

## THE CITY BRIDGE TRUST COMMITTEE

Wednesday, 28 January 2015

Minutes of the meeting of The City Bridge Trust Committee held at Guildhall, EC2 on  
Wednesday, 28 January 2015 at 1.45 pm

### Present

#### Members:

Jeremy Mayhew (Chairman)  
Alderman Alison Gowman (Deputy Chairman)  
Deputy Ken Ayers  
Deputy Billy Dove  
Stuart Fraser  
Marianne Fredericks  
Deputy Stanley Ginsburg  
Vivienne Littlechild  
Edward Lord  
Wendy Mead  
Ian Seaton

#### Officers:

Philippa Sewell	Town Clerk's Department
Simon Latham	Town Clerk's Department
Steven Reynolds	Chamberlain's Department
Laura Yeo	Chamberlain's Department
David Farnsworth	The City Bridge Trust
Jenny Field	The City Bridge Trust
Joy Beishon	The City Bridge Trust
Sandra Davidson	The City Bridge Trust
Ciaran Rafferty	The City Bridge Trust
Sandra Jones	The City Bridge Trust
Julia Mirkin	The City Bridge Trust
Tim Wilson	The City Bridge Trust
Rachel Mortell	Public Relations Office

#### In Attendance:

- Age Exchange

#### 1. APOLOGIES

Apologies were received from the Right Hon. The Lord Mayor Alderman Alan Yarrow, Deputy the Revd. Stephen Haines and Simon Duckworth.

#### 2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

Ian Seaton declared a non-pecuniary interest in respect of London Youth, by virtue of his Livery Company supporting the organisation. The Deputy Chief

Grants Officer declared a non-pecuniary interest in item 11ff, which, owing to additional information received, would be discussed in non-public session.

3. **MINUTES**

**RESOLVED** – That the minutes of the meeting held on 27 November 2014 be approved as a correct record.

**Matters Arising**

Sir Simon Milton Foundation

Members noted that officers had spoken with the Town Clerk and the organisation regarding the rejection of this application.

4. **OUTSTANDING ACTIONS**

Members received the Outstanding Actions update, noting that officers would review how often the Risk Tracker was circulated to the Committee.

**RESOLVED** – That the report be noted.

5. **TERMS OF REFERENCE OF THE CITY BRIDGE TRUST COMMITTEE**

Members received the terms of reference for the City Bridge Trust Committee.

**RESOLVED** – That the terms of reference for the City Bridge Trust Committee be approved, subject to the following amendments as a result of subsequent legal advice:

Under 4(a), the addition of the following wording:

For other charitable purposes for the general benefit of the inhabitants of Greater London;  
other than grants above a sum of £500,000 *which decisions are reserved to the Court of Common Council upon this Committee's recommendation.*

Under 4(b) (iii), the addition of the following footnote:

*The City of London Corporation, acting through the Court of Common Council, is the sole Trustee of Bridge House Estates ('the Trustee').*

6. **PROPOSED REVENUE BUDGETS - 2015/16**

The Committee received a joint report of the Chamberlain and the Town Clerk regarding the annual submission of the revenue budgets. Members noted that, overall, there was a decrease of £4.537m between the latest 2014/15 budget and the 2015/16 proposed budget largely due to the one-off additional grant initiative of £1m in 2014/15 for the Employability Partnership with Central London Forward and there being no carry forward from 2014/15.

Members queried the 2% allowance for potential pay and price rises and the £77,000 income, and the Chamberlain advised that this related to an increase in staffing and to the secondment of an officer to Wembley National Stadium Trust from whom costs were recovered in full.

**RESOLVED** – That:

- (a) The provisional 2015/16 revenue budget be approved for submission to Finance Committee; and
- (b) The Chamberlain be authorised to revise these budgets to allow for any necessary realignment of funds resulting from corporate projects.

## 7. **PROGRESS REPORT AND EVENTS**

The Committee received the regular progress report and events update of the Chief Grants Officer. Members discussed a recent visit to Fareshare, and the Chief Grants Officer undertook to liaise with the Director of Markets and Consumer Protection regarding similar food sharing opportunities at Spitalfields Market.

