

**Annual General Meeting
of
Leatherhead Concert & Arts Society
at
at Leatherhead Methodist Church, Church Road, KT22 8AY
on
Thursday 25th February 2016, at 2pm**

Minutes

Present:

Trustees: Peter Horsfield (chairing); Peter Steadman and John Burrows-Watson;

Members: Elspeth Arden, Janet Baker, Elisabeth Barnes, Pam Barton, Laurie Bridges, Anthony Cairns, Mollie Canning, Ann Cardew, Claire Corben, Fiona Fisher-Greene, Sheila Ford, Jane Forrester, Gwen Hoad, Gaenor Jones, Margaret Jones, Leslie Prescott, Rosaleen Sutherland-Waite, Peter Tarplee, Anne Thomson, John Thornely, and Audrey Willis;

Non-members: Ann James (taking minutes), Carolyn Boulding, Patricia Dampier, Jean Glass, Kathie Oakley, Linda Roberts, Dreda Kitchen, Margaret Pickard.

1) Open Meeting, Chairman's welcome

The meeting began at 2.05pm. The Chair began by reminding attendees that the meeting would be conducted under the existing 3-page Constitution, and thanking Ann James for taking the minutes. He continued by reminding attendees that they were all entitled to speak at the meeting, but only Members were entitled to vote. (All attendees had been asked to sign an attendance sheet, and Members were given a pink voting slip.)

2) Apologies

Apologies were received from Lynda Chang, Richard Miller, Patricia Morgan, and Judith Sandoe (Members) and Roger Evans (non-member).

3) Approval of 2015 AGM Minutes

Audrey Willis had submitted a correction to the effect that she was not present at the meeting. The Minutes were then approved.

4) Secretary's Report on 2015 and Plans for 2016

Peter Steadman asked for the speech he gave at the end of the concert on 12th November 2015 to be taken into the Minutes. This was agreed and the speech is given here as Appendix A. Peter then presented the Financial Statement for 10th February 2016, given here as Appendix B, and the Secretary's report, given as Appendix C. He covered website traffic, concert attendance, and detailed finances, including areas such as Gift Aid, membership subscriptions, expenses for musicians and the churches, insurance, and reserves. He then went on to describe the changes and projects planned for 2016, including a concert on the new Tickell organ at St John's School in August, and the Trinity Project, in which Mardi Brass will introduce brass instruments to the

children of Leatherhead Trinity School and Children's Centre, as well as giving a lunchtime concert. Peter appealed to the audience's generosity to help fund this project. He also said he would hand out details of the year's programme so far, including the organ season.

Elisabeth Barnes asked how much the Trinity Project would cost, and the answer was £750.

Linda Roberts asked whether the cost was doubled by having a performance at the School as well as the lunchtime concert. Peter explained that the negotiated cost was the same as their original price for the lunchtime concert.

Linda Roberts asked whether the school could make a small contribution. Peter replied that he would hope to cover it from our contributions. He wanted to do something similar at least once a year, and hopefully it would be cheaper in future.

John Thornely asked about the start and end dates and the number of concerts in the season. Peter said that the answers were on the leaflets he would hand out at the end of the meeting.

5) Election of Trustees

The individuals standing for election as Trustees were introduced and rose from their seats: Elisabeth Barnes, John Burrows-Watson, Anthony Cairns, Peter Horsfield, Leslie Prescott, and Peter Steadman. Peter Bailey did not wish to stand for re-election, and Graham Davies had resigned in November 2015. Sheila Ford proposed all six en bloc, seconded by Elspeth Arden. 21 members voted in favour. Carried.

The Chairman thanked Peter Bailey for his work as a Trustee, a professional accompanist to opera, musical theatre, and dance companies. Peter was one of LCAS's five founding Trustees in 2013, helping to ensure the continuation of the concerts.

