



Friends of Finchley Youth Theatre

Board Meeting

**Tuesday 15th November 2016 at 7:30pm
at Finchley Youth Theatre, 142 High Road, London N2 9ED**

Minutes of meeting

Present

Roger Chapman (chairman), Ken Osborne (secretary), Catherine Nolan (treasurer), Emilia Georgiou, Liz Sacre

1. Introduction and Apologies for absence

Roger welcomed the attendees to the meeting. Roger had emailed an agenda on 15/10/16.

Apologies for absence had been received from Marley and Marie. Catherine said that Marie has tendered her resignation since she has returned to University. Her resignation was accepted with regret.

2. Minutes of last Board meeting

2a Accuracy and approval

The draft minutes of the previous Board Meeting held on 21 June 2016 (issued by Ken Osborne on 28/7/16 after Roger and Liz had approved - file **FoFYT Board Meeting 160621-minutes.doc**) were approved. Ken would re-issue as approved and send a redacted PDF version to Tony Bachelor for uploading to the website.

[New Action 1/B161015 - Ken Osborne to issue approved Board meeting minutes of 21 June 2016 to Board members and a redacted version to Tony to upload to the website](#)

Note that the minutes of the Board Meeting held on 26 April had not been discussed at the 21 June meeting due to lack of time. However, they had been subsequently approved by email and the approved version issued by Ken on 28/7/16 (file **FoFYT Board Meeting 160426-minutes-approved.doc** and a PDF version sent to Tony who uploaded to the website).

2b Actions from previous meeting

Action 1/B160621 - Roger Chapman to draft a document to form the outline for the facilitated workshop and to identify the outcomes we wanted

- **Status:** done on 23/6/16 - document **Taking the vision forward.docx**
- **Action - done**

Action 2/B160621 - All Trustees to inform Roger Chapman on which Saturdays and Sundays in July and August they could attend a workshop

- **Status:** Roger emailed Trustees on 23/6/16 to give their availability on Saturdays and Sundays from 9th July to 7th August for a 3-4 hour workshop. Unfortunately there was no date when all were available so Roger then emailed on 6/7/16 for Trustees availability on 3rd or 4th September and had a quote of £1800. That date was not suitable for all and some felt that the quote was too high. Further discussed under **§3** below
- **Action - done**

Action 1/B160426 - Roger Chapman to check whether Marian Stratton still wished to continue as a trustee

- **Status:** Roger had emailed her but had received no reply. No one else has heard from her apart from a reply on 8/9/16 regarding signing a bank account form. It was therefore agreed to remove her as a Trustee (but she would remain on the Supporters' list).
- **Action - discharged**

Action 2/B160426 - Catherine Nolan, Marie Clarke, Emilia Georgiou and Marley Seville to email Roger Chapman with their postal addresses so he could send their details to the Charity Commission

- **Status:** all sorted
- **Action - done**

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

- **Status:** The Traders' Group launch date had been delayed from June to October so Roger would raise this at a future meeting of the Group.
- **Action - ongoing**

Action 4/B150723 - Roger Chapman to contact the Archer to see if they were willing to fund the purchase of two moveable ballet bars

- **Status:** Yet to do - having agreed at the previous Board meeting that they would still be useful (which was confirmed at this meeting), Roger would contact The Archer again with the price to confirm that they still wished to fund them
- **Action - ongoing**

Action 8/B150514 - Roger Chapman to contact the Council Conservative member who chairs the committee which looks after the FYT building to decide if it was worth having a meeting

- **Status:** Yet to do - to do at an appropriate future date
- **Action - ongoing**

Action 14/B150723 - Catherine Nolan to collect together suitable material for a History Display

- **Status:** Now completed. Catherine would send to Tony to upload to the website.
- **Action - done**

New Action 2/B161015 - Catherine Nolan to send History Display material to Tony to upload to the website [secretary's note - now sent to Tony, yet to be uploaded]

Action 4/B160426 - Marie Clark to investigate the possibility of getting the FYC building listed

- **Status:** With Marie absent and now resigned there was no information as to progress. Roger thought that getting the building listed since it would need special architectural interest or history but he would take over the action himself
- **Action - discharged**

New Action 3/B161021 - Roger Chapman to investigate the possibility of getting the FYC building listed

Action 4/B151117 - Catherine to change the FoFYT bank account from Co-op to Santander

- **Status:** The new Barclays bank account had now been opened but the current balance from Co-op had yet to be done - see §4 below
- **Action - done**

Action 5/B151001 - Roger to set up meeting between him and Karen Ali

- **Status:** Yet to do.
- **Action - ongoing**

AGM Action 2/151001 - Liz Sacre to contact Catherine Atkinson to find out the exact wording of the covenant which is believed to apply to the use of the building

- **Status:** Roger agreed to take over this action from Liz
- **Action - discharged**

New Action 4/161021 - Roger Chapman to contact Catherine Atkinson to find out the exact wording of the covenant which is believed to apply to the use of the building

