



Friends of Finchley Youth Theatre

Board meeting and Annual General Meeting

Wednesday 11th March 2020 at 10:00am

Present

Lisa Bark (chairman), Ken Osborne (secretary) ; Catherine Nolan (treasurer), Avis Johns, Carolyn Pickles, Roger Chapman; Barbara Palczynski, Julia Malabre

1. Welcome and Introduction

Lisa welcomed the attendees to the meeting which she had kindly hosted at her house. Lisa had emailed an agenda to the Trustees and others on 5/3/20, the revised version being file **200311 FOFYT AGM Agenda.doc**.

With some new attendees there was a round-the table introduction.

Lisa explained that there had not been a Board meeting for a while due to her pregnancy so this meeting was a bit of a catch-up and it was also the Annual General Meeting (AGM). She said that invitations to the AGM had been limited, not including all of the Supporters, since legally only members were needed in order to comply with the Constitution and it was important to cover the AGM requirements before submitting reports to the Charity Commission. Lisa said that she wanted the current objectives, goals and plans for FoFYT to be clear amongst ourselves before holding a larger meeting with the Supporters and Barnet Council which would be arranged in due course.

There were no apologies for absence.

2. Minutes of last Board meeting

2a Accuracy and approval

The draft minutes of the previous Board Meeting held on 13 February 2019 which had been issued by Ken on 24/2/19 (file **FoFYT Board Meeting 190213-minutes-draft1.doc**) had been approved by email with some revisions and additions. Ken had issued an approved version to the Board members and a PDF version to Tony Batchelor for uploading to the website on 27/2/19 and a revised version on 7/3/19 after Tony had noticed that the date in the title was shown as 2018 instead of 2019. The revised minutes were in files **FoFYT Board Meeting 190213-minutes-approved-r1.doc** and **.pdf**.

There were no further comments on the minutes.

2b Actions from previous meeting

In view of the long time since the previous Board meeting it was expected that most of the actions were either completed or superseded. To save time at this meetings Lisa agreed to check through the actions herself and inform the Board.

[New Action 1/200311 - Lisa Bark to check though the outstanding actions from the Board meeting minutes of 13 February 2019 and raise any for which actions were still needed at the next Board meeting or by email](#)

3. Annual report

3a Chairman's report – Friends, theatre building & council update

Lisa recalled that there had been a danger that the building could have been closed or sold off but it now seemed that the Barnet Council Youth Service (now renamed as the Early Help 0-19 Service) was financially secure and that the Finchley Youth Centre (FYC) would remain open for the foreseeable future. She stressed that FoFYT was primarily interested in the theatre and arts activities at FYC.

Avis said she has had dealings with Faith Robertson (Barnet Council) when she hired to Centre for an event and found the hiring process very bureaucratic and inefficient. She had talked to Faith about ambitions for the theatre. Barnet Council were being driven by need to provide the 0-19 service but Avis considered that there is a disconnect between the building's potential and what it is actually being used for - she considered that it could be re-energised and its use broadened. She said that the youth workers delivering activities at FYC were overworked and slightly fearful about the future.

Avis continued by saying that changes to the programme of activities at FYC now meant that the Centre was vacant over the weekends from 4pm on Fridays (apart from the church's use on Sunday mornings) so it could be used to run community events. Avis suggested that an alcohol licence and a simplified booking system would be advantageous. She had also spoken to councillors and local musicians and actors to see what they could do. Carolyn mentioned a poetry event that she and a fellow actor did recently on a Sunday afternoon - which was very successful and people said that they would welcome future such events.

A general discussion took place about the fact that many local people do not know what goes on in FYC and that more useful information could be put on the new notice board (Ken suggested that a large copy of the programme of activities which is available on the website www.barnetyouth.uk should be displayed).

Barbara suggested that it would be useful to have a "Youth Advisory Group" which included young people who could offer ideas for activities and events. She would speak to her contacts and try to set something up.

New Action 2/200311 - Barbara Palczynski to investigate setting up a Youth Advisory Group

Avis said that there seemed to be some unexplored opportunities for use of the theatre. She had spoken to Jon Fiber (a local music theatre artist) and another person involved in community assets who may be able to help with ideas. She said that there are various potential funding sources such as the Mayor's Fund although Lisa mentioned that the fact that the building is Council-owned and run can limit funding opportunities.

Lisa suggested that we should plan one or two small scale events initially to get a feel for the organisational practicalities before moving on to larger events.

Roger said that part of our strategy should be to link to other events and organisations such as the Old Barn, the East Finchley Festival and the East Finchley Open.