6) Motions

The Chair read out the motions and took a vote on each one in turn:

a. Finance Policy Motion:

It is the policy of the LCAS that:

- a.i.1. all elected trustees may approve payments on behalf of the charity;
- a.i.2. payments may only be made by cheque or by electronic transfer following the bank's requirements;
- a.i.3. cheques and bank transfers must be signed or authorised by two approved signatories; and
- a.i.4. no trustee may sign a cheque or approve a payment where the payment is made to that trustee, to any 'connected person' as described in Section 34 of the charity's constitution, or to any charity, business or other entity controlled by that trustee or by any 'connected person'.

Carried by a clear majority.

- b. **Liz Barnes (co-opted Trustee & Treasurer) proposes that there will be a nine-month financial year from 6th April 2016 to 31st December 2016, and that from 2017 Financial Years align with Calendar Years.** The Chair explained that this realignment of our financial year would best reflect the charity's programme of activities, and it should enable final accounts to be presented to future AGMs.

Carried by a clear majority.

- c. **The Trustees propose that, after retaining appropriate reserves for future years, a fund equivalent to £64 per event hosted be shared between the hosting Churches.** John Thornely asked whether this would be for this year only, or for future years as well. Peter Steadman replied that it would be for this year only. The Trustees propose an amount each year in the light of the Charity's current financial situation.

Carried by a clear majority.

- d. **Approval of Cheque Signatories: Peter Steadman proposes the Motion that all (six) elected Trustees be registered with HSBC Bank as cheque signatories, and that the person appointed as Treasurer have online access to view the account status.**

Carried by a clear majority.

7) Adoption of new Constitution recommended by the Charity Commission

Carried by a clear majority. None against.

John Thornely asked whether the Trustees should now be re-elected under the new Constitution. Peter Steadman replied that the meeting was being conducted under the old Constitution. John said he thought his point still stood and he didn't want LCAS to be 'tripped up'. Peter said that the Charity Commission were quite clear that the old Constitution prevailed until the close of the meeting.

8) Any Other Business

Les Prescott said he was looking for tea & coffee volunteers, in addition to the existing ones.

Ann James asked the latecomers to sign the attendance sheet.

The Chair closed the meeting at 2.45pm. Many attendees stayed for refreshments, then moved through to the Church to enjoy a piano recital by Marios Panteliadis.

Appendix A: Closing speech delivered by Peter Steadman, Trustee & Administrator, at final concert of 2015, on 12th November, 2015, in Leatherhead Methodist Church.

Unusually, I have written out my words this week, so I don't forget anything. I shan't be promoting concerts - you have details of those on the back of the programme, and there is plenty more information on musicinsurrey.co.uk

We have had a tremendous season. I want to thank all of you for coming to the concerts, supporting our work, spreading the word, and generally encouraging us in what we do.

I will pick out certain individuals, like fellow Trustee John Burrows-Watson who greets you at the door and hands you your programme. Thank you John for your consistent support, and for being so positive about what we do here.

Then there's the new role of piano-shifter-general. Another Trustee, our Resident Poet, Peter Horsfield, comes in at 10am and sets the piano in position when it is needed. Thank you Peter, for your poems, including today's anthologette, and for taking on a task I can no longer do.

Thank you too to Laurie Bridges. Since Laurie has been helping after the concerts I get home to put my feet up at least half an hour earlier each week.

Thanks too to Les Prescott who represents LMC at our Trustee meetings and organises the tea rota here. Les of course is ably supported by his team of volunteers: Maggie Lowe and her son James, Liz Barnes, Linda Roberts, Mary Pittam, and Kathy Oakley.

And then Anthony Cairns who represents Christ Church, makes visiting organists so welcome there, and he makes the teas there too – although we try not to let him make tea when he is also the soloist! Thank you, Anthony.

Ann James has taken on some of the end of concert tasks and she keeps an eye on protocols for our meetings and communications, acting as unofficial Secretary on occasion. Thank you Ann.

Carol Stoves, the Administrator here at LMC, is a great support to me when we get to struggle with the ancient photocopier week by week. She does a great deal more. Thank you Carol.

We value too the support of Trustees Peter Bailey and Graham Davies. And that brings us to an announcement.

Graham Davies started thinking about these concerts in Autumn 2011, and launched them in March 2012. It was Graham who insisted we run weekly right from the start, when Frances Presley and myself felt safer setting out with monthly concerts to see how it would go. But no, his experience told Graham that weekly would work. And let's face it! He was right.

For four years Graham has selected the musicians for our concerts, and has spread them out across the season so we only get a month of cellists if we choose to, and not by accident! He has run with some of my ideas – like 2014's Baroque Month, and this year's opening Thoroughly English Concert for St George's Day from Lynda Chang and Lesley Gladigau.

However, Graham feels it is time for him to move on in his life, and he has decided to step down as Chair of Trustees, and Programme Director.

I am delighted to say that, subject to agreement at a meeting of the Trustees, Peter Horsfield has agreed to become our Chair, and I have decided to take on the role of Programme Director for these concerts at LMC – in fact I am really looking forward to it. Anthony Cairns will be Programme Director for our monthly organ concert series - Wednesdays at Christ Church.

That leaves us with one area that we ought really to split away from my Admin and Marketing work, and that is Finance and Membership Records.

It is time to appoint a Treasurer for LCAS. So if you would like to discuss that role, please talk to me today or give me your contact details so we can have a quiet chat in the next few days. There are only thirty members, we bank weekly, and we write cheques for the artistes. It really need not be onerous.

Graham Davies cannot be with us today. But let's show our appreciation for the work he has done for our lunchtime concerts over these four years, and let's make so much noise that he might just hear us this afternoon. To Graham! [applause]

Until we meet again on Thursday 25th February for our Annual General Meeting, and our AGM concert by pianist Marios Panteliadis, I would like to wish you all good health through this winter, a very Happy Christmas, and a Happy New Year. Thank you.

Appendix B: Financial Statement at 10th February 2016



Leatherhead Concert & Arts Society

2015 Season Accounts - Financial Year 2015/2016

10th February 2016 - ESTIMATES

	£	
OPENING BALANCE		2014 £
0) Cash at HSBC Bank on 1st April 2015	£1,686.60	1671
INCOME	£	
1) Donations at MoT & WaCC Concerts	6638.15	6244
2) Gift Aid Received or Due during Year 2014/2015	1633.07	1437
3) Gift Aid Small Donations Scheme Due/Received	346.00	0
4) Commercial Sponsorship	280.00	237
5) Membership Fund Contributions	330.00	130
6) Sr Teresa's Fund for India	395.59	983
7) Book sales	241.00	432
10) TOTAL INCOME	£9,863.81	9162
TOTAL FUNDS	£11,550.41	10832
OUTGOINGS		
11) Artiste Fees & Expenses	4325.00	4676
12) Print & Copying (Programmes, Booklets, Notices, Forms)	523.00	264
13) Postage & Stationery	390.12	11
14) Heat, Light, Rent (LMC £160, ChCh £80, Rent £0)	240.00	200
15) Benefactor's Start-Up loan repaid	0.00	500
16) Piano Tuning (August 2015, Feb 2016 reclaimed from LMC)	76.00	76
17) Making Music Membership & Insurance	170.00	0
18) Web Charges (annual)	185.83	25
19) TOTAL OUTGOINGS	£5,909.95	5752
Other Funds Paid Out		<i>(piano)</i>
31) Sr Teresa's Fund	£ 435.47 Gift Aid 84.53	983
	£500.00	
RETAINED FUNDS		
39) Ann Walker Special donation	100.00	0
40) To service Membership	5.00 31 = 155.00	85
41) Cash Reserve for 2016 Season	2381.89	1708
<i>From Membership Fees:</i>		
42) 2016 Season	£ 115.33 Gift Aid 37.58	202
43) 2017 Season	98.33 32.08	53
44) 2018 Season and beyond	70.00 21.25	50
45) TOTAL RETAINED FUNDS	£3,011.46	2098
50) SHAREABLE SURPLUS / -non-shareable deficit	£2,129.00	2000
Profit Distributed to LMC & Christ Church, in proportion to concerts hosted in 2015 (31 + AGM):		
51) LMC	26 of 32 £1,729.81 -£81 Feb tuning	£1,664.00 1600
52) Christ Church	6 of 32 £399.19 +£80 Heating	£384.00 400
CASH AT HSBC Bank plc on 28th January 2016	£5,926.38	
(Depends on remaining costs and donations)		
Shareable Surplus / -Deficit	£2,048.00	Concerts 32
Retained Funds	£3,011.46	=
Gift Aid Payment due at 2014/2015 Year End	£0.00	£ Per Conc 64.00
Deposits not yet cleared (inc Gift Aid)	£271.00	
Cheques not yet presented	£3,185.92	
Expected at Bank	£7,974.38	
Actual Balance is Over / -Under by	-£2,048.00	

Appendix C: Secretary's Report on 2015 and Plans for 2016

I am delighted to tell you that after the final November concert Liz Barnes volunteered to join the Trustees as Treasurer. Liz has also taken over membership, so those of us who are due to renew this year will be hearing from her soon.

First, a couple of non-financial figures. Year on year our website traffic is up by 33%, from an average 27 visitors a day in 2014 to 35 in 2015. Average concert attendance is also up by a third, from 33 in 2014, to 45 in 2015. The top three attendances in 2014 were 61, 47 and three concerts at 45. Last year's top were 90 NUANCE Saxophone Quartet, 74 pianist Leyla Cemiloglu, and 65 Atéa Wind Quintet. Donations per audience member were up just 3.7%.

Let's turn to the back of the Agenda to look at the Society's finances. I will work through the lines using the numbers on the left hand side – and I am relieved to say that this is the last time it will be my responsibility to do this.

Line 0 shows cash at the bank as the year opened. This is short of the £2,500 reserve we planned because we were waiting for Gift Aid to come in. Line 1 shows the total donated at concerts which remains our primary source of funds. Line 2 is the Gift Aid received on that and Line 3 is new as we have been able to join the GA Small Donations Scheme, a Gift Aid top-up for small donations with no accompanying signature. That's a bit of a safeguard as we do find envelopes with no signature or date. It is easily done, and it's why I ask you to tick both boxes on the envelope.

Line 4 shows the money we receive from our sponsor. Line 5, Membership contributions. We haven't sought new members lately, but with Liz on board there will be more on this line in 2016. I feel obliged to remind you that £20 membership contribution cannot finance three years of concerts. That costs more like £300.

Line 6 shows we accounted for the Sr Teresa's fund collection separately. Line 7 shows book sales, mostly achieved by Diana King during her art exhibitions at Denbies. That brings us to Line 10, the Society's total income, which is also the reason the Charity Commission require us to register fully.

Now we come to our outgoings, the largest of which is musician expenses at Line 11. This is up by an average £8 per concert compared to 2014. Lines 12 & 13 show that we spent more on print, copying, post and stationery last year. Reasons included that we mailed to more people – but then we did see an uplift in audience figures - and we had to buy in GA envelopes and more paper because our start-up stocks of both ran out during the year.

Line 14 shows payments for heating the Churches. Line 15 is zero this year because the loan was repaid in full last year. Line 16 piano tuning, the amount is misleading because it is administratively simpler for us to pay the tuner, and then deduct his fee from our year end payment to LMC. LMC and LCAS each fund one tuning per year. Line 17 Making Music. Our relationship with LMC changes after this meeting. One consequence is that the Society must carry Public Liability Insurance. The cheapest way to do this is to join Making Music – which used to be called the National Federation of Music Societies. That brings other advantages which the Trustees will explore in the coming months. Line 18 web charges have substantially increased because they are payable in 2- or 3-year cycles, and in the past Graham or myself have funded these. The Society is now running at a level where we should not be funding websites from our meagre pensions. So at Line 19 you see our total outgoings... well, almost, because there is one further outgoing at Line 31, our payment to Sr Teresa's Fund. We added Gift Aid, and then the Trustees rounded up that figure to make a straight £500.00 donation. Under our new constitution we will have to handle such collections in a different way.

