

LANDMARK ARTS CENTRE LIMITED

MINUTES of Annual General Meeting held on Thursday 13th July 2017 in The Landmark Arts Centre, Ferry Road, Teddington, TW11 9NN at 6.30pm

Attending

Donna McDonald (DM) – Chair)	
John Perry (JP) – Company Secretary)	
Joan Child)	Trustees
Sian Morgan)	
Jeremy Stubbs)	

In Attendance

Lesley Bossine (LB) – Arts Centre Manager

Plus 19 members (list attached)

There were 20 proxies received, 19 in favour of the Chair and one for the Company Secretary.

1. WELCOME AND APOLOGIES FOR ABSENCE

Donna McDonald explained that she was chairing the meeting as one of the joint chairs with Barbara Shorter Beckwith, who had sent her apologies as had those who had sent in proxies. She explained that the AGM date had been changed from November to the summer as our new Independent Examiner had been extremely efficient and produced the necessary documentation a lot earlier. She asked for a show of hands as to whether the members preferred a summer AGM and also whether this should be in July or September. The overwhelming majority was in favour of holding the AGM in July. She welcomed everyone present and told them that the AGM would be followed by a Pimms and Canape reception kindly sponsored by Palmers Solicitors, following which there would be a talk on Teddington 800 by Anne O’Neill McTear and the Rev Joe Moffatt. Barbara Shorter Beckwith the co-chair was unable to be present tonight for family reasons.

2. APPROVAL OF 2016 AGM MINUTES

After proposal by Jeremy Stubbs and seconded by Anne Muir the minutes were agreed unanimously.

3. CHAIR’S REPORT

Barbara had prepared her report and Donna said she would deliver it with certain additions of her own.

- (a) In the year under consideration we had lost two key people from the trustees, Tony Nieper, the long-time chairman had sadly been taken ill and died. He had asked Donna and Barbara if they would co-chair in his absence and they had been doing this since.
- (b) George Hunter resigned as a trustee. She was pleased to see he was present. He had first been involved with the project as Head of Conservation and Urban Design for the London Borough of Richmond where he became aware of the public campaign and spoke on behalf of London Borough of Richmond at the various enquiries that took place. He had a very important part to play in the saving of the building and had been involved for thirty years or more. He could always be relied upon for a wry comment and a giggle and he will be much missed.
- (c) She was pleased to report however that two new committed trustees – Siân Morgan and Jeremy Stubbs (who had been introduced at last year's AGM) had joined the trustees and were proving their worth in helping us grow and develop. Siân had taken on the role of gardening team leader and both had contributed much time and effort to the Landmark.
- (d) We also recruited a new building manager – David Polya – he had taken the job very seriously and was a real boon to the organisation.
- (e) The highlights of the year were in the annual report but we had been particularly pleased with the education programme which had gone from strength to strength. It was very popular and has often sold out quickly which of course contributed significantly to the finances of the trust.
- (f) There were new classes – e.g. drama for adults and music classes which were being conducted voluntarily by Joan Child for students taking exams up to Grade 5 whose own teachers had been unable to cover the whole syllabus. As a trustee Joan had performed this task free of charge; a generous gesture.
- (g) Of the exhibitions she highlighted the East Anglia stitched textiles “Between the Lines” exhibition responding to the history of the First World War, in conjunction with the borough's own efforts in that regard. It was thought provoking and powerful.
- (h) The fairs had been successful. More people had attended which means more money for the trust. There had been very positive responses from the stall holders, particularly at this year's spring fair.
- (i) As to the building itself everybody realised that this is a challenging environment. The floor in the main building was suffering from damp; the black marks on the carpet are not spillages! The good news is that we will be having a new carpet next month and the floor in the bell room will also be replaced to specifications suitable for dance and other uses. The damp works will not be solved by these additions and we will need to spend many thousands of pounds to provide a long term solution, although we are confident there is one.

4. ACCEPTANCE OF ANNUAL REPORT AND ACCOUNTS FOR 2016/17

These had been circulated and according to the accounts we officially made a loss of over £7,300, but that includes an allowance for depreciation of £16,000 plus. In fact we have managed our finances comfortably this year. The project was tightly managed by Lesley Bossine who saved money where she could and made sensible recommendations to the trustees as to how money should be spent. We have indeed spent a lot of money on a new website etc. We have healthy reserves which have to be maintained under the trusts policy.

She said she had worked with a lot of charities but found the Landmark Arts Centre to be the best managed of any she has dealt with.

She concluded by paying a great debt of gratitude to the staff. The 4 core staff and also the part time staff and front of house staff as well as all the volunteers, without whom life would be very difficult. They were an invaluable asset to the organisation and the trustees were most grateful to them.

After proposal by Joan Child, seconded by George Hunter the annual report and accounts for 2016/17 were accepted.

5. APPOINTMENT OR RE-APPOINTMENT OF DIRECTORS

Only one of the directors was due for re-election this year. That was John Perry the Company Secretary and John was duly re-elected after proposal by George Hunter and seconded by Martin Nicholds.

6. APPOINTMENT OF INDEPENDENT EXAMINER

After proposal by Jeremy Stubbs seconded by Siân Morgan, the current independent examiner was re-appointed with thanks.

7. ARTS CENTRE MANAGER'S REPORT

Lesley Bossine delivered her report, a copy of which is attached to these minutes.

8. ANY OTHER BUSINESS

Sue Clark wished it to be noted that she found that members and volunteers were extremely well treated by the staff at the Landmark and she was grateful for that. This comment was endorsed by the meeting.

The meeting closed at 7:20 pm.