Action 3/B160201 - Roger Chapman to send a letter of thanks to Alan Jobson's family and talk to them about an appropriate way to use the money to remember Alan Jobson

- **Status:** Roger had sent a letter of thanks but said that we need to decide what to do with the money. It was suggested that an annual award could be set up to present to someone who has gone above and beyond what was expected of them. The FYC staff could be asked for nominations and the FoFYT Trustees could decide who should benefit each year. Roger would contact the family again to ask if they would be happy with that suggestion.
- **Action - ongoing**

Action 5/B160426 - Roger to complete Young Barnet Foundation survey

- **Status:** Done and Roger had had a meeting with them and will go to the launch event
- **Action - done**

Action 6/B160426 - Marie Clark to email Arts News draft to the trustees

- **Status:** Not done and in the absence of Marie this action was discharged
- **Action - discharged**

Action 8/B160426 - Roger Chapman to formally thank East Finchley Open for their generous donation

- **Status:** Done
- **Action - done**

2c. Matters arising not elsewhere on the Agenda

None raised.

3. The Way ahead – next steps

Liz gave an update. The Barnet Youth Service assistant director will be leaving in January 2017 but she didn't know who would be taking over. Kate Malleson, Head of Youth and Family Support had been replaced by Flo Armstrong who had always been a strong supporter of FYC. The Commissioning Board were currently working on defining the strategy for the Youth Service but it would be some time before that was completed. Liz had assumed that Barnet Council's support for FYC's programme would decline after the new Youth Zone opened in 2018 although she thought that the future of the building itself was secure since a location in the east of the borough was needed for staff drop-in activities during the daytime. She said that the Council's aim is to gradually withdraw but increase partnerships commissions to provide the programme.

Liz said that her boss Karen Ali thought that every programme delivered for young people should be evidence-based with results which demonstrate value for money - although some others in the team did not think that that was entirely realistic. Catherine suggested that the number of young people participating in FYC's programme and testimonials from course leaders could be used as evidence but Liz said that Karen wanted academic results.

There would be a meeting between Karen and the FYC team on 25 November when her plans for the future may be revealed.

Roger explained the situation following the last Board meeting with Avis Johns and Toby Blume - their quote for a facilitated workshop of £1800 had been considered too high at this time but Catherine had written a report with suggestions as to how FoFYT could be organised and what it should do in the future. She had only sent her report to Roger so far so she would send it to all Trustees for discussion.

New Action 5/161021 - Catherine Nolan to send her report on the way ahead for FoFYT to all Trustees [secretary's note - sent 20/11/16 - file "FoFYT pre-consultation considerations.docx"]

Catherine said that we needed targeted people on the FoFYT Board with specific responsibilities.

Roger suggested that we have a meeting in the first week of December to focus on what happened at the 25th November meeting, look at Catherine's paper and decide whether we want to work with Avis & Toby or do it ourselves. He said that we may need to advertise to get suitable Trustees once we have identified the key skills needed - an article in The Archer may be useful.

Catherine wondered if we should invite other people to the meeting. It was agreed that Laura Davitt (Fixation Theatre) and Adam Cohen (Airborne Circus) would be useful so Liz would mention this to them.

New Action 6/161021 - Liz Sacre to ask Laura Davitt and Adam Cohen if they would like to attend the next FoFYT Board meeting [secretary's note - since done, and Laura and Adam attended]

4. Finance report – bank account, etc.

As mentioned in **Action 4/B151117** above, the Barclays bank account had now been set up (and Catherine, Roger and Ken had managed to access it online) but Catherine had yet to transfer the balance from the existing Co-op bank account to it and close the Co-op account.

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

Four sponsorship applications had been received for funding young people whose families were unable to contribute. Liz explained that inclusive drama was no longer covered by the Youth Service budget so now needed to be funded by participants.

The cost of £72 per person for one term were approved by the Trustees. The young people concerned are:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Catherine sent Ken details of the current finances to include in the minutes, as follows:

Source	Amount
Co-op bank account (excluding Jobson fund)	£2488.55
Barclays bank account	£0.01
PayPal	£192.63
Cash	£30.00
Sponsorship (agreed above)	-£288.00
Balance	£2,423.19
plus	
Jobson fund	£767.60

5. Any other Business

Roger said that he was developing a heritage Lottery bid with Finchley Charities to relate the history of Finchley "From the Battle of the Roses to the first female PM". He said that one of the outcomes may be the development of a community play and the assistance of FYC would be invaluable in this. Roger will seek FYC support for the bid at a future date.

6. Date of next Board meeting

The next Board meeting will be held on Wednesday 7 December 2016 starting at 4pm. The main agenda items would be a discussion of Catherine's paper.

The Meeting closed at 9:05pm

ANNEX 1 - WISH LIST OF ITEMS FOR FUTURE PURCHASE CONSIDERATION

Nothing yet added - to be maintained as a standing agenda item and items added as they are identified.
