Germon, Fiona Gilmour, Tim Temple,

In attendance: Ryan Munn, Taylor Meagher, Jenny Wildblood, Diane Robinson,

Apologies: Steve Sayers, Sado Jirde, Joanna Holmes,

1. Welcome & apologies

2. Minutes and actions of previous meeting

Action: Ryan to eventually produce visual representation of the Proposed Theory of Change.

Action: Ryan to discuss further with Penny re BIF impact on metrics. **Ongoing**

Action: Penny to discuss with one fund provider re how BIF connects up with community initiatives. **Who does BCC work with at City Funds re grant funding, Di will figure out how to embed in short term and update Penny.**

Action: To build a broader understanding how short term work fits with community aspirations and how medium term work can be used to have a broader understanding of the ecosystem of the City. **Ongoing.**

Action: Taylor to circulate the ToC as a final document after changes made. **Di to send to Taylor.**

Action: Taylor to get a clear document together to outline exactly what the funds are for and where they will go. What does the £250K do, how do we access it? Can we give grant only? This needs to be clear. How do we work with different funders? What the funds are and aren't. **Ongoing but FAQ document will be ready soon.**

Action: Taylor to connect Peter and Toby to engage with SME not just big business. **They met and had a discussion on the business engagement group, fact finding really, no actions. Peter will use Toby as a gateway when he is ready.**

Action: Taylor to work with Joanna, Diane B, Tom, and Sandra and bring the document back for approval in 1 month. **On the agenda.**

3. Declarations of interest – none declared

4. Updates since last meeting

The Board asked Quartet to use DCMS funding to do community engagement and they commissioned Voscur who are running workshops. Quartet is hiring a fundraising officer that will create an action plan to raise funds for City Funds as a whole.

Action: Sandra to share workshop information with Taylor to disseminate through groups.

5. Unpacking roles and responsibilities

Marketing work is ongoing and will be shared next month; we need materials and more information. Customer journey within digital marketing narrowly defined from not knowing about City Funds to being ready or wanting to apply. The website should be ready in November for broadcast communications. If people have ideas of enterprises or projects, it all goes through Ryan until the website is officially up and running. Marketing materials can run through 2020 network for accessibility reviews.

We should identify gaps in the City Funds mailing list.

Tom Renhard arrived

We don't need to fix things from the start; we could try and fix parameters. After we have more information re marketing we should do wider briefing with our own organisations and professional networks. It could be something as simple as a slide deck to show people.

We should be both reactive and proactive. Members need to be bringing information on what they are doing outside of the group, into the group. This links with the outcomes and metrics and how we measure what we are all doing.

Sandra suggests 2 reports per year on what we are doing. The group will give input but Sandra will write.

Action: Taylor to ensure other groups are doing this, also add recurring agenda item to group agenda to say escalating info of what members have been doing outside.

Action: Taylor is sending an email out every month of what all other FPGs are up to.

6. Grants and fundraising

Pot 1: Money from our Place based giving scheme. This will be for grants only and we need to raise the money, get it from the public/business etc. Ideally this will be set up in the next year. This isn't a replacement scheme for other grants in Bristol, we will be very clear.

Pot 2: Investment Readiness. This will be to prepare organisations for investment, whether they fail at this or succeed. This will include Power to Change money. Repayable and/or non-repayable; depending on the project and funder. We will recycle the money.

Pot 3: Blended finance grant. This can be used as match funding, de-risking, etc. and is repayable. We need the right mechanism to bring the money back, but not cripple the organisation if they can't pay the investment back.

Pot 4: Investment/ repayable loan.

There will be many funders whose aims align with City Funds. We need to demonstrate aligned funding from organisations that we have influenced through City Funds or the One City Plan. The draft document would be good when it's finished to articulate the services we offer, the strategic work on alignment should be done by the Board. Also how we can influence other finance schemes.

Action: Taylor to add Board agenda item with Sandra/Ryan discussing funding alignment.

7. Developing a fundraising and investment strategy

We need a linked up narrative across the groups. City Funds and each FPG each have a ToC. We are doing a wider consult with the community and we can assess the feedback which could lead to more research. This feeds up centrally to the fundraising officer who then puts it into a joint plan.

Action: Taylor to repeat this item onto next meeting 'Developing a fundraising and investment strategy'

8. Research brief development

We need to be pragmatic, so it might be best to receive the community input, use the theory of change, and then get input from the group which could suggest we don't need a researcher, or it might better indicate what we want the student to work on. The student will have needs to get out of it so the brief needs to be clear and flexible.

9. AOB

There may be communities that will be affected by a no-deal Brexit. We need to consider the potential impact this may have on the work we are doing.

10. Next meeting date

Monday 7th October 2019, 9-10am, City Hall