

**Minutes of the Marylebone Forum Coordination Committee – 6<sup>th</sup> April 2016.**

**Held at Howard de Walden Estate Office, 23 Queen Anne Street W1.**

**Present:**

Kevin Coyne (Chair), Stephen Evans, Andrew Wilson, Richard Lovell, Hugh Small.

Apologies: Michael Bolt, Amanda Feeney, Simon Loomes.

**1. Welcome and Review of Forum Committee Meeting**

KC welcomed everyone to the meeting. The minutes of the last meeting on 9<sup>th</sup> March 2016 were agreed.

The meeting discussed progress of the Forum to date and it was agreed that this had been good, particularly that the plan working groups have all been set up and would be meeting soon.

Concerns were expressed however about funding, in particular the reluctance of business members to provide financial support in case they are accused of trying to buy influence. It was agreed that wider support from the business sector is needed so that it is not concentrated in a small number of larger businesses.

**2. Finance and Future Funding Sources.**

A provisional budget had been circulated at the last meeting and there was discussion generally about ways of reducing costs.

It was agreed that meeting rooms/venue for AGM and Member's Meetings are needed and at the moment these are generally provided without cost. Options of venues for AGM/Members Meetings at lower cost to be explored.

The need for technical input on the website was also discussed. There had been offers of help from Ridgford and Baker Street Quarter but it was felt the amount of help needed would be quite an imposition on these organisations. An alternative is to continue to use the existing provider at a cost of c£8,000 pa. Another option is to pay a one off cost to build a website and then the Forum run it themselves, or pay Dave Chan to do this, and it was agreed that the Publicity and Communications Committee should investigate this further.

It was agreed that the budget for legal fees should be reduced.

Signatories – It was resolved that Michael Bolt should be a third signatory for the Forum bank account.

HS presented a spreadsheet of costs since the start (see attached) and highlighted some particular items of expenditure.

- Consultancy Fees: These were discussed and agreed as being correct and appropriate.
- Venue Hire/Refreshments/Legal: It was agreed these are high and going forward the Forum should be seeking more contributions in kind or donations.
- Year End: HS queried whether the year-end date should be changed. This was discussed and it was agreed it should be retained as it is.

Grant Funding – HS reported that Locality Grant Funding of £6,000 plus £1,000 is available and must be spent within 6 months. This can be drawn down in instalments as needed rather than paid as a lump sum.

### **3. Publicity and Communications.**

RL announced that unfortunately he is having to stand down as Chairman due to work pressures but would be happy to remain as a Committee member. RL to enquire whether any members of the Committee would be willing to take over as Chairman.

### **4. LEN Update.**

A letter of support has been issued on behalf of the Forum.

### **5. Summer Fayre:**

AJW confirmed that a stall for the Forum would be available at the Fayre. A banner is to be purchased for the stand with the Forum logo and contact details.  
KC/RL to sort out what else is needed for the day – membership forms, handouts and so on.

### **6. Next Meeting**

The next meeting of the Coordination Committee will be held on 18<sup>th</sup> April 2016 at 8.30am at the HdeW Estate Office.

Signed:

Date: