



Minutes of WaCoCo Networking Meeting – Wed 5th April 2017

Attendees:

R Bridge – Chaplin Close Residents' Association, WaCoCo Chair
S Coyte – Lambeth Council
E Elkington – WaCoCo administrator
Rev G Goddard – St John's Church, Waterloo
K Hamilton – Waterloo Community Development Group
R Leech – Oasis UK

Apologies:

D Clarson – The Bridge at St John's, Waterloo

1. Conflicts of interest: No conflicts of interest were reported.
2. Minutes of last networking meeting: Minutes of the Networking Meeting held on Wed 1st March 2017 were agreed and signed off.
3. Matters arising

London Eye Community Chest – 2017 round

The Chair reported that he had met with Alex Valenzuela of the South Bank Employers' Group and Natalie Bell, a consultant working for WaCoCo, since the last networking meeting to discuss the details of running this round. Ms Bell had been commissioned to review all the award's documentation (i.e. application form, grant letter and report templates) so that they are all coherent and consistent. This was to make it simpler for award applicants, winners and assessors alike. Report forms would be personalised for each recipient before being sent out and would each contain a summary of key agreed commitments including budget and outputs as set out in their original application.

The Administrator confirmed that she had sent out the press release announcing the award the previous week to all newsletters recipients, many of who were would-be applicants, and featured the opportunity in the weekly newsletter. Application forms and guidance notes were on the WaCoCo website. She had also sent the press release to 'SE1 News' and the National Council of Voluntary Organisations which had a website which would advertise fundraising opportunities free of charge. Hard copies of the press release were given to attendees to leave at local hubs: the Oasis Hub, St John's Waterloo, St Andrew's Waterloo and the Crypt in St John's. More would be left at Morley College, Living Space, the Waterloo Action Centre and the Coin Street Neighbourhood Centre that day. It was agreed that this was adequate promotion of a very locality-specific fund.

It had been agreed that the Assessment Panel would consist of WaCoCo board members with no conflict of interest, Alex Valenzuela, the CRS executive from the London Eye, and two Bishop's Ward councillors and John Langley the chair of the VMG.

The draft timetable for the next round was as follows:

- Application forms available from 27 March 2017 and programme advertised
- 21st April deadline for submission of applications
- Natalie Bell to provide assessment of applicants to Assessment Panel by 8 May
- Assessment Panel meeting: 23 May.
- First two weeks of June: notification to all applicants whether they have been successful or not and issuance of grant letters and grants.
- All projects ended by end of February 2018.

The pot will be £57,500 for the grants. In addition, WaCoCo would take its usual £7,500 administration fee of which around £3,500 would be paid to Natalie Bell for her work and the rest would support WaCoCo's annual administration costs.

4. Financial Report

The Chair referred to the pre-circulated finance statement for WaCoCo at 31 March 2017, showing that the group's finances were in a healthy state with £2,948 in the bank account of which all but £500 was unrestricted and would form WaCoCo's reserves. The £500 was from the previous Community Chest fund, representing an under spend by a recipient, and would go into the next round's pot. The Chair confirmed that for the financial year 2017/18 there would be sufficient funds to support the foreseen core costs of administration, audit, website management and other small expenses.

Lambeth Council had confirmed a three funding deal to the Lambeth Forum Network but the amount had been halved from £100K to £50K. This was expected so all forums would have to reduce their bids. It was agreed that in WaCoCo's case as we had sufficient funds and income prospects to cover our normal admin that we would use our LFN application to continue to support the costs of the four Southbank Forums per year.

Expenditure for the 12-month period had been £22,695, income had been less at £19,960. The shortfall had been covered by funds carried over from the previous financial year.

The March financial statement gave a full account of the year's income and expenditure and was, the Chair pointed out, effectively our draft annual accounts what would be presented at the June AGM once the auditor had conducted their usual inspection. The draft accounts were accepted and agreed.

The Administrator confirmed that she had already provided the Auditor with all invoices, a copy of the bank statement and the March financial statement and he was preparing the accounts for the 7 June AGM. It was agreed to give the Auditor access to the WaCoCo email account so he could see the approval-before-payment emails from the Chair to the Administrator..

5. Chair's report on recent Lambeth Forum Network awayday

The Chair reported that the event had been successful and he was delighted that Lambeth Council had pledged to fund the LFN for three years from 1 April 2017, albeit that it would be for £50,000 per year, where it had previously been £100,000 per year. This lengthier new time commitment from the Council gave welcome stability to WaCoCo's and the other forums' finances.

The Chair concluded by saying that he would draft the WaCoCo bid for 2017-18 funding to the LFN within the next few weeks.

6. Update on VID I Media project

The Chair reported, with no little regret, that there was a real prospect that this project would fail as the VID I Media owner had, so far, been unable to raise the finance required by the advertising site owner for it to proceed. There was still a chance that one potential funder would agree to make the upfront payment and the Chair would report back on this at the next networking meeting. It was noted that WaCoCo had not made any promises to would-be applicants, not made any financial commitments and that this type of project was still in its early stages, with very few trailblazing examples to be able to reassure site owners with.

7. Any Other Business

There was no other business.

8. Date of next meeting: Wed 3rd May 2017, 8.30 am start, New Cut Housing Association meeting room, 106 The Cut.