With regard to the Stepping Stones Fund, officers advised that, as applications were due on 31<sup>st</sup> January 2015, the Committee was being asked to delegate authority to the Chief Grants Officer, in consultation with the Chairman and Deputy Chairman, to inform unsuccessful stage one applicants that they had been rejected. Members discussed the Fund and Social Investment in general, noting the work being done by the Social Investment Board.

Members discussed the suggested themes for future meetings, and asked for information regarding programmes with lower application numbers than expected to be prioritised for comment, alongside the larger programmes. The Chief Grants Officer advised he could address this through his regular Progress Report. Members also requested that the subject of Social Investment be added to the list.

Members discussed the 2014-2015 grants budget and the carry forward from the previous two years annual grants budgets of £3,539,000. In the discussion, Members considered the external funding environment; plans for strategic grant-making to mark the CBT 20<sup>th</sup> Anniversary; and the amount of funds under consideration for grant allocation at this meeting and the March 2015 CBT committee meeting.

It was noted that, if the Committee approved all of the applications under consideration at this meeting and the anticipated applications at the March meeting, it was likely that all of the 2014-2015 annual grants budget and carry forward would have been committed in this financial year.

It was also noted that there had been an intention to mark the CBT 20<sup>th</sup> Anniversary with some strategic grant-making. The Committee still wished this to be the case.

It was, therefore, agreed that the remainder of the 2014-2015 grants budget, and the carry forward, would be used to support the grant applications under consideration by this committee meeting and the next. It was also agreed that up to £1.75M of the CBT 2015-2016 annual grants budget would be ring-fenced to ensure that there were funds available for some distinctive CBT 20<sup>th</sup> Anniversary grant making. It was agreed that this would be in addition to the indicative 10% of the 2015/2016 CBT annual grants budget which was, in any event, earmarked for strategic grant making.

Members noted that the current rate of grant approvals could not be sustained in 2015/16 and that applications would need to be further prioritised.

**RESOLVED – That:**

- (a) Authority be delegated to the Chief Grants Officer, in consultation with the Chairman and Deputy Chairman, to inform unsuccessful stage one applicants for the Stepping Stones Fund that they had been rejected;
- (b) Information regarding programmes with lower applications numbers than expected be addressed through the Chief Grants Officer's regular Progress Report; and
- (c) The following themes be adopted for scheduled Committee meetings:
  - March 2015 – Strengthening London's voluntary sector
  - May 2015 – Making London more inclusive
  - July 2015 – Improving Londoners' mental health
  - September 2015 – Older Londoners
  - November 2015 – Reducing Poverty

Plus a theme on Social Investment at a date to be confirmed

- (d) The 2013-14 carry forward be used for applications to the Investing in Londoners programmes in this financial year (including those considered at this meeting and March 2015), and that £1.75M of the CBT 2015-2016 grant making budget be ring-fenced for strategic initiatives relating to the 20th anniversary. (This would be in addition to the indicative 10% of the 2015-2016 CBT annual grants budget which was, in any event, earmarked for strategic grant-making).

**8. GRANT APPLICATIONS STATISTICAL REPORT**

The Committee considered a report of the Chief Grants Officer summarising applications received and action taken under the 2014/15 grants programmes.

**RESOLVED – That the report be noted.**

**9. PROPOSALS FOR 20TH ANNIVERSARY**

The Committee considered a report of the Chief Grants Officer regarding plans to mark the City Bridge Trust's 20th Anniversary Year 2015-2016 (financial year). Members discussed the need for funders to work together more closely, as well as the need to help smaller charities join-up to reduce their overall overheads. In response to a Member's query, Officers confirmed that the City Bridge Trust did not fund Local Authority statutory services, but advised that many discretionary services would be under pressure from funding cuts.

Members considered the draft 20<sup>th</sup> Anniversary Year Strapline and 'elevator pitch', and the Chief Grants Officer advised this was still being developed and recommendations would be made at the Committee's next meeting in March 2015.

**RESOLVED – That:**

- (a) The plans to mark the 20th Anniversary Year be approved; and
- (b) £57,000 be released from the Central Risk budget to support the 20th Anniversary Year, by way of Strategic Initiative comprising of:
  - i. £24,000 towards project management;

- ii. £20,000 towards communications;
- iii. £4,000 for design (strap line and refreshed leaflets); and
- iv. £9,000 to develop a learning programme, including a 20th year review.