Avis said she had also spoken to Mike Freer (MP) who did not seem to be very enthusiastic about FYC but she hoped to encourage him in the future.

3b Secretary's report – Supporters update

Ken said that the current list of Supporters, including Trustees, numbered 34, a reduction of one since the last Board meeting due to the sad death of Catherine Atkinson. However, Ken assumed that the current new attendees should be added to the list which would make the total 37.

New Action 3/200311 - Ken Osborne to add Avis Johns, Barbara Palczynski and Julia Malabre to the Supportere' email list

3c Treasurer's report – Income and Expenditure overview

Catherine presented the 2019 FoFYT Annual Return which had been issued by Lisa on 10/3/19 (file **FoFYT Annual Return - 2019.pdf**). It showed income and expenditure for the 2018-19 financial year with the total income being **£56.76** (from PayPal donations) and expenditure of **£117.57** (for website renewals and prizes for the FYC anniversary celebrations on 23/11/18).

The total balance (Barclays bank + PayPal) was **£3429.66**.

4. Re-appointment of trustees and roles

The current trustees were:

- Lisa Bark (Chairman)
- Catherine Nolan (Treasurer)
- Ken Osborne (Secretary)
- Roger Chapman

with Carolyn Pickles as patron

The new attendees Avis Johns, Barbara Palczynski, Julia Malabre wished to become trustees and the existing trustees wished to continue. This was agreed so Lisa would update the Charity Commission details (see

<https://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/ContactAndTrustees.aspx?RegisteredCharityNumber=1056245&SubsidiaryNumber=0>).

[New Action 4/200311 - Lisa Bark to add Avis Johns, Barbara Palczynski and Julia Malabre as trustees to the Charity Commission website](#)

Lisa, Catherine and Ken wished to relinquish their existing roles. The following was agreed:

- Avis to take over as Chair with immediate effect;
- Lisa to act as interim Treasurer when Catherine had completed the financial return after the end of March until Avis decided who should be the treasurer on a permanent basis;
- Avis would decide who should be Secretary in due course but in the meantime would take on that role herself.

Avis said that formal thanks were due to Lisa, Catherine and Ken for their work as FoFYT officers.

Avis asked Ken to write a brief description of the secretarial duties.

[New Action 5/200311 - Ken Osborne to write a brief description of the secretarial duties](#)

Ken would also change the fofyt.co.uk website email forwarding addresses for chairman@fofyt.co.uk, secretary@fofyt.co.uk and treasurer@fofyt.co.uk to the email addresses of Avis (for chairman and secretary) and Lisa (for treasurer).

[New Action 6/200311 - Ken Osborne to change the fofyt.co.uk email forwarding addresses to those of the new appointees](#)

Catherine would sort out the bank paper work for the new Trustees and appointments.

[New Action 7/200311 - Catherine Nolan to sort out the Barclays bank paperwork regarding the new trustees and appointments](#)

5. Annual accounts filed with the Charity Commission

The annual return to the Charity Commission for year 2019-19 had been done by Lisa in December 2019 - simply giving the rounded income (£57) and expenditure (£118) for that year - see **FoFYT Annual Return - 2019.pdf** discussed in §3c above.

Catherine would prepare the figures for the 2019-20 annual return after the end of March and send to Lisa.

[New Action 8/200311 - Catherine Nolan to prepare the 2019-20 Annual Return after the end of March 2020 and send to Lisa Bark](#)

6. FoFYT - Ambition and opportunities

Based partly on the discussion in §3a above, Avis said that we should draft a document describing our ambitions and opportunities at a later meeting. Lisa said that we should visit the website to review whether the "Role and purpose" description at www.fofyt.co.uk/fofyt.html should be updated.

[New Action 9/200311 - All Board members to visit the FoFYT website to decide whether the "Role and purpose" description at www.fofyt.co.uk/fofyt.html should be updated](#)

7. Next steps

Avis said that we should have a session to lock down on what our vision and future actions should be to create a plan for FoFYT in the future. She suggested that we hold a Strategic Planning Meeting for a couple of hours on a Sunday afternoon. It was agreed to hold this meeting on **Sunday 26 April** at FYC with the Trustees invited plus other contacts such as Jon Fiber. Avis would make arrangements for this meeting.

[New Action 10/200311 - Avis Johns to make arrangements for Strategic Planning Meeting at FYC on 26 April](#)

8. Date of next meeting

26 April 2020 at FYC for Strategic Planning Meeting. Next Board meeting and Supporters' meetings to be arranged and advised by email..

9. Any other Business

None raised.

The Meeting closed at 11:45am
