

Minutes of 2019 Annual General Meeting

Leatherhead Concert and Arts Society

2pm, Thursday 28th February 2019

Followed by 3pm concert - piano recital given by Thomas Ang.

Lower Hall, Leatherhead Methodist Church

- 1) Welcome:** Peter Horsfield, chairman, welcomed 29 to the annual general meeting:
Members: Janet Baker, Liz Barnes (Treasurer), Pam Barton, Robert Blows, Carolyn Boulding, Laurie Bridges, Anthony Cairns (Trustee), Anne Cairns, Lynda Chang, Graham Fisher, Michael Fitz-Gibbon, Jane Forrester, Veronica Hardwick, Gwen Hoad, Margaret Jones, Fred Meynen, Richard Miller, Kathie Oakley, Christopher Pelley, Joan Pelley, Margaret Pickard, Leslie Prescott (Trustee), Judith Sandoe, Peter Steadman (Concert Manager), Rosaleen Sutherland-Waite, Peter Tarplee, and Audrey Willis.
Non-members: Linda Roberts (minute-taker) and Paul Sutherland-Waite. Total: 30 present.

- 2) Apologies for absence** from John Burrows-Watson, Mollie Canning, Grethe de Jager-Tomten, Hazel Fitz-Gibbon, Patricia Morgan, Anne Thomson, Anne Walker, and David Stoves.

- 3) 2018 AGM minutes were approved.** Proposed: Peter Horsfield. Seconded: Richard Miller.

- 4) Matters Arising:** none.

5) Treasurer's report:

Treasurer Liz Barnes presented the accounts for the financial year 1st January-31st December 2018, with 2017 figures for comparison.

Receipts: Total Receipts for 2018 showed an increase of £1860 compared to 2017.

Donations at concerts were up by £249.03, due largely to an extra concert in 2018 (39 concerts compared to 38 in 2017.) The average donation per person had risen from £5.15 to £5.50. Gift Aid received had thus risen in line with donations. Gift aid is claimed and shown 6 months in arrears.

Trinity Project: the scheme was not running in 2018 due to changes at the School. No donations made. Membership Fund contributions remain unchanged.

Commercial sponsorship has roughly doubled. There is now one sponsor: Julie West - Family Solicitor. A concert on 21st June, International Make Music Day, raised £1521.00 for NewSPAL.

Expenditure: Reduction in artiste fees was due to 2 free concerts by Chichester University students.

Overheads: less expenditure in 2018. As internet costs are on a 2-3-year cycle, costs last year had been minimal; 2019 could be a more expensive year.

2018's donations to NewSPAL were a new item.

As agreed at 2018 AGM, a £45 donation per concert was made to each Church at the beginning of the year.

Surplus: An increase of approximately £930 and approximately £2500 retained in Cash Book Balance shown. Of the money retained, only the cash reserve of £ 9846.04 remains unallocated. Other monies are ring-fenced.

Matters Arising:

- i) A reserve equating to about half the year's expenses needs to be held as a working capital until donations, accumulate.
- ii) The average musician fees were £158 per concert. (£6,162 divided by 39)
- iii) An official Audit is not required until annual turnover reaches £20,000. Liz gave assurances that all Charity Commission regulations were being adhered to.
- iv) Liz proposed adoption of the Financial Statement. Seconded: Kathie Oakley. Carried by vote.

6) Election of Trustees for 2019 /2020: Liz Barnes, Antony Cairns, Peter Horsfield, Kathie Oakley, Leslie Prescott and Peter Steadman. Kathie was co-opted at the January 2019 Trustees' meeting and was officially welcomed to the board of trustees. Chairman asked if anyone dissented from electing all candidates together. No dissent. Proposed: Peter Steadman. Seconded: Pam Barton. Carried by vote.