Next we come to retained funds or reserves, starting at Line 39 with a special donation towards the Trinity project – of which more later. At Line 40 we see the £5 which is taken from each Membership Contribution. This is a reserve to cover wind-up costs should that ever happen.

Your Trustees aim to hold a reserve of £2,500 to service the coming year. It is a contingency fund, in case for example we had to hire other buildings while LMC was having a roof repair. As you see, the figure isn't too precise, but we are not concerned because there are still moneys to come in, and we have predicted our remaining outgoings more precisely than in previous years. Lines 42 to

44 show the proportions of Membership Fees we have allocated to each of the years. If you join or renew in 2016 we will allocate the first £5 to the wind-up fund at Line 40, and then one third of the balance to each of the years covered – so that's 2016, 2017 and 2018. Line 45 shows the total retained funds. This is more than £2,500 because of the special donation, the wind-up fund, and the allocations to future years.

Subtracting the retained funds and the outgoings from our total funds shows a shareable profit. The Churches do not charge us rent, so we make a year-end donation to them by sharing our surplus in proportion to the events they have hosted. You can see the amounts we propose to pay the Churches at Lines 51 & 52. Finally, at the bottom of the page we have a check that what we have at the Bank balances with all of this, taking into account donations not yet received, and cheques not yet presented – which includes predicted outgoings for this meeting and concert, the March organ concert, and the pre-season promotional printing and distribution.

So what is coming in 2016 ?

I mentioned that our relationship with LMC changes. We will have a contract with them which will show a small rent per concert. We will still keep payments to the Churches equitable. When we work out the year end shareable surplus we will take into account moneys already paid to LMC, and costs they have obliged us to incur, like the Making Music fees.

Now, I want to tell you about two exciting projects during the season. In August we will have two concerts in one week, August 17th and 18th. The 18th is allocated to the Royal Academy of Music, who have yet to send in their list. On the 17th, instead of Wednesdays at Christ Church we are going to have Wednesday at St John's. We have invited two French cathedral organists to give a concert on the new Tickell organ in St John's New Chapel. The School, the organists and your Trustees are all excited about this coup, which may have been an idea from me, but could only happen through Anthony's musical connections. This will be a big event for us, with far more publicity than usual for excellent players and a superb new instrument.

I mentioned the Trinity Project. When I was at primary and grammar schools in London and Middlesex, we were introduced to orchestral instruments by various members of the Goossens family, and their colleagues. Strings, woodwind, and it was there that I saw and heard my very first live harp, an image that has stayed with me to this day. So here comes the big idea for LCAS. Could we do the same for the children of Leatherhead ? Your Trustees believe this is exactly the sort of outreach that we can and should aim to achieve together. To introduce youngsters to the instruments and the music we enjoy here.

So, on Thursday June 9th we plan three wind concerts. Mardi Brass are five professional players and tutors of trumpet, horn, trombone and tuba. We have asked them to introduce their instruments to the pupils at Leatherhead Trinity School and Children's Centre, in two sessions for different age groups. After they finish there, the brass group will come to LMC in time to give us our lunchtime concert with their fuller introduction to brass, which I promise you is very entertaining.

We need you to dig deep for these three concerts so that we can fund the whole morning – our lunchtime concert, and the two school sessions beforehand. Trinity serves all of Leatherhead, and it is voluntary-aided by the three Churches in the local Covenant – Anglican, Methodist and United Reformed. If you wish to make a donation specific to this project, please write Trinity or Brass on the back of one of our Gift Aid envelopes – even if you are not signing it.

Our 2016 programme is still wide open while we wait for the Royal Academy of Music to fill in their dates. However, we know some of the programme, and I will distribute it in a moment.

I am pleased to announce that Anthony Cairns has completed his planning of the organ season, Wednesdays at Christ Church. For that separate season we have designed an unusual promotion, a post card. I will give out the promotional postcard and a sheet showing our bookings so far, after this meeting.

ENDS.

Mr Chairman, I think you have heard enough from me. I hope the meeting will accept this report.