

# **Leatherhead Concert & Arts Society**

## **Special General Meeting**

**2pm Thursday 20<sup>th</sup> May 2021 - Held online over Zoom.**

**Introduction:** The National Lockdown (due to the Coronavirus pandemic) prevented the The Annual General Meeting from being held in February 2021. LCAS's Charity Commission approved constitution allows for a maximum interval of 15 months since the previous AGM. The 20<sup>th</sup> May is one week short of the last permissible date to hold the AGM. Although no longer in lockdown, ongoing restrictions prevent a meeting of more than 6 to be held indoors. For this reason, the meeting could only be held online.

Members without computer access have been sent printed copies of the paperwork. The meeting will only cover those issues deemed to be essential, matters which must be addressed within the 15 month deadline.

This Special General Meeting is not a replacement AGM, last year's Minutes, matters arising and the election of Officers will not be included. There will be no Any Other Business.

### **Items to be discussed:**

- 2020 Finances
- Changes to the constitution
- Opinion on the starting date for the live concerts in 2021.

## **The Special General Meeting**

The meeting was opened at 2:04pm by Peter Steadman in the chair. He appointed Linda Roberts, Kathie Oakley and Elisabeth Barnes as meetings secretaries, with Linda Roberts also acting as Minute-Taker.

**Members Present:** Elisabeth Barnes, Pamela Barton, Carolyn Boulding, Anthony Cairns, Anne Cairns, Lynda Chang, Claire Corben, Peter Horsfield, Richard Miller, Kathie Oakley, Christopher Pelley, Leslie Prescott, Linda Roberts, Peter Steadman, Peter Tarplee and Anne Thomson. (16)

**Non-members:** David Gibbs, Andy Hoskins, Simon Ritchie and Jill Rose. (4)

**Apologies received from:** Denise Newman, Anna and Derek Brereton, Laurie Bridges, Jane Forrester, Howard Mortimer and Audrey Willis. (7)

## **Financial Accounts & Report for 1<sup>st</sup> January – 31<sup>st</sup> December, 2020**

Presented by Elisabeth Barnes, Treasurer:

The figures for the two years: 2020 and 2019 are very different as 2020 was an exceptional year due to the Covid pandemic.

Receipts: We only had one live concert in 2020, the AGM on 27<sup>th</sup> February. The highest source of income was online via CAF - Charities Aid Foundation, from generous members of the online audience. This was £1,136. Total receipts were £2,930.

Expenditure: totalled £5,690, mostly made up of artiste fees, overheads and substantial commitments made regarding 2019's activities. Expenses subtracted from receipts resulted in an overspend of £2,759.

However, when taking into account only the expenses relating to 2020, a surplus of £349 exists, as shown in the notes accompanying the accounts. Under the circumstances, the trustees are happy with the financial situation.

£600 was given to LMC to in lieu of rent for the cancelled concert dates.

The cash book balance at the end of the year was £10,360.

Liz concluded that the accounts were healthy and asked that the financial report be formally accepted. Proposed by Peter Steadman, seconded by Peter Tarplee and carried unanimously by a show of hands.

A reminder that LCAS membership has been extended by twelve months.

NB. If members chose not to be seen on screen, they cannot form part of the quorum or have their vote included.

## **Constitutional Amendments**

Presented by Peter Steadman:

- i) In response to the pandemic, the following need to be considered and changes made to the existing constitution. Charity Commission has advised the need to adjust constitutions to specifically allow online meetings, and to deal with the risk of not holding an AGM within the time limits specified in the constitution. To comply with this, the Trustees propose the amendments below:

An annual General meeting must be held in each subsequent year at a venue within five miles of the Parish Church of St Mary and St Nicholas, Leatherhead – this being an accessible and recognised point of reference.

No more than 15 months may elapse between meetings. Where Government, the local authority, the venue's management or the charity's Trustees rule or determine that it would be illegal or unsafe for members to attend a physical AGM, the Trustees may postpone the meeting for no more than 13 months from the date originally planned.

Members entitled to vote at the originally planned meeting will be entitled to vote at the re-scheduled meeting.

General meetings may be held online using an electronic service that provides both sound and vision, where doing so does not exclude more than 10% of members entitled to vote at the meeting. Where a member is not visible at an online meeting, they will be deemed not present for voting and quorum purposes. The members visibly present at the meeting may decide whether to permit the person to address the meeting.

- ii) Members were given the opportunity to ask questions about the proposals, no questions were asked.
- iii) Members were asked to vote on the constitutional amendments proposed by Peter Steadman, seconded by Anne Cairns. Unanimously accepted.

## When to start live concerts in 2021

All present at the meeting, including non-members will be able to take part in discussion and voting. Trustees will take the outcome of the meeting into account together with the views of LMC Stewards and the Methodist Church centrally when deciding when to return to live performances.

- i) **View put forward by LMC:** Les Prescott on behalf of the LMC reported that the Church was happy for concerts to continue as soon as was possible, allowing for government guidelines to be adhered to. At present, a one-way system through the building is in place allowing social distancing to be maintained.
- ii) **Remarks by members present:** Andy Hoskins asked how many chairs were allowed, as an indication of the permitted audience total. If chairs are placed singularly, 40 could be accommodated, if spouses seated together obviously more, bringing the total closer to 50. It was noted that the number of musicians must also be taken into account and their performance area.

Elisabeth Barnes asked if a booking system would need to be in place. Would Carol in the Church office be willing to take bookings. The reply given was that for Church services this works well and saves the need to register for track and trace and the use of QR Code.

Linda Roberts added that in the Parish Church, two people on duty record names and contact phone numbers as the congregation arrives. Hand gel is available and all are reminded to use it on arrival.

Anne Cairns mentioned that in June, friends will be permitted to sit together when attending a concert hall. However, Les pointed out that the Government ruling does not, at present, specify Churches. Churches are treated differently from theatres. Anne Thompson offered the use of head thermometers. Andy Hoskins reminded everyone of the rule of 6, and 2 households being able to meet indoors.

Peter Steadman and Liz Barnes will meet with Carol Stoves, Church Secretary, to confirm the church guidelines, after which the trustees will discuss when concerts can safely start.

- iii) **Possible start dates for live performances:** Peter Steadman gave three options as to the starting date, Thursday 1<sup>st</sup> July, Thursday 5<sup>th</sup> August and those not comfortable with attending before 1<sup>st</sup> September.  
9 at the meeting, 1 given when sending an apology for absence, plus 3 proxy votes making a total of 13 in favour of Thursday 1<sup>st</sup> July.  
No one suggested starting after 1<sup>st</sup> September.

**Vote of Thanks:** a unanimous vote of thanks was given to Julie West for facilitating the online meeting through zoom. Carolyn Boulding was happy to pass on thanks to Julie West. She took the opportunity to mention that she would be leaving the firm but the sponsorship would still continue. In her place, Susan Grant, a keen musician, would continue the link and be the firm's representative at future concerts. Carolyn was wished well in her future.

**Close of meeting:** Peter closed the meeting by thanking Liz Barnes for all her hard work keeping the accounts, Linda and Kathy were thanked for their work as secretaries at the meeting. All were thanked for attending.

The meeting closed at 2:35pm.



# Leatherhead Concert & Arts Society

## Financial Year 1 January - 31 December 2020

Period		1 January - 31 December 2020	Previous Year Comparison 1 Jan - 31 Dec 2019
<b>OPENING BALANCE</b>			
10	Cash Book Balance on 1 January b/f	13120.00	11536.12
<b>RECEIPTS</b>			
21	Donations	520.55	9154.83
22	Online donations (gross £1176; less costs £39.81, 3.39%)	1136.19	--
23	Donations for Trinity Project	40.00	35.00
24	Membership Fund Contributions	200.00	340.00
25	Gift Aid Received	733.91	2645.53
26	Making Music livestreaming subsidy	300.00	--
27	Commercial Sponsorship	--	444.00
28	Donations 21 June NewSPAL benefit	--	922.67
<b>TOTAL RECEIPTS</b>		<b>2930.65</b>	<b>13542.03</b>
<b>EXPENDITURE</b>			
31	Artiste Fees & Expenses	1321.90	6006.32
32	Print & Copying	--	301.17
33	Postage/stationery/distribution	22.10	7.00
34	Rent, Heat (AGM)	62.50	1002.00
35	Piano Tuning	170.00	85.00
36	Piano expense for Trinity School	245.00	--
37	Making Music (Performing Rights Society fees)	--	489.72
38	Web Costs / software	76.02	128.75
39	LCAS banner and stand	72.00	--
40	Arts Alive Festival participation (no charge)	--	120.00
41	Travel re: Making Music day	12.00	54.50
42	Donations: NewSpal (AGM vote)	1000.00	1000.00
43	Donations: NewSPAL benefit	--	783.69
44	Donation Notre Dame fund (160 euros)	148.84	--
*45	L M C 2019 year end contribution (gross £1750 less recharges)	1397.00	1540.00
46	L M C min. weekly booking fee (30x£20 concert)	600.00	--
*47	Christ Church 2019 year end contribution	562.50	440.00
<b>TOTAL EXPENDITURE</b>		<b>5689.86</b>	<b>11958.15</b>
<b>* SURPLUS / DEFICIT</b>		<b>-2759.21</b>	<b>1583.88</b>
<b>CASH BOOK BALANCE on 31 Dec.2020</b>		<b>10360.79</b>	<b>13120.00</b>
<b>RETAINED FUNDS</b>			
81	Trinity Project	1275.00	1235.00
*82	Provision for wind-up	205.00	195.00
83	Membership contribution for future years	225.00	305.00
86	Cash reserve 2020	8655.79	11385.00
<b>CASH RESERVE &amp; RETAINED FUNDS TOTAL</b>		<b>10360.79</b>	<b>13120.00</b>
<b>*Notes (by line numbers)</b>			
45&47	2020	£62.50 for each 2019 concert	
	2019	£55 for each 2018 concert	
	2018	£45 for each 2017 concert	
	2017	£50 for each 2016 concert	
Current year surplus: disregarding payments relating to 2019, e.g disbursements to churches, we generated a surplus in 2020 of £349			
82	end 2020: 41 members @£5		

## **Comments to accounts year ending 31.12.2020**

We expected receipts and expenditure to be significantly down, compared to 2019, having hosted just one live concert, at our AGM with Marina Kan.

In the autumn, with our as-live online concerts, for which we paid artistes for their videos, we started an online donations programme with CAF (Charities Aid Foundation). Through generous donations from our audience we received £1136 in this way.

We applied for two subsidies from Making Music and Mole Valley Arts e-live, something we had not done before. The latter was not received until 2021.

Under Expenditure, donations to NewSpal, Notre Dame, Leatherhead Methodist Church (LMC), and Christ Church, were approved at the previous AGM dealing with 2019, but were not paid out until 2020. If we deducted these 2019 costs from our 2020 deficit of £2759, we end up with a small surplus in 2020 of £349 (shown in the account notes).

We have made a donation of £20 per cancelled concert (30) in 2020 to LMC, towards their overheads.

Our reserves are down by £2759 compared to 2019, but still show a healthy £10,360.

The 2020 accounts await approval at the 2021 AGM.

Liz Barnes

Treasurer & Trustee