**10. INVESTING IN LONDONERS - STATISTICAL REPORT - SEPTEMBER 2013 TO JULY 2014**

The Committee considered a report of the Chief Grants Officer which gave a statistical analysis of the 148 applications submitted from September 2013 to July 2014 (10 months) under the Investing in Londoners programme, and the 61 grants awarded (totalling £4,256,606) from January to July 2014 (6 months). The report analysed application numbers; data on beneficiaries (including equalities data); as well as awards by individual grant programmes and by London boroughs. Members asked if this could be filtered to show in which boroughs funding was allocated to each programme.

**RESOLVED** – That consideration be given to analysing where, in London, funding was awarded for each programme; and the report be noted.

**11. GRANTS AND STRATEGIC INITIATIVES RECOMMENDATIONS AND ASSESSMENTS**

**11a Strategic Initiative - London Fairness Commission - Recommended Grant £36,040**

**APPROVED** - Funding of £36,040 over two years (£23,150; £14,890) to complete the funding package required to establish a London Fairness Commission.

**11b Katherine Low Settlement - Recommended Grant £99,000**

**APPROVED** - £99,000 over three years (3 x £33,000) for the costs of delivering 360 hours per year of ESOL (English for Speakers of Other Languages) classes to Entry-level and Level-1 standard. Each year, the grant is to be apportioned as: Tutor & materials/set-up costs of £15,000; Crèche casts of £8,700; Accreditation costs of £1,800; Project management of £3,500; and Contribution to overheads of £4,000.

**11c Kurdish & Middle Eastern Women's Organisation Ltd - Recommended Grant £67,400**

**APPROVED** - £67,400 over three years (£22,000, £22,500, £22,900) for two thirds of the salary costs of the Director. The grant in each of years 2 and 3 is conditional on it representing no more than 50% of the organisation's turnover.

**11d Bridge Renewal Trust - Recommended Grant £72,900**

**APPROVED** - £72,900 over three years (£24,500; £24,000; £24,400) towards a food growing, cookery and family well-being programme.

**11e Chiswick House and Gardens Trust - Recommended Grant £89,100**

Members discussed the application, and asked for officers to bring back further information regarding individual giving to the charity and its fundraising strategy in general.

**RESOLVED** – That the application be deferred.

**11f Lift People - Recommended Grant £50,000**

**APPROVED** - £50,000 over two years (2 x £25,000) for the salary costs of a part-time (0.4 Full Time Equivalent) Project Worker and associated running costs.

**11g London Sustainability Exchange - Recommended Grant £66,600**

**APPROVED** - £66,600 over 18 months (£43,600; £23,000) towards several staff salaries (in total, 0.55 Full Time Equivalent) and related running costs of a project aiming to improve the local environment in six communities across London.

**11h Barons Court Project - Recommended Grant £32,600**

**APPROVED** - £32,600 for a third year's funding of a full-time Project Worker, plus related running costs of the Drop-in service.

**11i Helen Bamber Foundation - Recommended Grant £150,000**

**APPROVED** - £150,000 over three years (3 x £50,000) towards the salary and related costs of the organisation's Head of Therapies post.

**11j Middle Eastern Women and Society Organisation - Recommended Grant £28,800**

**APPROVED** - £28,800 over three years (£10,100; £9,500; £9,200) towards a part-time Outreach Worker (6 hours per week) and a part-time Counsellor (8 hours per week), together with associated running costs.

**11k SANE - Recommended Grant £99,000**

**APPROVED** - £99,000 over three years (3 x £33,000) towards the salary and related costs of the full-time Director of Services post.

**11l South London YMCA - Recommended Grant £98,700**

**APPROVED** - £98,700 over two years (£50,300; £48,400) for a full-time Well-being Manager plus running costs to establish a mental health support service for homeless people living at the South London YMCA.

**11m Vietnamese Mental Health Services - Recommended Grant £90,500**

**APPROVED** - £90,500 over three years (£29,220; £30,360; £30,920) for the salary of a part-time (2 days per week) Bilingual Counsellor, plus admin support and associated running costs.

**11n Caxton Youth Organisation - Recommended Grant £90,000**

**APPROVED** - £90,000 over three years (3 x £30,000) for the salary of a full-time Youth Worker (Independence Programme) plus a contribution to its operational costs.

