

## THE CITY BRIDGE TRUST COMMITTEE

29 November 2012

### **MINUTES OF THE MEETING OF THE CITY BRIDGE TRUST COMMITTEE HELD AT GUILDHALL, EC2 ON THURSDAY, 29 NOVEMBER 2012 AT 1:45PM.**

#### **Present**

##### **Members:**

Deputy Billy Dove (Chairman)  
Deputy and Sheriff Wendy Mead (Deputy Chairman)  
Deputy Ken Ayers, the Chief Commoner  
Ray Catt  
Alderman Alison Gowman  
Vivienne Littlechild  
Jeremy Mayhew  
Ian Seaton

##### **Officers:**

Greg Moore	- Town Clerk's Department
Steve Reynolds	- Chamberlain's Department
Clare Thomas	- Chief Grants Officer
Sandra Davidson	- The City Bridge Trust
Jenny Field	- The City Bridge Trust
Stewart Goshawk	- The City Bridge Trust
Jemma Grieve Combes	- The City Bridge Trust
John Merivale	- The City Bridge Trust
Ciaran Rafferty	- The City Bridge Trust
Tim Wilson	- The City Bridge Trust
Liz Skelcher	- Economic Development Office
Susanna Lascelles	- Public Relations Office

##### **Also Present:**

Representatives from the following organisations, whom the Chairman welcomed to the meeting, were also present:-

- Migration Museum Project (**Annex 4**)

#### **1. APOLOGIES**

Apologies for absence were received from John Bird, Deputy Revd Stephen Haines, Michael Henderson-Begg, Alderman Peter Hewitt, Deputy Edward Lord, and Deputy Joyce Nash.

#### **2. DECLARATIONS BY MEMBERS OF PERSONAL OR PREJUDICIAL INTERESTS IN RESPECT OF ITEMS TO BE CONSIDERED AT THIS MEETING**

There were none.

### **3. MINUTES**

The public minutes and summary of the meeting held on 27 September 2012 were approved, subject to it being noted that Deputy Mead's term of office as Sheriff had ceased by the date of the meeting.

### **MATTERS ARISING**

(1) **London Air Ambulance** (p3) – As suggested at the previous meeting, it was confirmed that the helicopter had only been painted very recently following the withdrawal of sponsorship from Virgin and that there would be a prohibitively high cost associated with any re-spray. Further, given the wide range of sources from which the organisation received funding, to include the logos of all funders would be impractical. The Deputy Chairman also noted that, in any case, the Trust's funding was for a Patient Liaison Nurse and not the helicopter itself.

### **4. OUTSTANDING ITEMS**

The Committee received a report of the Town Clerk identifying those items raised at meetings of the Committee that required further action by officers.

It was noted that the application from the Rugby Football Foundation was on today's agenda as recommended for rejection, with fuller reasons for the recommendation listed. Members were also advised that discussions had taken place with the Shakespeare Globe Trust with regard to their application, and officers were waiting to see if a revised application would now be submitted.

RESOLVED: That the contents of the report be noted.

### **5. PROGRESS REPORT AND EVENTS**

The Committee received the regular progress report of the Chief Grants Officer which highlighted the various activities that were on-going or had recently concluded.

The Chairman took the opportunity to inform Members that the Trust had recently won the award for "Best Annual Report - non-profit/public sector" at the CorpComms award ceremonies, and congratulated officers on their success.

In response to a question about the Wembley National Stadium Trust (WNST), it was advised that the first grants programme was now open for applications and grants would be considered by the WNST Board in January.

RESOLVED: That the contents of the report be noted.

### **6a. GRANT APPLICATIONS**

The Committee considered a report of the Chief Grants Officer, introducing the grants programmes and stating that a total of thirty-four applications would be dealt with at the meeting, of which four were strategic initiatives, fourteen were recommended for grants and ten recommended for rejection, with two having been withdrawn. Four grants were also noted as having been approved under delegated authority.

RESOLVED: That the contents of the report be noted.

**6b. GRANT RECOMMENDATIONS AND ASSESSMENTS**

The Committee considered a report of the Chief Grants Officer recommending grants to organisations.

