

## Growth Hub Governance Meeting AGENDA

**Date:** Tuesday, 14 July 2020  
**Time:** 9.30am – 11am  
**Venue:** via video / telephone conference

<b>Attendees:</b>	Paddy Bradley (PB) Alison Edgar (AE) Rachel Finlay (RF) Mirabelle Mack (MM) Jane Purdy (JP) Chris Parsons (CP) Chris Stevens (CS) Christopher Thompson (CT) Ruth Lambert (RL)
<b>Apologies:</b>	Charlotte Boole (CB) / Julia Stuckey (JS) / Claire Alexander (CA) Alison North (AN)
<b>Guests:</b>	Tim Burghes (TB)
<b>Chair:</b>	Paddy Bradley (PB)
<b>Minutes:</b>	Deborah House (DKH)

Item	Timing	Topic	Paper	Lead
1.	9.30am	Welcome / introductions / apologies		PB
2.1	9.40am	Review of the minutes of 14 July 2020	Paper 2.1	PB
2.2		Matters arising: <ul style="list-style-type: none"> <li>• SE to ask for comments by draft minutes of 2 June by cop 21 July 2020. <b>NO FURTHER COMMENTS RECEIVED</b></li> <li>• SE to liaise with AN and once agreed, send clean copy for Chair signature. <b>COMPLETED</b></li> <li>• AN apologised for the delay and will ensure these 121s are all done prior to the October meeting. <b>ONGOING</b></li> <li>• CS &amp; SE to send more detail of the previous year spend with the minutes. AN to discuss with PB/CA and CS. <b>COMPLETED</b></li> <li>• AN, CA and CS to discuss line between governance and operations. <b>COMPLETED</b></li> <li>• Members of the group to pass any ideas on how to increase membership to PB/CA or CS. <b>ONGOING</b></li> </ul>	Verbal	PB

Item	Timing	Topic	Paper	Lead
2.3		<ul style="list-style-type: none"> <li>CS to update the group at the next meeting for the grant voucher scheme for the visitor economy. <b>VERBAL UPDATE WILL BE GIVEN AT MEETING</b></li> </ul> Declaration of any 'Conflicts of Interest'	Verbal	PB
3.1 3.2 3.3	9.55am	Growth Hub Update to include: <ul style="list-style-type: none"> <li>Financials</li> <li>Marketing update</li> </ul>	Paper 3.1 Paper 3.2 Presentation	CS CS TB
4.	10.55am	AOB  <b>Dates of future meetings:</b> To be advised		PB
	11am	Close of Meeting		