



## Minutes of Board Meeting – 5<sup>th</sup> October 2011

**Attendees:** Richard Bridge (RB), David Clarson (DC), Sarah Coyte (SC), Ken Hamilton (KH), Ro Leech (RL), Emily Elkington (EE), Melanie Tighe (MT), Abigail Tripp (AT)

**1. Apologies:** Peter Truesdale (PT), Giles Goddard (GG), Rosa Wright (RW)

**2. Conflicts of Interest:** None reported.

**3i Minutes of Last Meeting:** The Minutes were accepted (and can go on website)

### **3ii. Matters Arising**

**a. Website:** RB reported that there was little to add to what was reported in the last Minutes. Strudel were working on the website according to plan and that it was going well.

**b. WaCoCo AGM:** RB confirmed that it will be held at WAC Mezzanine on Wed. 2 Nov. It would start at 8:30 am. He would organise refreshments. A SWOT analysis would be carried out at the end and conclusions included in report. Efforts would be made to ensure maximum attendance. SC asked about mentoring amongst the organisations, and was assured by RB that it would be covered at the meeting.

**c. Neighbourhood Planning Group:** RB reported that there was little to add to what had reported in the last Minutes. He reported that there had still been no confirmation from the Government as to whether the Waterloo-based group could be one of the pilot business community groups.

**d. Summerfest:** AT reported that there would be a 'wrap up' meeting on 21 October (1:00 pm start at the Garden Museum). The £600 underspend (which included a £200 refund from the supplier of a non-working generator) would, she hoped, subject to funders' approval, be spent on items including plants for the Park.

**4. Financial Report** Copies of the previously-circulated report were examined. It was broadly accepted and details were discussed. AT reported that she had been negotiations with the Visitor Management Group for the area (mainly representing the riverside, 'touristy' stretch of Waterloo along the river) about how a £40,000 Community Chest sum would be split between themselves and WaCoCo. She was hopeful that there would be a 50:50 split, with WaCoCo also receiving an administration fee. It was also noted that restricted and unrestricted balances should always, in future, be itemised separately.

### **8. A.O.B**

None reported.