

Shaftesbury Arts Centre

Minutes of Trustees' Meeting held via Teams on 15th February 2021.

Trustees present : Jenny Parker (Chair), Caroline Hughes, Rosie King, Kevin Harrison, , Jo Johnson, Karren Burkett, Sue and John Cadmore, Ruth Drewett, Richard Lloyd (Alex Chase arrived at 8:30pm)

Others present: Geoff Spencer

No.	Subject	Action
1.	Open Session None.	
2.	Apologies for absence: Val Baker,	
3.	Approval / Signing of previous minutes. The minutes of meeting held on 18th January 21 were approved by the Board and signed by the Chairman.	
4.	Matters Arising (nos. in brackets refer to previous minutes) <u>Complaints Policy</u> was discussed. M and D have own complaints policy. Hierarchy of referral of complaints needed. RD to draft complaints policy and circulate before next meeting. <u>Banners</u> to be erected post Covid. Discussion regarding securing banners discussed. <u>Legacy</u> waiting to be finalised. <u>Arts Council grant</u> : - remainder has been paid. <u>AGM</u> is to be an online meeting. No guidelines regarding AGM during Covid. Discussion ensued regarding voting for Directors. Electronic voting prior to the meeting. GS to liaise with PR to establish timescale for AGM latest it can be held is early June. PR could do AGM for 12 th April.	RD GS
5.	Financial Report GS has gone beyond the duty of a volunteer to sort out a problem regarding a payment with an American Express card. A big thank you to GS. KH has helped to stop Amex cards being used at the Arts Centre. No income during the month of January 2021 Overheads were contained at £2,088 for the month, but this did include one-off payments of £360 for repainting the Gallery, and £180 annual bar licence renewal. With the inclusion of the repayment of the 2 bank loans, the total outflow of funds for the month is as the budgeted figure of @£4,000. SUBSEQUENT EVENTS Since 31 st January we have received the balance of the ACE grant (£2,420), and Government grants of £11,000 to cover lockdown since 5 th November 2020.	

	<p>It now looks like the loss of business claim will be looked at. The maximum amount that we are claiming is £35,425. The claim has been submitted, and GS is awaiting a response.</p> <p>We have received a £60 goodwill payment in respect of an incorrect overcharge made by our water provider.</p>	
6.	<p>Annual Accounts and Report Annual Accounts must be agreed by trustees. All Trustees voted to agree the Annual Accounts and Reports.</p>	
7.	<p>Seeking New Blood, results Replies came back within minutes. One volunteer (an artist) has spoken to Kate and is willing to help with the Arts Centre. JP outlined several people who had come forward to offer their services as volunteers including to help with Gallery, buildings, and the bar. JP heartened by number of responses. RK has offered to take over front of house rotas. Possibility of ex BBC sound engineer to help.</p>	
8.	<p>Looking at succession, the composition of the board and role of chairman There is a need for members of the Board with a particular set of skills as SAC is a big business with many different facets. JJ and other Board members expressed opinion that the Chair needs to be able to coordinate, delegate, have powers of diplomacy, transparency, and ability to communicate. JP expressed view that she would like to start giving up the role and if she continued next year, she would need a very good Vice Chair.</p>	
9.	<p>AOB Youth Group is going well. SC felt an email to congratulate them would be a good idea. M and D committee felt 'Lion, Witch and Wardrobe' should stand in own right. Cabaret event would be easier to do as a grand opening event. RK has worked hard to keep 2 casts engaged for 'Lion, Witch and Wardrobe'. Everything is ready to go, so need some thought about how a cabaret would work with the set.</p>	
10	<p>Date of Next Meeting 15 March 2021 at 7.30pm.</p>	