**11o City YMCA London - Recommended Grant £100,000**

**APPROVED** - £100,000 towards the costs of disabled access provision at Monarch Court.

**11p Deafax - Recommended Grant £46,500**

**APPROVED** - £46,500 over two years (£23,500; £23,000) towards the cost of Life Control project for deaf young people living in London.

**11q Graeae Theatre Company - Recommended Grant £138,650**

**APPROVED** - £138,650 over three years (£43,300; £47,400; £47,950) towards 0.5 Full Time Equivalent of the full-time salary costs of the Training and Learning Manager and associated programme costs of the Young Artistic Advisors, outreach and School Residencies programme.

**11r Leonard Cheshire Disability - Recommended Grant £147,000**

**APPROVED** - £147,000 over three years (£69,000; £39,000; £39,000) towards salary and project costs of the Enablement and Healthy Living Project for disabled people.

**11s Triangle Arts Trust - Recommended Grant £100,000**

**APPROVED** - £100,000 for the costs of access Improvements at TAT's Gasworks site. These works will include the installation of a platform lift, three accessible WCs, and an enhanced building entry system.

**11t Praxis Community Projects - Recommended Grant £182,000**

**APPROVED** - £182,000 over three years (£58,000; £58,000; £66,000) for a full-time Caseworker, with related costs, to provide specialist one-to-one advice, and support to London-based migrant and refugee women clients who have survived trafficking and/or gender-based violence.

**11u Age Exchange - Recommended Grant £48,000**

Members discussed the details of the application, noting the auditor's concerns regarding the deficit in the charity's free reserves and the money held in fixed assets.

**APPROVED** - £48,000 for the costs of the Inspired Caring' project for older carers and the people with dementia that they care for, with the funding being released on receipt of satisfactory quarterly management accounts.

**11v Royal Air Force Museum - Recommended Grant £87,600**

**APPROVED** - £87,600 over three years (£39,200; £24,200; £24,200) towards the costs of three posts (Education Officer, Community Development Officer and Volunteer Coordinator), together with development costs to increase the number of older people engaged with the Museum.

**11w Women's Health and Family Services (WHFS) - Recommended Grant £114,000**

**APPROVED** - £114,000 over three years (£36,600; £37,900; £39,500) for the salary of a part-time Project Co-ordinator (3 days per week), a part-time Project Support Worker (1.5 days per week) and related overheads and associated project costs.

**11x Age UK Lewisham & Southwark - Recommended Grant £138,000**

**APPROVED** - £138,000 over three years (£45,000; £46,000; £47,000) towards the salary and associated running costs of a full-time Advice Manager.

**11y Children England - Recommended Grant £104,000**

**APPROVED** - £104,000 over two years (£51,000; £53,000) towards a part-time Membership Officer (2 days per week) and a part-time Research and Learning Officer (4 days per week), together with associated running costs, to enable the 4 In 10 network to develop its work tackling child poverty in London.

**11z North London Action for the Homeless - Recommended Grant £59,000**

**APPROVED** - £59,000 over three years (£17,500; £20,000; £21,500) towards the costs of a Kitchen/Garden Manager (21 hours per week) and running costs. The funding is conditional on NLAH obtaining the balance of funding from other sources.

**11aa Nucleus Community Action Ltd - Recommended Grant £150,000**

**APPROVED** - £150,000 over three years (£51,000; £49,000; £50,000) for an Ealing-based debt and money advice service with funding to cover a full-time Debt Advice Caseworker and associated project running costs. The second and

third year of funding to be contingent on evidence of the charity meeting its targets for the service.

**11bb Shelter National Campaign for Homeless People Limited - Recommended Grant £179,000**

**APPROVED** - £179,000 over three years (£59,000; £59,000; £61,000) towards the salary, and related costs, of a full-time Senior Advice and Guidance Worker in Hackney.

**11cc Wandsworth Citizens Advice Bureaux - Recommended Grant £130,000**

**APPROVED** - £130,000 over two years (£68,000; £62,000) towards an advice service for Wandsworth Foodbank users.

**11dd Westminster Citizens Advice Bureau - Recommended Grant £107,300**

**APPROVED** - £107,300 over three years (£35,900, £35,400, £36,000) for 21 hours per week of the debt advisor, 3/5 of the financial workshops and associated running costs.

