

LANDMARK ARTS CENTRE LIMITED

MINUTES of Annual General Meeting held on Thursday 12th September 2019 in The Landmark Arts Centre, Ferry Road, Teddington, TW11 9NN at 6.30pm

Present

Martin Nicholds (MN) – Chairman)	
John Perry (JP) – Company Secretary)	
Joan Child (JC))	
Julie Evans (JE))	Trustees
Donna McDonald (DM))	
Nick del Rio (NdR))	
Jeremy Stubbs (JS))	

In Attendance

Lesley Bossine (LB) – Arts Centre Manager

1. Welcome and Apologies for Absence

The Chairman welcomed the assembled company and explained that the formal meeting would take place first, followed by a refreshment break sponsored by Palmers Solicitors and then he and Lesley Bossine would talk about the plans for the future, bearing in mind that 2020 is the 25th anniversary of the Lease.

2. Apologies for Absence

John Perry confirmed that the meeting was quorate. Apologies for absence had been received from Sue & John Clarke, Wendy Dare, Cathi Hepworth, Gwyneth Hill and Sheena Harold.

11 Proxy forms had been received, all nominating the Chairman of the meeting.

12 other members signed an attendance list, which is attached to these Minutes.

3. Approval of 2018 AGM Minutes

These had been posted on the website and after proposal by Donna McDonald, seconded by James Woodford they were agreed unanimously and signed by the Chairman.

4. Chair's Report

Martin Nicholds said that this was his first AGM to Chair since Donna McDonald and Barbara Beckwith had finished their term as joint Chairs. Barbara is, sadly, now poorly and we sent her best wishes from the meeting for a speedy recovery.

It had been a busy year for the staff and the volunteers. The Centre had many issues and he had found that many of these were not new by going back through the history and finding that past Boards had to deal with similar issues.

We certainly need to maximise the use of the building to love it and get more revenue from it. He had prepared a graphic showing what went on, including two mixed voice choirs and now a third called Mansong which started this week. There had been 30 concerts and no fewer than 110 hours each week of activity throughout the building. Particular highlights this year were the Remembrance Day Service where we had 300 people here and a very moving occasion, complete with concert.

There were 13 classes here every week which we run ourselves and 20 others run by people booking the facilities.

We have made great progress with the grounds and he wished to thank Siân and a team of volunteers who had cleared the woodland area and made all the surrounding woodland and gardens look so much better.

We are a sizeable organisation with £390,000 of income but this year there was £409,000 expenditure. This was partly down to the VAT problem we had last year and does not mean we are losing money every year. We aim to budget to make a profit in future years. We had had to use reserves, but the financial control is very tight and we are on top of the finances.

He showed another graphic stating where our money comes from. There are three main sources, education, fairs and exhibitions and staged events. The education income is down slightly, the fairs and exhibitions had taken the biggest hit with the VAT problem but it was the right thing to do to honour the contracts with the exhibitors rather than ask them for an extra 20% VAT at the last minute. It would be neutral in the future because that problem will not arise. On staged events, however, we had a good year, 41% up on income with 5 sold out events and bar takings were significantly higher.

The community hire at 8% was broadly flat as we have no more rooms at this stage.

The Chair's third graphic showed how we spent our money. All services for running the place were costing more as years went by and we spent 27% on staff, national insurance and pensions, 35% on maintenance and professional fees, etc and 13% putting on classes. The financial control was very tight and he wanted to thank Lesley Bossine and her team for being so careful with the finances.

Who knows what next year will bring with Brexit and the effects from that, but he was sure we would be able to cope.

He thanked the trustees for their input. They are a small team but everyone multitasks. We could always do with another trustee or so, so if anybody has any ideas in that regard they can approach him at any time.

He particularly wanted to thank the volunteers who always go the extra mile, whether it be manning the door, representing us at outside fairs, etc, gardening or whatever, we simply could not run without them and if anybody present knew anybody who could be persuaded to become a volunteer or join as a member they would be very welcome.

That was the end of his report and questions were invited.

James Woodford asked what the problem had been with the VAT and Lesley Bossine explained that there had been a change in the tax law as a result of a battle by HMRC which our accountants alerted us to during the year. It was all to do with right over land rules used to ascertain whether fair stalls were subject to VAT. The old rules have gone and last year all bookings had already been taken before we knew we would have to

pay 20% on them. Morally we could not ask for the extra 20%, so therefore we had swallowed the loss ourselves.

5. Acceptance of Annual Report and Accounts for 2018/19

Much of the financial information had been given above and the report and accounts had been circulated. There were no further questions and after a proposal by Nick del Rio, seconded by Joan Child, the annual report and accounts for 2018/19 were accepted unanimously.

6. Appointment or Re-appointment of Directors

The Chair showed a photo of the trustees and identified each of them. Jeremy Stubbs is standing down as a trustee this year but will continue as a volunteer and he thanked him for all his help over his period of trusteeship. Siân Morgan is the only existing trustee who's term has come to an end but she is available for re-election and Nick del Rio, who has joined the trustees during the year needs to be elected, if that was the meeting's wish. After a proposal by Ann Mortlock, seconded by Julie Evans, these appointments were made unanimously.

The chair said that we are looking for marketing experts and younger people as well as somebody who is experienced in the area of catering and food and education. We will advertise for trustees in these fields, but please come forward if you fit the description.

7. The Appointment of Independent Examiner

The existing examiner, Amy Healey, had expressed a willingness to stand for a further year and after proposal by Tony Goodall and seconded by Donna McDonald Amy Healey was re-appointed.

That ended the formal part of the agenda but the Arts Centre Manager then gave her annual report, a copy of which is attached to these Minutes.

The meeting then finished, refreshments were taken followed by the talk on the future of the Landmark.