7) Motions:

a) The trustees propose that, after retaining appropriate contingency reserves, a fund equivalent to £55 per event hosted during 2018 be shared between the hosting Churches. It was noted that £20 had already been paid as rent to LMC and a matching donation made to CC. The new proposal would bring the total to £75 per concert. Proposed: Richard Miller. Seconded: Pam Barton. Carried by vote. Eight concerts at ChCh, gives a total of £440, and 28 at LMC gives a total of £1540. This £1980 to be taken out of the cash reserve.

b) Approval of Cheque Signatories: (proposal: all elected Trustees as per LCAS policy) it was proposed that 2 signatures would be required at any given time. A cheque payable to any Trustee may not be signed or counter-signed by that Trustee. Proposed: Robert Blows. Seconded: Judith Sandoe. Carried by vote.

c) The trustees propose a donation of £61.37 from General Funds to bring the Trinity Project Fund to £1200. This is equivalent to approximately 2.5% interest for each of the past two years of the fund's inactivity. Peter Steadman explained that the school is functioning under an Acting Headteacher. She has been contacted this year. Peter will phone her.

New approach to be taken, asking what the school would like instead of LCAS telling the school what musicians it intended funding to perform at the school. It is hoped this approach will generate a positive response. Proposed: Liz Barnes. Seconded: Carolyn Boulding. Carried by vote.

d) The trustees propose a donation of £1000 from General Funds to NewSPAL once it receives the go-ahead from Surrey County Council cabinet to assist with re-establishment costs.

Peter Steadman outlined the progress made in housing the Music Library. Surrey CC was expected to approve the transfer of the Performing Arts Library to NewSPAL. Woking Borough Council have agreed a million-pounds of essential works on the premises. Peter presented architects plans which included social areas as well as providing essential purpose-built storage. The floor would need strengthening.

The location was ideal, being central to the County. Woking Council would provide the premises rent free - a further indication of their support and the prestige the performing arts library will give the borough. It is the third largest such collection in the country. Initially, the library will have limited opening hours, with two paid staff, assisted by volunteers.

Anthony Cairns reiterated the need for and importance of the library, and of trained staff. To succeed, NewSPAL would have to run the Library as a business. Proposed: Anthony. Seconded: Richard Miller. Carried by vote.

8) Secretary's /concert Manager's report on 2018 and plans for 2019:

Peter Steadman presented an overview of the previous year. Unlike other years, there were no obvious gaps in the audience number. Summer concerts performed at St John's School were among the least popular. Consequently, the school will not be booked as a venue this year. Main reasons given: difficulty of parking, and clashing with activities at the school.

Peter was asked about payments made to performers. For students of the Royal Academy of Music, a fixed fee was given. Other musicians were able to negotiate their fee. A maximum of £100 was agreed for solo or duos and £70 - £80 agreed for each musician performing in a group.

Recognition was given to Peter Horsfield for his hard work moving the piano and arranging a large number of chairs before and after each concert, when needed.

Les Prescott was thanked for overseeing our use of the Methodist Church.

Peter Horsfield proposed the report be accepted. Seconded: Judith Sandoe. Carried by vote.

Matters arising: Peter explained that the concerts were advertised in local publications and websites. An appeal was made for someone to take on responsibility for publicity. No offers were made.

Fred Meynen proposed a vote of thanks for Peter. This was met with a huge appreciative applause and further reiterated thanks from Judith Sandoe.

9) Any Other Business:

- i) Carolyn Boulding, representing Julie West, Solicitors, said the firm were pleased to have sponsored the Trinity Scheme: 'a great charity', and will be happy to continue their sponsorship. Talks will take place to establish details of future sponsorship. Help has been given, beyond financial input, by providing a room for meetings of NewSPAL's Trustees.
- ii) Les Prescott said that the Methodist Church really welcomed the concerts and appreciated all donations received.
- iii) Liz Barnes was formally thanked for her work as treasurer.
- iv) Peter Horsfield thanked Linda Roberts for taking on the role of minutes secretary.

10) Meeting closed at 3pm.

Members moved to the body of the Church for the concert of Russian piano works, performed by Thomas Ang from Guildhall School of Music and Drama.

Signed:

Date: