



Friends of Finchley Youth Theatre

Board Meeting

**Thursday 18th July 2018 at 8:15pm
at 110 Bedford Road, East Finchley, N2 9DA
Minutes of meeting**

Present

Lisa Bark (chairman), Ken Osborne (secretary), Catherine Nolan (treasurer), Andry Moustras,

1. Introduction and Apologies for absence

Lisa welcomed the attendees to the meeting which she had kindly hosted at her house. Lisa had emailed an agenda on 17/7/18.

Unable to attend were Trustees Roger Chapman and Emilia Georgiou, Patron Carolyn Pickles and Supporter Jan Hassan who had hoped to attend as a guest.

2. Update on Board membership

Andry Moustras attended as a guest and would decide whether she wanted to become a Trustee in due course.

3. Minutes of last Board meeting

3a Accuracy and approval

The minutes of the previous Board Meeting held on 8 March 2018 which had been issued by Ken Osborne on 17/3/18 had been approved by email and emailed to the Trustees as **FoFYT Board Meeting 180308-minutes-approved.doc**. Tony Batchelor had uploaded a PDF version to the website and Ken had informed the Supporters on 8/4/18.

3b Actions from previous meeting

Action 1/B180308 - Roger Chapman to remove Marley Seville from the Charity Commission list of FoFYT Trustees

- **Status:** Not yet done. Lisa will try to do this - see <http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/ContactAndTrustees.aspx?RegisteredCharityNumber=1056245&SubsidiaryNumber=0>
Secretary's note 1/8/18 - Lisa now confirmed that she cannot do this so the action remains on Roger
- **Action - ongoing**

Action 2/B180308 - Roger Chapman to change Lisa Bark's role on the Charity Commission website to be the main FoFYT contact and give her the website code

- **Status:** Not yet done. Lisa will try to do this. Secretary's note 1/8/18 - Lisa now confirmed that she cannot do this so the action remains on Roger
- **Action - ongoing**

Action 3/B180308 - Ken Osborne to issue approved Board meeting minutes of 18 January 2018 to Board members and a PDF version to Tony Batchelor to upload to the website

- **Status:** Issued to Board members on 17/3/18 as file **FoFYT Board Meeting 180118-minutes-approved.pdf**. Ken had sent a PDF version to Tony for uploading to the website which Tony had uploaded (to Meetings/Events > Board Meeting Minutes) and Ken had emailed the Supporters to inform them on 24/3/18
- **Action - done**

Action 2/B151117 - Roger Chapman to ask for donations to FoFYT at a future meeting of the East Finchley Traders' Group (N2United)

- **Status:** Yet to raise. Roger not attended meeting. Need to be clear what we would do with donations.
- **Action - ongoing**

Action 3/B160201 - Roger Chapman to talk to Alan Jobson's family about an appropriate way to use the donation money to remember Alan

- **Status:** The donations amounting to £762.60 had been ring-fenced but we had yet to discuss the options for a lasting tribute
- **Action - ongoing**

Action 7/161021 - Roger Chapman/Catherine Nolan to transfer balance from Co-op account to Barclays and close the Co-op account

- **Status:** In the absence of Roger it was not known if he had done this. Catherine did not have access to the Co-op account
- **Action - ongoing**

Action 3/B180118 - Roger Chapman to check with Emilia Georgiou whether the ballet barre was still in the FYC dance studio

- **Status:** Lisa had checked and it's still there.
- **Action - done**

Action 5/B180118 - Roger Chapman to copy the FYC activities programme when published to the FoFYT Facebook page

- **Status:** Lisa had uploaded the activities programme to the FoFYT Facebook page.
- **Action - done**

Action 6/B180118 - Ken Osborne to send the FYC activities programme when published to Tony Batchelor to upload to the website

- **Status:** Ken had sent a PDF version to Tony on 10/5/18 which was now on the website under the Meetings/Events tab at "Current Programme". Ken had emailed the Supporters to inform them on 13/5/18.
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- **Action - done**

Ken mentioned that the activities programme omitted some activities such as the Fixation Theatre dance and drama sessions on Mondays for people with learning difficulties. Lisa said that there was another version of the programme which included all of the activities but Barnet Council had said that that was not for public dissemination. The Trustees present thought that the complete programme should be available to show the full usage of the building. This would also help potential hirers to see when space was not available. It would also help if the location of the activities (eg. theatre or dance studio) could be included. Lisa would raise these issues with Barnet Council.

New Action 1/B180718 - Lisa Bark to suggest to Barnet Council that the complete FYC activities programme be made available, including the room location of activities

Action 4/B180308 - Lisa Bark to suggest to Mark Vargeson of Barnet Council that the activities programme be uploaded to the Council's website

- **Status:** Lisa had done this but it was not clear where it appears on the Council website. To be clarified as part of **Action 1/B180718** above.
- **Action - done**

Action 12/B180118 - Lisa Bark to discuss the funded place scheme with Faith Robertson in due course

- **Status:** Yet to do at a suitable time in the future
- **Action - ongoing**

Action 5/B180308 - Catherine Nolan to draft response to Family Hub Consultation document and send to Trustees

- **Status:** Catherine sent to the Trustees on 23/3/18 which Ken sent to the Supporters on 24/3/18
- **Action - done**

Action 6/B180308 - Lisa Bark, Catherine Nolan, Roger Chapman and Ken Osborne to upload history information to the new FYT History Dropbox

- **Status:** done - see <https://www.dropbox.com/home/FYT%20History>
- **Action - done**

4. Update on Council position

The public consultation (<https://engage.barnet.gov.uk/Early-Help-Services-Consultation>) had closed on 27 March but formal announcement of the results were awaited (due by 31 July).

Lisa had spoken to Councillor Arjun Mittra who understood that the future of FYC was secure as long as it was self-funding. Karen Ali (Barnet Council) had confirmed that it was currently self-funding although Lisa (in her professional accountant role) said that she would like to see the figures to be confident and to know how much margin there was.

It was agreed that more income would be useful to help to secure the future of FYC and that we should try to encourage other groups to use it. It was noted that the Archer Academy use FYC at times.

Andry suggested that it would be useful to register FYC as a Community Asset which would mean that a 6 month moratorium would be triggered if the Council ever wanted to sell the building, to allow others to raise the funds to bid for it. She said that the East Finchley Community Trust would be willing to do this (or FoFYT could do it themselves) and she would send Lisa some information on the process involved. See also <https://www.barnet.gov.uk/citizen-home/council-and-democracy/council-and-community/community-right-to-bid.html>

[New Action 2/B180718 - Andry Moustras to send Lisa Bark information on registering FYC as a Community Asset](#)

5. Anniversary celebrations

Lisa & Ken had met with Laura Davitt and Marcus acting for Barnet Council on 9 May to discuss the proposed FYT 70th anniversary celebrations which were planned for 27-29 September. Laura had suggested various activities which she would like FoFYT to help with but the main thing she wanted was the creation of a history board to display the history of FYT since its creation in 1948. Notes of that meeting with confirmation of exactly what was wanted were still awaited (understood to have been written by Laura and passed up the Council chain) so Lisa would contact Barnet Council to ask for a copy.

[New Action 3/B180718 - Lisa bark to contact Barnet Council for confirmation of what was wanted from FoFYT for the FYT 70th anniversary celebrations](#)

Lisa said that if a history board was indeed wanted then we needed to get suitable people together to design it. There was already probably enough textual history information on the website and in the new Dropbox which could be extracted. She understood that Barnet Council would provide the physical boards.

Andry suggested that a qualified designer may be needed and the artwork for the boards should be done professionally. She said that Martin Primary School had something similar for their 100th anniversary celebrations some time ago but the "foam" boards were still at the school so she would find out what was involved and send Lisa the information.

[New Action 4/B180718 - Andry Moustras to send Lisa Bark information on the foam boards used for Martin School centenary](#)

Lisa said that she hoped to find volunteers to help with the history board by a request to the FoFYT Supporters and FoFYT Facebook page. However, time was short since the boards should really be completed by end-August.

Lisa mentioned that she would like the signage outside of the building improved and Ken suggested that the activity programme should also be displayed on the outside notice boards so that people could see what took place in the building.

6. Way ahead for the Friends including membership

The whole purpose of the FoFYT group was briefly discussed.

Sponsoring disadvantaged young people to help them participate in the various activities was a key issue for funding but it was not clear who should decide who benefitted from this - in the past when Liz Sacre was in charge a simple process was in place. Barnet Council have targeted youngsters in their caseloads although

Andry suggested that local schools may also be a useful source. It was stressed that any sponsorship by FoFYT should relate solely to theatre and arts activities.

Lisa suggested that it would be nice to put on sessions or workshops in the holiday periods run by local actors.

In respect of FoFYT membership Ken referred to the recent GDPR issue. The response to his emails sent to the Supporters in May asking for confirmation that they wished to remain on the email list had resulted in only 31 replies from 81 Supporters - so the new list of Supporters was now 32 people (including himself).

Regarding future emails Ken asked whether all Supporters should be visible in the TO or CC address fields (apart from those who had requested to be hidden in the BCC field) or should all be hidden. He pointed out that any Supporters who were hidden would not receive any responses which a Supporter wished to send (such as the useful comments earlier in the year from Arjun concerning the consultation). They would also not know who the other Supporters were.

The Trustees present agreed that the emails of all Supporters should be hidden in the BCC field except for the Trustees (who should be visible in the To or CC fields). To cater for the possible need for a Supporter to reply or comment to the whole group they could send their comments to Ken who could forward it. Another option would be to set up a group email address so Ken would investigate how or whether that could be done cheaply or free.

[New Action 5/B180718 - Ken Osborne to investigate the possibility of creating a group email address for distribution of emails to Supporters](#)

7. Treasurer's update

Catherine said that the Barclays bank balance was now £2454.03 (the only recent expense being the website hosting fee) and the PayPal balance was £479.83 (from donations via the website).

She was arranging to get a debit card for the Barclays account and had brought forms for Ken and Lisa to sign.

8. Date of next Board meeting

No date was set for the next Board meeting which would be arranged by email (probably in early September).

9. Any other Business

None raised at the meeting but subsequently Ken had noticed that Emilia was missing from the list of Trustees on the Charity Commission website (see

<http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/ContactAndTrustees.aspx?RegisteredCharityNumber=1056245&SubsidiaryNumber=0>) even though she's listed on the FoFYT website so Lisa will check whether Emilia wants to continue as a Trustee.

[New Action 6/B180718 - Lisa Bark to check whether Emilia Georgiou wishes to continue as a Trustee and hence be listed on the Charity Commission website](#)

The Meeting closed at 10:00pm
