

**MINUTES OF RIVERSIDE ARTS CENTRE MANAGEMENT COMMITTEE HELD ON
WEDNESDAY, 10 JANUARY 2018**

PRESENT: Eric Champion,, Christine Norgate, Peter Norgate, James Ford-Bannister, Moira Edwards (SSAA), Clare Amin (RYT), Lydia Fowles

APOLOGIES: Carole Dow, Carmen Souchet,

1.MINUTES

The Minutes of the last meeting were amended, agreed and signed by the Chairman

2. MATTERS ARISING

2.1 Eric Champion introduced Lydia Fowles to the Trustees and Members present. Following the resignation of Ziz Coltart, RAC previous Treasurer and the search for a replacement volunteer, Lydia had stated she was willing to take on the role. Eric proposed the appointment of Lydia Fowles as Hon. Treasurer, this was seconded by Peter Norgate and carried unanimously. Lydia would now be a co-opted member of the committee in accordance with the Memorandum of Association.

Action would be need to be taken to complete the mandates for signature for the Company's bank, Santander and CCLA. **ACTION: Eric Champion & Peter Norgate**

2.2 Peter Norgate reported that the return of Accounts for the last financial year to Company's House and the Charities Commission had now been completed.

2.3 The roof repairs to RAC main building. Completed

2.4 The cleaning of the Pottery & Craft Centre is working well

2.5 Update of Conditions of Hire. James Ford-Bannister circulated the update for discussion

3.CORRESPONDENCE

None

4.TREASURER'S REPORT

4.1 Lydia presented her report up to 31st December 2017.

Income	£3,008.16	
Expenditure	£1,813.15	
Closing Balance:	Current account:	£14,192.39
	Deposit account	<u>£80,965.37</u>
		£95,157.76

5. BAR REPORT

5.1 The Bar gave a donation of £4000 to RAC. A cheque for this amount was passed to the Treasurer.

5.2 James F-B noted that the income from the Bar was slightly ahead compared to the same period in 2017

5.3 Restocking the bar will continue from Bookers not Costco, the latter being found not sufficiently competitive.

6. CHAIRMAN'S REPORT

6.1 The sub-committee for the RAC Anniversary event in March 2018 have met. (Eric Champion, James Ford-Bannister, Joyce Langmead (Poetry Club)

The caterers have been booked. Tickets will be £30/head for a 3-course meal. Maximum of 80 tickets to be sold. The Mayor of Spelthorne, Councillor Vivienne Leighton and her consort, Mr Chris Leighton had been invited to attend.

6.2 The entertainment programme is to be arranged.

There was the suggestion of a professional group being approached for a 30-40 minute slot. Inhouse groups will also be approached for entertainment contributions
Moira Edwards offered to look at groups offering musical cabaret, light classical or entertainment for a maximum stage time of 30 minutes.

Gill Lambourn, Steve Bentley and Marion Richards to be approached.

7. MEMBERSHIP REPORT

No report

8. BOOKINGS

8.1 The Updated Conditions of Hire were circulated for comment and approval.

8.2 Kevin Welling & John Hart are working on a Conditions of Hire for the Rig. Essentially, the lighting and sound board and Rig need to be left as found at "get out" or it will be necessary for a penalty to be levied on the group.

8.3 Raked seating – Recently a group has been refused the erection of the raked seating for one night.

There will be a penalty if groups do not provide helpers to erect and dismantle the raked seating for the hire period.

James Ford-Bannister has tried to co-ordinate the groups requesting the raked seating in order to reduce the frequency of it being erected and dismantled

It was suggested that this be added to the "Conditions of Hire"

Peter Norgate drew attention to the fact that the raked seating is now 27 years old and we may need to look at alternatives. Eric noted that the drawback is the width of the Hall at 25ft which limits our options. RAC would require a bespoke system which would be costly.

8.4 James Ford-Bannister reported that bookings of the Hall where raked seating was required are down by 4 so far into 2018 due to re-organisation of the diary.

8.5 James Ford-Bannister reported that there was an increase in bookings for the Craft Centre, the Studio and meeting rooms

9. THE CENTRE

The next deadline for information/articles from the Groups is 12 February 2018

10. SSAA

10.1 Basil Cognet has died; a tribute will go in the next edition of the Centre

10.2 Moira Edwards announced that Val Wayland will take over the running of the SSAA Festival. Heather Hurrell will be SSAA Minute Secretary

10.3 Moira reported that tickets for the Burn's Night on 27/01/18 had almost sold out
The piper, dancers, MC and caterers have all been arranged
Moira Edwards confirmed the Bar will be open 19:15-23:30

10.4 Coffee Concerts have been confirmed for 17 February, 24 March and 21 April

11.0 AOB

11.1 Ziz Colhart has been using SAGE accounting software. Lydia Fowles has looked into the cost of the software on a 30-day trial at £60/m or one off payment of £200.

The Charity Licence is free and the licence stays with the charity (i.e RAC)
Lydia to email Peter Norgate with CTX charity account fee.

It was agreed that Lydia needs to be familiar with software package and comfortable with it.

ACTION: Lydia Fowles & Peter Norgate

11.2 The existing Stage Dimmers had now become very unreliable and needed to be replaced. John Hart was investigating what was required. Eric stated he would like to make the purchase in the current financial year.

11.3 The projectors are to be replaced. Eric was going to approach Sunbury Cricket Club who had engaged a local company for their recent installation.

ACTION: Eric Champion

11.5. The Sound system is to be updated by Steve Millinger.
Shotgun mics – PA for stage will cost £140

DATE OF NEXT MEETING: WEDNESDAY, 14 MARCH 2018 AT 20:00