**11ee Hibiscus Initiatives - Recommended Grant £122,000**

**APPROVED** - £122,000 over three years (£42,000; £40,000; £40,000) towards a part-time (21 hours per week) Community Support Manager, together with associated running costs, towards a specialist mentoring programme supporting women in London-based prisons.

**11ff Mentoring and Befriending Foundation (MBF) - Recommended Grant £116,300**

This item was considered in non-public session.

**12. TO CONSIDER REPORTS OF THE CHIEF GRANTS OFFICER AS FOLLOWS:-**

**12a Grants Recommended for Rejection**

The Committee considered a report of the Chief Grants Officer which recommended that fourteen grant applications be rejected for the reasons identified in the schedule attached to the report. Members requested that more information be sought regarding the application from Brook Young People.

**RESOLVED** – That thirteen grant applications detailed in the schedule attached to the report be rejected, and one deferred.

**12b Withdrawn and Lapsed Applications**

The Committee received a report of the Chief Grants Officer providing details of eleven applications which had been withdrawn or which had lapsed.

**RESOLVED –** That the report be noted.

12c **Variations to Grants**

The Committee received a report which advised Members of variations to three grants agreed by the Chief Grants Officer since the last meeting.

**RESOLVED –** That the report be noted.

12d **Grants Approved under Delegated Authority**

The Committee received a report of the Chief Grants Officer which advised Members of nine expenditure items, totalling £52,000, which had been presented for approval under delegated authority to the Chief Grants Officer, in consultation with the Chairman and Deputy Chairman.

**Akademi South Asian Dance UK** £2,000 to match CEP (Creative Employment Programme) funding towards the wage costs of 1 Apprentice for 1 year. The national minimum wage must be paid and the organisation must be the direct employer.

**Albany** £2,000 to match CEP funding towards the wage costs of 1 Apprentice for 1 year. The national minimum wage must be paid and the organisation must be the direct employer.

**Cardboard Citizens** £2,000 to match CEP funding towards the wage costs of 1 Apprentice for 1 year. The national minimum wage must be paid and the organisation must be the direct employer.

**Chickenshed Theatre** £2,000 to match CEP funding towards the wage costs of 1 Apprentice for 1 year. The national minimum wage must be paid and the organisation must be the direct employer.

**Eastside Educational Trust** £2,000 to match CEP funding towards the wage costs of 1 Apprentice for 1 year. The national minimum wage must be paid and the organisation must be the direct employer.

**Postal Heritage Trust** £4,000 to match CEP funding towards the wage costs of 2 Apprentices for 1 year. The national minimum wage must be paid.

**Studio 3 Arts** £2,000 to match CEP funding towards the wage costs of 1 Apprentice for 1 year. The national minimum wage must be paid and the organisation must be the direct employer.

<b>Age UK London</b>	£4,000 (10 days) to provide an eco-audit.
<b>Harrow Central Mosque</b>	£2,400 (6 days) to provide an eco-audit.
<b>RedbridgeCVS</b>	£4,200 (10.5 days) to provide an eco-audit.
<b>Telegraph Hill Centre</b>	£2,000 (5 days) to provide an eco-audit.
<b>Timebank</b>	£2,200 (5.5 days) to provide an eco-audit.
<b>Tower Hamlets Council for Voluntary Service</b>	£2,000 (5 days) to provide an eco-audit.
<b>CREST Waltham Forest</b>	£1,500 for the costs of an independent access audit for Harmony Hall.
<b>Woodford Parish Church Memorial Hall</b>	£900 for the costs of an independent access audit.
<b>Christian Care Association</b>	£16,200 over three years (£5,200; £5,400; £5,600) towards the cost of van maintenance, fuel, insurance and garage rental.

#### 12e **Reports on Monitoring Visits**

The Committee received a report of the Chief Grants Officer about two visits that had taken place.

**RESOLVED** – That the report be received.

#### 13. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

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

There was no other business.

#### 15. **EXCLUSION OF THE PUBLIC**

**RESOLVED** – That under Section 100(A) 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 1 of Schedule 12A of the Local Government Act.

**Item No.**

11ff, 16

**Exempt Paragraphs**

3

16. **NON-PUBLIC MINUTES**

**RESOLVED** – That the non-public minutes of the meeting held on 27 November 2014 be approved as a correct record.

17. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

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

There were three items of other business.

**The meeting ended at 4.00 pm**

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Chairman

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