During consideration of the applications before the Committee, the following comments were made by Members of the Committee and relevant officers:

- In respect of the application at Annex 1 (Guildhall School Trust), a Member expressed a slight reservation as to the legal advice provided, particularly in light of some confusion which appeared to exist within the application form surrounding the numbers of staff and the property owned, which hinted at some confusion on the position between the Guildhall School Trust and the Guildhall School of Music & Drama itself. It was asked if definite assurances could be sought and obtained prior to the release of funds, and authority was subsequently delegated to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to approve the grant following the receipt of these reassurances from the Comptroller & City Solicitor's Department.
- At Annex 2 (Deafinitely Theatre), a Member noted that the Management Committee of the applicant was composed of four individuals and also that three of the applicants' Trustees had recently changed and sought assurances that the governance of the organisation was sufficiently stable. The Grants Officer clarified that organisations often had a larger number of Trustees from which a smaller Management Committee was drawn and undertook to explore the issue and report back to the Member. The grant was subsequently approved subject to this check proving satisfactory.
- In response to a Member's query at Annex 4 (Migration Museum Project), the Grants Officer informed the Committee that the applicant had recently received confirmation of funding from the Esmée Fairbairn, Rayne, and Rothschild Foundations. There had only been one full-time employee of the organisation to date with a strong Management Committee in place to prepare for a launch once sufficient funding had been secured, and now that this was in place, the organisation was able to expand.
- A condition was placed upon the grant to the applicant at Annex 8 (Soil Association), making it subject to the receipt of the latest signed accounts.
- A typographical error was noted at Annex 9 (UP Project), with the Grants Officer advising that the missing words at the end of the first paragraph on page 118 should read "additional benefits." It was also noted that Alderman Alison Gowman had attended the assessment visit with the Grants Officer, and the Chairman thanked her for her input.
- The Chairman advised that the application at Annex 10 (Charlie Chaplin Adventure Playground) had been deferred and would be considered at the January meeting.
- In reference to Annex 12 (Reach Volunteering), a Member expressed concerns with regard to the significant deficit incurred by the applicant for the year ending 31 December 2011, and also noted that the organisation's lease

on its accommodation was due to expire in 2015. The Grants Officer advised that he was confident that the applicant would renew the lease on its current property prior to expiry and gave assurances that the issue would be monitored. With regard to the deficit, he reassured Members that the organisation had been subject to significant scrutiny from himself and the Chamberlain, who were satisfied that the recent introduction of a new senior management team combined with a reduction made in the number of full-time staff employed would lead to annual surpluses being generated in the near future.

- The Chairman noted that Vivienne Littlechild had attended the assessment visit in respect of the application at Annex 15 (Calthorpe Project) and thanked her for her involvement.
- A minor amendment to the recommendation at Annex 16 (Jobs in Mind) was made, noting that the funding should be “towards” the salary of the post, and not “for” the salary.

RESOLVED: That the following grants be approved:-

<b><u>Annex Number</u></b>	<b><u>Organisation (and Borough that Benefits)</u></b>	<b><u>Grant Approved</u></b>
<b>Category: Accessible London</b>		
1.	Guildhall School Trust (London-wide)	£370,200 towards the disability access elements of the capital development costs of Milton Court, subject to the receipt of satisfactory legal advice from the Comptroller & City Solicitor.
<b>Category: Accessible London – Arts &amp; Sports</b>		
2.	Deafinitely Theatre (London-wide)	£150,000 over three years (3 x £50,000) towards the costs of a programme developing the talents of deaf people within the theatre, subject to the organisation’s management structure being confirmed.
<b>Category: Bridging Communities</b>		
3.	Fight for Peace (Newham, Waltham Forest, Barking & Dagenham, Tower Hamlets)	£140,000 over three years (£45,300; £46,700; £48,000) towards the salaries of a Youth Programme Co-ordinator and Project Manager with associated running and overhead costs.
4.	Migration Museum Project (London-wide)	£50,000 over two years (2 x £25,000) towards the costs of two full-time salaries delivering an education programme.
5.	Wigmore Hall Trust (Westminster)	£52,000 over three years (£16,500; £17,500; £18,000) towards the Community Chamber Music Programme.

