
Minutes

Author: Gytha Chinweze

Minutes of a meeting of the London TravelWatch Governance Committee held at 6 Middle Street, London EC1 on 24 July 2012, 13.30 hrs - 15.00 hrs

Present:

David Barry (DB)

Terry Bennett (TB)

Gail Engert (GE)

Sharon Grant (SG)

Chair

Sophia Lambert (SL)

David Leibling (DL)

Tim Bellenger (TB)

Director, Policy and Investigation

Gytha Chinweze (GC)

Executive Assistant

Janet Cooke (JC)

Chief Executive

Peter Ellis (PE)

Senior Finance Officer (item 5)

1 Apologies for absence

There were no apologies for absence.

2 Minutes of the meeting held on 26 June 2012

The minutes of the meeting held on 26 June 2012 were agreed as a correct record of the meeting.

3 Matters Arising

The draft Board and Committee dates for 2013 had been updated to reflect the points made at the last meeting and were confirmed at the Board meeting earlier today.

Norman Baker MP's office had deferred the meeting to September.

4 Chair's Report

SG informed members that there had been some interest from the overseas media and transport providers in the Olympics and updated members on her recent media bookings.

Members commented that in general signage could be better at stations but expected that with the extra staff and volunteers recruited for the Games this problem could be overcome and should not impact adversely on Games travellers. On the whole, they were pleased with the level of preparation that had gone into the Games.

SG and DL will meet with the Chair of the Assembly on 25 July 2012 to further develop their relationship with London TravelWatch. The meeting with Isobel Derring, Deputy Mayor for Transport would take place after the Olympics.

Action: SG

5 Finance Report

PE presented the Finance Report for June 2012. He explained that July would be a heavy month for expenditure due to the office move and that cash flow would be tight with £15,000 free cash available by the end of July and £29,000 projected by the end of the year. He reminded members that the reserves for this year would be very modest compared to previous years. Members asked PE to include a separate line in the accounts to record one-off accommodation expenses.

Action: PE

Members asked for suggestions for additional research that might usefully be undertaken in the event of an underspend against budget.

Action: TB

JC said that she would update the 2012/13 budget details once the full costs and changes arising from the move were clear.

Action: JC

6 Chief Executive's Report

JC presented a report covering the office move, the staff travel experience day, and general staffing and accommodation issues.

Members commended staff on what appeared to be a smooth move. The Chair raised her concern about the lack of facilities for members, especially for the Chair, in the new offices. JC explained that this was unfortunate but that the London Pension Fund Authority had provided as much office space as they were able to and no further space could be made available. She said that provision would be made to accommodate members when they come in.

JC also confirmed that London TravelWatch's annual performance monitoring report had been on the agenda at the London Assembly's July Transport Committee. There had been no requirement for London TravelWatch officers or members to attend the meeting. The report had been accepted without comment.

7 Work Plan Monitoring – Quarter 1 2012/13

JC presented the report which members discussed. She updated members about the arrangements that had been put in place for the Olympic and Paralympic period where contact details for London TravelWatch had been advertised. Members asked for Transport for London's research calendar to be followed up on.

Action: TB

The Communications Quarterly report, appended to the Work Plan Monitoring report was also presented by JC. Members commended the Communications Officer for his work.

Members suggested that media training should be arranged for the Communications Officer and possibly other staff to enable them to assume more media responsibilities in the future, due to the expected reduction in hours of the new Chair post.

Action: JC

8 Business Plan and Budget Bid 2013/14

JC presented a draft Business Plan and Budget Bid incorporating members' input from the last meeting. The report was discussed and members made further suggestion for improvement on the content and presentation. JC agreed to send an amended version to members.

Action: JC

9 Any other business of which advance notice has been given

There were no other business matters.