



Minutes of the ARTS Richmond Annual General meeting 26th October 2022 Held at The ETNA Centre Twickenham at 7.00pm.

1. **Welcome:** Chair of the Trustees John Coombs (JC) welcomed all attendees to the meeting. JC explained to the attendees that Arts Richmond had benefitted from a governance review this year which has led to some of the proposed changes that are included on the agenda. An email was circulated with a link to the proposed new Constitution along with a document showing all of the changes and the annual report for 2021-22 which were available on the website.
2. **Apologies:** Simon Bartlett, Sue Pandit, Sara Burn Edwards, Sir Vince Cable, Jo Humphries, BROS Theatre Co, Richard Lebus Richmond Arts Society, Stephen Leslie Dramacube, Simon Danciger OSO
3. **Minutes:** To approve the minutes of the AGM held 29th July 2021. The minutes of the 55th Arts Richmond AGM were made available as part of the AGM pack on the website. JC asked for a Proposer Gillian Thorpe, Peter Cregeen seconded. By a show of hands, the minutes were approved unanimously.
4. **Annual Report:** The Annual Report 2021-22 was made available as part of the AGM pack on the website – JC thanked everyone involved in Arts Richmond for all their hard work and commitment in helping us move forwards after the periods of lockdown to once again be able to hold events in person. Some of the highlights from the reporting year include the following.
 - a. March 31st 2022, 119 organisations were affiliated to Arts Richmond
 - b. Significant increases in our social media reach by over 30% for a variety of platforms
 - c. Successful activities across a wide range of art forms including the Diana Armfield Award, the new Richmond Artist of the Year, successful Talking Lockdown programme in May 2021, Roger McGough Poetry competition in September, our contribution to the 2021 Richmond Literature Festival and the Young Writers competition March 2022 which attracted 400 entries
 - d. In Drama Arts Richmond organised the Drama Forum, the first Virtual Swan Awards and Radio Plays Competition
 - e. After a period of lockdown Showcoach returned with a vibrant and varied programme of events culminating in a trip to Tate Britain for the Hogarth in Europe exhibition
 - f. Arts Richmonds focus throughout 2021-22 has been on providing opportunities to promote the work of our affiliates through an improved newsletter, website and social media
 - g. Arts Richmond gratefully acknowledge the support of Kay Williams and the David King Trust Arts Richmond are also very grateful to our anonymous donors. Arts Richmond would like to acknowledge the sad passing of Frances Neale and Bamber Gascoigne who made such significant contributions to the arts in Richmond upon Thames.

Pam Frazer asked whether the increase of presence on social media impacted on event sales for Arts Richmond and our affiliates. Linda Hansell administrator explained that it made a huge

difference to sales and has encouraged new affiliates to want to join. JC asked for a proposer to approve the annual report Nancy Baldwin proposed and Geoff Acton seconded. By a show of hands, the annual report was approved unanimously.

5. **Accounts:** To receive the accounts for the year ended 31st March 2022. JC introduced Jean Wit, Assistant Treasurer to say a few words about the annual accounts. Simon sent his apologies for being unable to attend the meeting. Jean Wit read Simon's report: *As with many charities and similar organisations Arts Richmond is still recovering in the post pandemic world. As noted at this meeting last year, 2021 saw the gradual lifting of the COVID restrictions and a slow return of public confidence. Activities and thus income generated from them were inevitably curtailed, including the Richmond May Fair and the associated Art Tent. However, we were delighted that the Richmond Literature Festival and a host of on-line activity allowed Arts Richmond to continue its role and function throughout the year, retaining the majority of our membership, and supporting affiliated societies. We are grateful to the London Borough of Richmond, all our membership and our donors for their continued support. However, the inability to run live events and the slow return of public confidence in attending them led to a continuing loss of revenues in the year, compared to pre-Covid levels. Paralleling this across the year our running costs returned to their typical pre-Covid levels, notably with the return of the monthly newsletter and the end of the rent relief. Even with Linda's terrific eye for minimising costs and maintaining subscription levels we saw a loss of £8,800 in the year. We are fortunate that we had the (cash) reserves to facilitate this –at March 2022 these have reduced to £4,471. The Executive has thus embarked on a strategy to gradually re-build these towards the pre-Covid levels when they stood at around £16,600 and we were operating on at least a break even basis. However, in the face of the current cost of living crisis and economic difficulty this will not be immediate. But alongside all our members we are determined to ensure that the Arts across the borough maintain their key role as a place of support and creativity welcoming to all in these difficult times. In closing I would like to thank all the members of the Executive and the Trustees for their help and ideas across the year and in particular Jean, the Assistant Treasurer, who does the hard graft of the day to day finances and so much else for Arts Richmond and is a constant source of support and wisdom.* Jean said she reciprocated Simon's kind words about her.

Pam Frazer asked about the depreciation of the Arts Richmond funds held the Charibond account. JW explained that some funds had been withdrawn due to cash flow and moved over to the main bank account and that the value of the fund had also gone down. JC asked for a proposer to approve the annual accounts Laurie Coombs proposed and Rachel Cable seconded. By a show of hands, the annual accounts were approved unanimously.

6. **Independent examiner:** To elect Adrian Mumford MA MMUS FCIS ARCH FLCM as the Honorary Examiner of the accounts for the current year JC asked for support for the re-election of Adrian Mumford to act as the Honorary Examiner for 2022-23 JC asked for a proposer to agree the Honorary Examiner Jean Wit proposed and Sue Bell Seconded. By a show of hands, the Honorary Examiner Adrian Montford was approved unanimously.
7. **Executive Committee:** To thank the Executive Committee including Chairs for their commitment to Arts Richmond and contribution. On behalf of the Trustees, JC thanked the Executive committee including all of the Chairs for their enormous commitment to Arts Richmond
8. **Formal change of name:** To agree the resolution that the name of the charity should be formally changed to Arts Richmond and logged as such with the charity commission. For many years Arts

Richmond has been the working name of the charity. To provide clarity our governance consultants have recommended that we now formally change the name of the charity known previously as Richmond upon Thames Arts Council to Arts Richmond. JC asked for a proposer Cat Sweet proposed and Hilary Dodman seconded and by a show of hands unanimous approval was given to change the name to Arts Richmond. The name change will now be formally logged with the charity commission and bank accounts will also be updated. Nancy Baldwin stated it was good to officially change the name, which had been historic going back to the founding of many arts councils around the country, to ensure a separation from the name of the local authority.

9. **Merger of the Trustee body and the Executive Committee:** To agree the recommendations of the HBRL review including the merger of the Arts Richmond Trustee body and the Executive Committee, Hilary Barnard and Ruth Lesirge were asked to undertake a governance review of Arts Richmond by the Board of Trustees. The review was completed in July and a report was issued on the 28 July 2022. The report recommended that along with the name change to Arts Richmond that the Executive with the Board of Trustees should merge to create a new structure for the charity, better equipped to support Arts Richmond for the long term. Guidance was provided on changing the Arts Richmond constitution accordingly to reflect this change. The revised constitution and document outlining the changes that were recommended were included in the AGM online information pack. A link to these documents was sent to all members of Arts Richmond on the 5th October. Hugh Rogers (RCS) stated that a similar change had been made for his organisation and asked if we would still be relying on our committees. JC advised that we would be relying heavily on our committees to run events at ground level. Pam Frazer asked who Linda Hansell's line manager would be JC advised that he would continue as Chair of Trustees and that the Board would appoint a Deputy Chair who most likely LH would report to on a day to day basis. This appointment will be made at the first meeting of the Board of Trustees to be held on 14th December. Linda H would report to the board of Trustees by providing a regular report on all committee activity. Linda White asked whether the new arrangement would mean that there would be less opportunity to share ideas and it was agreed that this would be considered as part of the new arrangements. JC asked for a proposer to agree the recommendations of the governance review Hugh Rogers proposed and Jean Wit seconded. By a show of hands, it was agreed unanimously to agree to the recommendations of the HBRL review including the merger of the Arts Richmond Board of Trustees and the Executive Committee.
10. **Agree to the revised constitution which will be logged with the Charity Commission:** Further to item 9 – JC asked for a proposer to agree to the revised constitution which was emailed to all members on the 5th October. Linda White proposed and Nancy Baldwin seconded by a show of hands it was agreed unanimously.
11. **Trustees:** To agree that those listed will be elected as Trustees – Simon Bartlett as Treasurer, Geoff Acton, Peter Cregeen, Hilary Dodman, Sue Pandit, Jean Wit. JC thanked those involved for their contribution – in particular Clive Bradley who retired as a Trustee. The updated Arts Richmond Constitution sets out the agreed number of Trustees for the new structure. Nominations have been gathered from the existing Executive Committee and JC asked the meeting to confirm the following as new Trustees of Arts Richmond. Simon Bartlett as Treasurer, Geoff Acton, Peter Cregeen, Hilary Dodman, Sue Pandit, Jean Wit. JC asked for a proposer Sandra Green proposed and Janet Langhorne seconded. By a show of hands, the motion was carried unanimously. The new Trustees will join existing Trustees – John Coombs, Sandra Green, Gillian Thorpe and Rachel Tranter on the Trustee