**Category: Improving Londoners' Mental Health**

6. Roundabout (Several London boroughs) £90,000 over three years (3 x £30,000) towards the salary and related costs of the full-time Administrator.
7. River Thames Boat Project (Several London boroughs) £86,000 over 3 years (£24,000; £29,500; £32,500) towards the costs of a part-time Co-ordinator developing an environmental education programme in several London boroughs.

**Category: London's Environment**

8. Soil Association (Several East London boroughs) £50,000 for continuation of the Farm Academy project in London for a third and final year, conditional upon a satisfactory report on Year 2 of the existing grant and the receipt of the latest signed accounts,
9. UP Project (Several London boroughs) £90,000 over three years (3 x £30,000) towards a programme of environmental education activities on the floating cinema, subject to the receipt of a satisfactory work schedule for the first year.

**Category: Positive Transitions to Independent Living**

10. Charlie Chaplin Adventure Playground N/A (this application was deferred).
11. Trinity Community Centre (Several London boroughs) £88,000 over 3 years (£28,550; £29,350; £30,100) towards a part-time (22.5 hours per week) caseworker to provide advocacy and support for refugees and asylum seekers leaving care, conditional upon the organisation formally agreeing a reserves policy.
12. Reach Volunteering (London-wide) £120,000 over three (3 x £40,000) towards the costs of delivering the TrusteeWorks programme for London, with the release of quarterly payments in Year 1 conditional upon receipt of satisfactory management accounts.

**Category: Strategic Initiatives**

13. i) Association of Charitable Foundations (ACF) £160,000 (£47,000, £56,000, £57,000) to be costed against the budget for Strategic Initiatives 2012/13 to co-ordinate and communicate City Philanthropy; to continue to manage the City Philanthropy website; and to extend the development of City Philanthropy.
- ii) The Funding Network £30,000 (3x£10,000) to run two City Funding Network events per annum over three years, to be costed against the

budget for Strategic Initiatives 2012/13.

iii) Young Philanthropy £41,000 (£17,250, £14,000, £7,750) to develop philanthropy syndicates in the City over three years, to be costed against the budget for Strategic Initiatives 2012/13.

14. NCVO & VE Merger £50,000 towards the due diligence and associated costs of the merger of the National Council for Voluntary Organisations and Volunteering England, to be costed against the Strategic Initiatives 2012/13 budget.

**Category: Growing Localities – Growing & Greening**

15. Calthorpe Project (£31,700 over two years (£15,690; £16,010) to meet the salary and running costs of the Community Food Growing Project.)  
(Camden)

16. Jobs in Mind (£50,000 over two years (2 x £25,000) towards the salary of a full-time Project Co-ordinator to run and expand the Urban Growth Project.)  
(London-wide)

**6c. GRANTS RECOMMENDED FOR REJECTION**

The Committee considered a report of the Chief Grants Officer recommending ten grant applications in the Working with Londoners programme be rejected for the reasons identified in the schedule attached to the report.

RESOLVED: That the grant applications detailed in the schedule attached to the report be rejected.

**7a. WITHDRAWN & LAPSED APPLICATIONS**

The Committee received a report of the Chief Grants Officer detailing two applications that had been withdrawn.

RESOLVED: That the contents of the report be noted.

**7b. GRANTS APPROVED UNDER DELEGATED AUTHORITY**

The Committee received a report of the Chief Grants Officer advising Members of four grants, totalling £71,020, which had been approved under delegated authority since the last meeting of the Committee as follows:

- **Mapping for Change** - £4,320 for a London-wide educational and awareness event on air pollution, subject to sight of satisfactory draft management accounts for the current year.
- **Kongolese Children's Association** - £25,000 over two years (£12,500; £12,500) for the provision of English teaching, incorporating English through employment training, for women from minority communities.
- **Kainos Community** - £21,000 for a third and final year towards salary and project costs of a rehabilitation and resettlement programme for prisoners on indeterminate sentences held at HMP Swaleside.

- **Bermondsey Artists' Group** - £20,700 over two years (£10,000; £10,700) to meet the salaries and associated running costs of weekly "Grow to Sell" gardening session

RESOLVED: That the contents of the report be noted.

