

**Annual General Meeting**  
**of**  
**Leatherhead Concert & Arts Society**  
**at Leatherhead Methodist Church, Church Road, KT22 8AY**  
**on Thursday 5th February 2015, at 2pm**

**Minutes**

**Present:** Peter Horsfield (trustee, chairing); Peter Steadman and John Burrows-Watson (trustees); members Janet Baker, Elisabeth Barnes, Mollie Canning, Claire Corben, Sheila Ford, Gwendolyn Hoad, Gaenor Jones, Margaret Jones, Chris Pelley, Joan Pelley, Judith Sandoe, Rosaleen Sutherland-Waite; and non-members Ann James (taking minutes), Dreda Kitchen, Thilia Lane, Fred Meynen, Richard Miller, Kathryn Oakley, Les Prescott, and Peter Tarplee.

**1) Apologies**

Apologies were received from Peter Bailey and Graham Davies (trustees), Pamela Barton, Anthony Cairns, Ann Cardew, Eleanor Hoole, and Patricia Morgan (members), and Linda Roberts.

**2) Administrator's Report – Peter Steadman [full report attached]**

Peter began with some statistics: we had put on 35 concerts with 70 musicians and an average audience of about 33, which was “pretty good” and included some youngsters.

Peter then went through the accounts line by line. Commercial sponsorship was down on last year: sandwich sales were not sustainable. Regarding sales of *Bassoonatic*, Barton's were not taking commission. The book will also be on sale at Denbies during Diana King's exhibition.

On publicity, there would be a rethink of the black and white leaflet – more emphasis on word of mouth was thought to be more effective. One member mentioned that she'd first read about the concerts in the *Ashted & Leatherhead Local*.

The cost of piano tuning is covered alternately by LCAS and LMC. Overall, we need to have a year's expenses in hand, in case of unforeseen circumstances.

Peter thanked everyone for their membership and attendance. One member observed that the musicians seemed to appreciate how friendly the audience members are.

In response to a question, Peter explained that membership lasts for three years and most members joined in 2013 so the Accounts do not show much membership income.

**3) Motions**

a. To fund the necessary works for installing the Schiedmayer piano at Leatherhead Methodist Church from the funds collected for that purpose and from the Gift Aid due on those funds, passing on to LMC any surplus that may arise to be held for future piano tuning and maintenance.

In response to a question from Fred Meynen, Peter explained that the piano is now owned by LMC. The maintenance and removal have cost around £1,400. The piano is worth around £8,000, and LMC are arranging appropriate insurance cover.

The motion was passed, with 13 members in favour.

b. To donate £400 to Christ Church (United Reformed), Epsom Road, Leatherhead.

The motion was passed, with all members in favour.

c. To donate £1600 to Leatherhead Methodist Church, Church Road, Leatherhead, subtracting from that sum any additional amount required for the installation of the Schiedmayer piano.

The motion was passed, with all members in favour.

**4) Election / re-election of Trustees** – Peter Bailey, John Burrows-Watson, Graham Davies, Peter Horsfield, Peter Steadman

The election of the above Trustees was proposed by Sheila Ford and seconded by Mollie Canning. All in favour (2 abstentions).

**5) Approval of Cheque Signatories**

The trustees were all approved as cheque signatories, with 11 members in favour and 2 abstentions.

**6) Any Other Business**

Mollie Canning said there had been a suggestion to write to the donor of the piano to thank her. A letter had been drafted and Mollie read it out. There was general agreement and members were keen to sign it.

Peter Steadman spoke about the forthcoming concert season, beginning with a concert of English song on 23<sup>rd</sup> April (St George's Day). There will be an organ recital in Christ Church every month except August. Musicians from the Royal Academy are performing more often in July and August than last year, so the season may continue for a couple of weeks into November to allow for our local regulars. The piano will feature prominently, with some solo concerts.

**7) Piano Project Report [full report attached]**

Peter described the concerns about the previous Challen piano, and how the opportunity arose to acquire the Schiedmayer baby grand. Pianist Lynda Chang and tuner-technician Tim Hendy had been involved. Response to the appeal for funds for tuning, maintenance, and removal had been good, with a further substantial contribution from the piano's donor herself. There was enough leftover to go into a fund to cover some of LMC's future tuning costs.

**8) Close of Meeting**

Peter thanked Les Prescott for providing tea; Janet Baker, on behalf of Leatherhead Art Club, thanked LCAS for the opportunity to come and sketch the musicians at each concert. John Burrows-Watson thanked Peter Steadman for all the work he does for LCAS. Applause.

The Chair closed the meeting at 2.43pm, and all present settled into the Church to listen to Lynda Chang giving the first public performance on the new piano.

## Appendix A

### Administrator's Report

35 Concerts, 70 musicians, audiences ranging from 17 to 61 - which makes an average of 33.2 people attending each concert.

Line 0) shows cash at the bank at the beginning of the year. A healthy balance, although £500 of it was the start-up loan from our benefactor.

Line 1) Donations totalled £6243.78. Most of this was donated at concerts, however, there were three large donations during the year. At the beginning of 2013 we were loaned £500 by a benefactor to make sure we could get the concerts going at LMC and Christ Church. We repaid this loan after last year's AGM. However, a couple of weeks into the 2014 season that same benefactor donated £500.

Line 2) Gift Aid on these and on donations to the Piano Fund will total £1409.12

Line 3) Commercial sponsorship is lower this year and mostly represents takings from sandwich sales in the early weeks of the season.

Line 4) One member extended their membership this year. Knowing our turnover was looking high, we did not actively seek income from new members this year. The charity is already registered with HMRC. Charities Commission require us to register with them if our turnover exceeds £5,000 for more than one year.

Line 5) This line includes £773 donations to the Piano Fund plus anthology sales. We have sold 104 copies, bringing in £313, against costs of £226. Peter Snell did not take commission on sales through the bookshop.

Line 10) Total income over all the activities – 35 concerts, exceptional donations, Gift Aid, sponsors, piano fund, and anthologies, comes to £9024.37.

Line 11) Artiste fees & expenses total £4610.

Line 12), Line 13) - Line 12) includes £226 for the anthologies and promotional posters. We plan to produce a combined newsletter and programme this year and to give three copies of this to each known audience member. Word of mouth from our existing audience is the strongest recommendation of all. We will spend more on distribution, less on print.

Line 14) We do not pay rent to the Churches. We cover their costs when they put the heating on.

Line 15) as explained earlier. Line 16) arises because we asked for and funded an additional tuning in time for Lynda Chang's September concert with Lesley Gladigau. Line 17) relates to the MoT website.

Line 18) Total outgoings were £5690.92.

Line 31) shows the Piano Fund – money which was collected solely for that purpose, plus the Gift Aid due.

Lines 40) to 45) show how we calculate the funds we should retain to service the coming years. Membership lasts for three years so a proportion of each membership contribution is allocated to be spent in each year, and a further £5 is held to service membership – sending out AGM letters, booking a room, printing papers.

Line 41) is adjusted to produce a total retained balance for future years at Line 45) and a surplus for distribution to the host Churches at Line 50). The total at Line 50) is shared between the churches in proportion to the number of concerts they have hosted. Although this sum looks generous, it amounts to about £57 per concert, which is less than the churches could earn by renting to a commercial client.

LCAS has had a very successful year, helped in no small measure by those three large donations. The piano project has been a tremendous success.

Thank you to everyone who supports the concerts by attending, by meeting and greeting, by providing teas and coffees, and thank you for your kind comments to the musicians and to us trustees.

I invite the meeting to accept this report and these interim accounts, and then to vote on the donations as follows:

- 1) To fund the necessary works for installing the Schiedmayer piano at Leatherhead Methodist Church from the funds collected for that purpose and from the Gift Aid due on those funds, passing on to LMC any surplus that may arise to be held for future piano tuning and maintenance.
- 2) To donate £400 to Christ Church (United Reformed), Epsom Road, Leatherhead.
- 3) To donate £1600 to Leatherhead Methodist Church, Church Road, Leatherhead, subtracting from that sum any additional sum required for the installation of the Schiedmayer piano.

## **Appendix B**

### **Piano Project Report**

In October we were informed that a donor was looking to place their piano somewhere it would be well-used and appreciated. We already had concerns about the Challen, and had only once offered a piano solo concert because of those concerns. One player actually threatened not to use the instrument, but in the end this situation was calmed. Musicians know that when they come to play in a Church it will be amazing luck if it has a good piano.

Lynda Chang and I went to see the piano, after which we asked tuner-technician, Tim Hendy, to take a look as well. The piano had not been tuned for more than ten years, but Tim was certain of its potential.

We agreed to find a way to acquire the piano for Leatherhead Methodist Church, after the donor had one more Christmas with the instrument. However, LMC had just had a bill for £8,000 to replace the gas main, so we knew we could not ask them to fund the installation.

A leaflet describing the project stages and costs was produced, and the piano campaign was launched after the concert on November 13<sup>th</sup> – a day when there were only 25 of us present. It was mentioned at each subsequent concert, both here and at Christ Church, and leaflets given to everyone. It was probably our cheapest ever leaflet because it was just one third of a sheet of A4 paper.

Over thirty people responded, with donations ranging from a couple of pounds to a hundred pounds. We had the unexpected bonus of the piano's donor offering a further substantial contribution to the project. The result is that through these excellent donations, through your generosity, and that of our other supporters, the project is complete, and it only remains for us to close the meeting, and settle to listen to Lynda Chang giving the first public performance on LMC's newly-acquired 1970s Schiedmayer Baby Grand piano.