

SOHO STEERING GROUP MINUTES

Meeting no 003

Date 28 October 2015

Time 5.30pm-7pm

Location Sohost, 8 Berwick Street, W1F 0PH



Present

Matthew Bennett (chair)

Clare Lynch

Leslie Hardcastle

Jessica Stewart

Michael Case

Jace Tyrell

Ken White

Mike Fauconnier-Bank

Andrew Murray

Robin Smith

Lucy Haine

Joan Moynihan

In attendance

Steve Chambers

Yolande Zuijdgeest (Sohost, minute taker)

MEETING START 5.30PM

1. Welcome/apologies

Matthew Bennett welcomes everyone. Apologies received from John James, Joe Chambers, Rob Kirk, Anna Boyle, Sandra Schembri (until March) and Jamie Poulton.

2. Minutes from last meeting

Mike Fauconnier-Bank suggests a small change to the wording.

Andrew Murray points out that the table of resources missed two people.

3. Matters arising

3.1 Matthew Bennett to email everyone who has not listed their resources yet, so as to have a complete table

4. Report from the Comms Group

4.1 Executive officers of the Forum have been appointed, to meet at least once a month, with the roles to be reviewed spring 2016:

Chair: Matthew Bennett. He would like to make it clear that if anyone thinks the Steering Group is not sufficiently collaborative, to please tell him and he will work on it.

Secretary Andrew Murray

Treasurer Mike-Fauconnier Bank, with accounting support from Joe Chambers and his FD.

4.1.1 Rob Kirk had declined the role of Vice Chair. The Steering Group would be strengthened by a VC with business background, preferably a woman. The exact responsibilities can be defined; the business representatives are encouraged to think about taking this on.

4.2 A strategic calendar should be created and published online with as much information as possible, to avoid conflict with themselves / Soho.

4.3 Jessica has produced a draft key message document which will be used as a working document, to be finalized at next meeting.

4.4 The question "is this a campaigning organization?" needs extended discussion, especially related to issues such as Crossrail 2. The Steering Group can comment but it is unlikely there will be a consensus in the room.

Individuals can comment but not on behalf of the Steering Group.

4.5 The Comms Group proposes to be responsible for collecting information from the working group, but no decision is made on this.

4.6 Budget for printing material is requested

4.7 The website is not allowing people to sign up via their mobiles. Andrew Murray will try to fix this to his abilities; in the meantime, the Mailchimp link will be shared directly.

4.8 Membership drive, especially among the business community, is vital.

5. Report from the Project Plan Group

5.1 The priority for the Steering Group is to create a Neighbourhood Plan.

5.2 Mike Fauconnier-Bank has created a draft budget. It is only possible to

know what the funding requirements are once this Plan kicks off.

5.3 There are 3 sources of funding: central government (cash), technical support packages, and external funding.

5.4 Paul Church has potentially put forward some of the Ward Budget for the training day

5.5 All the bank forms are signed by Joe Chambers and countersigned by Rob Kirk. The steering group is a non-incorporated not-for-profit organisation. It is not a charity and therefore cannot get gift aid or VAT back.

6. Intern

6.1 The Steering Group has a need for a paid intern (2/3 days a week) to keep the Steering Group moving. This has been included in the project plan, although there are no resources for this yet and funds cannot come from central government.

6.2 Hiring an intern through the Santander scheme can save £1,500.

6.3 It is worth asking eg Shaftesbury, Soho Estates, Nimax for a contribution, or organize a fundraising event to create 'push'. Jessica Stewart will look into events and possible sponsorship packages.

6.4 Robin Smith can organize the search and provide location for interviews

6.5 The location of the intern is to be confirmed, plausible options are the Soho Society, the BIDS, perhaps Soho Housing.

6.6 A clear reporting structure (to secretary/chair) is required

6.7 Advertising: online and locally, eg at the school; someone who already knows Soho will be beneficial

7. Training day / Working Groups

7.1 The induction day will be run by Angela Koch on the 26th November 2015 with an afternoon and an evening session.

7.2 Clare Lynch will send Angela a list of potential venues for the training day

7.3 Yolande will create a doc so people can pick their first / second / third choice.

7.4 Steering Group members will guard the structure of the Working Groups, but not necessarily lead. The goal is for the Groups to be self-sustainable.

8. Any Other Business

8.1 Jace Tyrell invited all to the Christmas lights event on Oxford Street.

The Steering Group will meet again on the 9th December 2015 at 5.30pm at Shaftesbury plc, 22 Ganton Street. One of the Steering Group members will volunteer to take minutes.