Board. Clive Bradley thanked all the trustees for all their hard work this year and for the work done on restructuring the charity.

12. **Nominations:** Agree that a nominations subcommittee will be formed to identify further Trustees who can be co-opted and then elected at the next AGM. The new structure allows for 9 Trustees in addition to the roles of Chair and Treasurer who are also Trustees. Having agreed on 10 Trustees Arts Richmond currently have 1 vacancy for the Trustee Board recommended by the governance review, we now seek your agreement for the nominations subcommittee which will enable Arts Richmond to identify further Trustees to be co-opted and then elected at the next AGM. JC asked for a proposer for the nominations committee. Sue Bell proposed and Sandra Green seconded by show of hands the motion was carried unanimously.
13. **Vice Presidents:** To re-elect Vice presidents and thank those involved for their contribution John Coombs, Hilary Dodman, Pam Frazer, Sandra Green, Edie Purdue. Arts Richmond is very fortunate to benefit from the contribution of a number of Vice Presidents and those attending confirmed their agreement to re-electing the following Vice Presidents for a further year thanked them for their contribution John Coombs, Hilary Dodman, Pam Frazer, Sandra Green, Edie Purdue. Lady Cable asked what the role of the Vice President was JC explained that the role of Vice President was an honorary role. Vice Presidents could potentially be asked to stand in for the existing President if required. JC asked for a proposer to re-elect Vice presidents of Arts Richmond, Laurie Coombs proposed and Linda White seconded. By a show of hands, the motion was carried unanimously.
14. **Patrons:** To thank Arts Richmond Patrons and to confirm Clive Bradley as a new Arts Richmond Patron in recognition of everything that he has done to support Arts Richmond. JC asked for a proposer for Clive Bradley to be confirmed as a Patron. Hilary Dodman proposed and Nancy Baldwin seconded and by a show of hands the motion was carried. JC welcomed Clive Bradley as a patron.
15. **President:** to agree President role for up to 5 years and mark the reinstatement of Sir Vince and Lady Cable for a third year and to thank them for their support. The governance review recommended that the role of President should be extended to allow for sufficient time to provide support to Arts Richmond. Sir Vince and Lady Cable have already extended their term and have agreed to continue for a third year. JC asked for a proposer Gillian Thorpe proposed and Geoff Acton seconded. By show of hands the motion was carried unanimously.
16. **AOB:** Sandra Green advised she had taken a call from Sandra Burn Edwards who was unable to attend this evening and wanted to pass on her thanks to everyone especially Linda White for her work on the obituary of Alastair Davidson. SG also thanked RT for letting AR know that Monica Greenwood had sadly passed away. Hilary Dodman wanted the AGM to recognise Linda Hansell for her all hard work and dedication. Clive Bradley wanted to acknowledge the role AR has in supporting the Library Service which is recognised in the objects of the charity. JC thanked Tim Corum, Head of Arts LBRUT for attending and thanked Richmond Council for their continued support for AR.
17. **Date of next AGM:** The next AGM will take place in July 2023