#### **7c. REPORTS ON MONITORING VISITS**

The Committee received a report of the Chief Grants Officer relative to two visits that had been undertaken.

RESOLVED: That the contents of the report be noted.

#### **8. CITY OF LONDON CORPORATION'S EMPLOYABILITY PARTNERSHIP**

The Committee considered a report of the Chief Grants Officer concerning the establishment of an employability initiative in partnership with Central London Forward to be aimed at providing a flexible menu of joined-up, cross-borough provision able to meet the needs of both employers and unemployed people across Borough boundaries in Central London.

Members were advised that the suggestion for the scheme had arisen from discussions at the Resource Allocation Sub-Committee Away Day, where it had been suggested by a Member as an additional piece of work that could be done on top of the "NEET" offer to enhance the employability work done by Central London Forward. It was confirmed that Central London Forward staff were based in the Corporation's Economic Development Office so good links were in place, and assurances were given that the Department of Community & Children's Services had been involved in the drafting of the report.

RESOLVED: That, subject to the concurrence of the Policy & Resources and Finance Committees and the Court of Common Council, approval be given to the approach outlined in the report for a new employability initiative for Central London, the City and neighbouring boroughs.

#### **9. REVIEW OF CITY BRIDGE TRUST'S COMMUNICATIONS PLAN**

The Committee considered a joint report of the Chief Grants Officer and the Director of Public Relations setting out the Trust's Communications Plan and progress achieved since April 2012, as well as presenting the ways in which it was intended to measure and report the impact of publicity in future.

A Member stressed the importance of publicity, suggesting that the correct use of media could help increase readership of the Trust's work, thereby increasing awareness of the Trust and encouraging an increased number of applications from those charities who might not have previously been aware of its existence.

In respect of measuring the success and impact of publicity, it was observed that it would be beneficial to discover what media the objects of any research viewed or read so that the Trust could tailor and target its media activities appropriately.

Discussion took place over whether or not it would be more appropriate to focus on “old” media, such as print, or whether utilising “new” media such as web publications and social media might be more productive, with the suggestion made that the Trust’s approach could be more innovative through the use of a multimedia approach.

With regard to the use of Twitter, Members were asked to contact the Public Relations Office should they desire any training, and officers were also asked to circulate instructions setting out how Members could set up Google alerts to ensure they received relevant news updates. The Chief Grants Officer also advised the Committee that she was to host a session with those organisations who had been awarded grants under the Growing Localities scheme to discuss the best ways of publicising their activities, and she would provide an update in due course.

RESOLVED: That Members approve the City Bridge Trust’s Communications Plan for 2012 – March 2013 and that thereafter it be reviewed annually.

**10. BUSINESS PLAN: QUARTER 2 UPDATE**

The Committee received a report of the Chief Grants Officer providing Members with an update on progress made towards achieving the objectives set out in the City Bridge Trust business plan for 2012-13.

With regard to the Key Performance Indicator associated with Learning and Sharing, the Chief Grants Officer advised that it was felt that it would be best to hold off the Annual Conference in the wake of the quinquennial review and instead use the opportunity to link the review’s launch with the Conference.

RESOLVED: That the contents of the report be noted.

**11. INTERNAL AUDIT DUE DILIGENCE REVIEW - UPDATE**

The Committee received a report of the Chief Grants Officer providing an update on progress made in implementing the recommendations of the Internal Audit’s Due Diligence Review.

It was noted that a fuller report would be presented to the next meeting of the Audit & Risk Management Committee.

RECEIVED.

**12. QUESTIONS ON MATTERS RELATING TO THE WORKING OF THE COMMITTEE**

There were no questions.

**13. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS TO BE URGENT**

There were no urgent items.



**14. EXCLUSION OF THE PUBLIC**

RESOLVED: - That under Section 100 A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act as follows:-

**Item No**  
15

**Exempt Paragraphs**  
3

**15. NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 31 October 2012 were approved.

**16. QUESTIONS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

**17. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no urgent items.

**The meeting closed at 2.40pm**

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**CHAIRMAN**

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