



## FRIENDS OF ARNOLD CIRCUS

Committee Meeting

29<sup>th</sup> October 2009, 6:50pm, Leila's Shop.

Attending: Naseem Khan (chair), Sabeha Miah, Jalal Aziz (minutes)

Observer: Mary Rose

1. Apologies: Leila McAlister, Finn Williams, Judy Cox, Jean Locker, Katrina Blannin, Jenny Bernard, Debbie Whitfield, Kerry Glencorse, Jamie Baxter.
2. Minutes: the September minutes were accepted as an accurate record.
3. Matters arising: No matters arising.
4. Finance and Fundraising:

Due to the poor service from Barclays, Sabeha proposed that the Friends change their current account from Barclays to HSBC. Sabeha has managed St Hilda's bank account with HSBC and can only commend their good service. The proposal was accepted.

**Action:** Sabeha will make arrangements for the transfer and organise a meeting of signatories to attend an appointment with HSBC.

Sabeha reported that the new proforma for claiming expenses is now in place. All expense claims must be submitted with a proforma. No funds will be released without a signed proforma from all signatories.

Hitherto, budget holders have been responsible for the collection of their invoices and receipts. Naseem outlined that for the 2010 events, budget holders will also be responsible for reporting their expenses and balance of funds at the monthly meeting. Details of the set budget and payments made will be sent regularly to them.

Sabeha reported that a disclaimer will be required when contracting freelance work that the individual concerned is self-employed and maintains their own tax affairs. Jenny has a template that can be the basis for such a disclaimer and is working with Sabeha to present a draft to the trustees for approval.

Naseem reported that the final bank statements have been obtained and that Jenny will work with David Bond to audit and sign-off the accounts.

Naseem reported that of four recent applications for funds, three have been successful: £1000 from Bishopsgate; £500 from Robert Gavron Trust and £500 from Worshipful Company of Gardeners. Abbey Life rejected a donation to support the Carrom. Further applications have been submitted to St Katherine's and Shadwell Trust; Gulbenkian Foundation; Trust for London; Tower Hill Trust; Can do Fund, and the Serco Fund.

Naseem presented a fundraising idea of having 100 local businesses each sponsor the release of a white dove from the Circus at £100 per dove. Leila will ask Maki if they could design a flyer.

Naseem reported the following statement on funds as her best information:

Current Account Balance: £15,230.06, of which £7,687.48 is restricted, leaving £7,542.58 as unallocated. Of this £7,000 will be held back for a newsletter, Patrons' Dinner, 2010 events and – it was proposed - to pay Alix £500 in recognition of her unpaid efforts in organising this year's wonderful picnic event. This left a notional balance of £542.58.

5. Gardening

Naseem reported on Jean's behalf who has made tremendous progress in planning the storing of existing plants with Andy. By the middle of November the plants will have been moved, with children from Virginia School also assisting in the relocation of bulbs.

**Action:** Judy is to confirm details with the school.



**FRIENDS OF ARNOLD CIRCUS**  
Committee Meeting

29<sup>th</sup> October 2009, 6:50pm, Leila's Shop.

6. Regeneration Report & 25 Calvert Avenue

The application for planning permission has been submitted. The tenders for work on surfacing, railings etc will be decided by the end of the month.

Notices on the renovation are proudly on display 25 Calvert Avenue. Poems are also on display, so please do have a read when passing by.

6. Circus 2010

Naseem reported that plans for the 2010 programme were proceeding well, but the final outline would need to await funding results. Bandstand Busking have offered five to ten bands for the events calendar. The meeting particularly considered the draft framework for supporting the electronic calendar/100 day events drawn up by Jean. This was expressed as a list of do's and don'ts that would aid event holders. Jean also raised issues and concerns on responsibility, policing, liability and event management. It was accepted that nowadays any event on the Circus (such as the loud band a month ago) is taken to be a Friends' event and our reputation can suffer. Feedback from Finn was read out on these concerns. In summary, Finn said that the Circus is a public space, and to this end, FOAC's aims was to help facilitate (with reference to its experience of running events) and to publicise (through its website and posters) the regular and normal use of the space. It is the council's responsibility to monitor, police events, and to ensure that those events are managed according to health & safety criteria.

Jalal suggested that the bulk of our efforts for making the 100 day events a success would be to distil our experience of running and facilitating events into a procedure that can be easily followed by members of the community who wish to run their own events.

**Action:** It was agreed that the draft Do's and Don'ts list was a good step towards this commitment, and that further discussion would take place to establish more detail.

8 AOB

Mary Rose asked whether the Friends group could exert any influence on the Council to refurbish a small hall in the car-park at the back of Leopold House. Naseem suggested this is raised in next month's meeting when more trustees would be available.

Naseem announced that Alfie has a new baby daughter! Many congratulations to Alfie and his wife.

Katrina has announced that she would be giving up the management of the membership and that Robin has kindly volunteered to take over. She was thanked for her work.

Cathy Ross from the Museum of London has generously offered to donate a batch of her book: The Romance of Bethnal Green, to help with fundraising efforts.

9 Date of next meeting

26 November 2009, at 6:50 pm, Leila's Café 17 Calvert Avenue.