



Croydon Performing Arts Festival Annual General Meeting

8pm, Wednesday 13 November 2019, Royal Russell School

Present

Richard Deering (chair)	Graham Bass	Gillian Bibby	Pauline Gibbons
Ophelia Gordon	Heather Harris	Chris Hutchinson	Geoffrey Lawrence
Pippa Losh	Judy Moseley	Ben Norbury	David Osland
Liam Swattridge	Bridget West (minutes)		

		Action
	Welcome and introduction	
	<p>The opening minutes were spent remembering Geoffrey Shaw, a long-serving, dedicated Member of this festival, who died on 24 October.</p> <p>Richard Deering gave the following tribute, before all stood for a minute's silence.</p> <p>“Our festival was founded in 1913, and since then has always been bigger than all of us who serve within, but Geoff was, in the context of the festival, a giant. Together with Helen he pulled the festival up by its bootstraps some 30 years ago. I first met Geoff when adjudicating at Croydon Festival in 1996, and he embarrassed me by publicly saying that my adjudication was the “best adjudication he had ever heard”. It was my first glimpse of Geoff's transparent honesty: whether favourable or not, he told you honestly and transparently what he felt about all topics, and that lack of an artificial veneer is a commendable and rare quality in these current times. A more recent memory was Geoff's participation in the speech classes at the 2018 Festival where he delivered a thoroughly memorable and hilarious Bernard Miles monologue in dialect. A true giant and larger-than-life character who will be sorely missed, within and without the festival.”</p>	
	<p>Richard welcomed everyone to the meeting, in particular Liam Swattridge and Pippa Losh, who, together with Katie Cox, have taken over the running of the dance section. Everyone introduced themselves around the table.</p> <p>Membership cards for 2019-20 were distributed to signed-up Members. Richard encouraged everyone to pay via GoCardless – use the links on the website: www.croydonperformingartsfestival.org/give (full rate £30; concession £20)</p>	
1	Apologies	
	Liza Castellino, Julia Desbruslais, Jenny Jarvis, Jenna Manji, Trixie Muirhead, Barry Nicholson, Vijay Senathirajah, Colin Snart, Helen Watkins Snart.	
2	Minutes of the AGM, 19 November 2018	
	<p>These were accepted as a true record of the meeting.</p> <p>Proposed: David Osland; seconded: Geoffrey Lawrence. All in favour.</p> <p>Minutes of the Trustees' Meeting on 3 January 2019 were also distributed to Members so that they had details of the end of CPAF the charity and the start of CPAF the CIO, as voted at the AGM on 19 November.</p>	

3	Matters Arising	
	None.	
4	Chairman's and Festival Co-ordinator's Reports for 2019	
	Richard and Bridget were thanked for their reports. Chairman's report: proposed: Chris Hutchinson; seconded: Ben Norbury. Festival Co-ordinator's report: proposed: Gillian Bibby; seconded: Graham Bass. Both were accepted as a true record of this year's festival.	
5	Financial Report and Acceptance of Accounts	
5.1	Two sets of accounts had been prepared for the financial year 1 September 2018 – 31 August 2019, owing to the closure of CPAF the charity and the setting-up of CPAF the CIO.	
5.2	We carried forward funds of £17,800 from the 2018 festival, and £14,888 from the 2019 Festival. In 2018, we received a donation of £10,000, and ran a full dance section in an All-England qualifying year. There was no dance section in 2019. The 2019 festival pretty much paid for itself. The overall loss of £2,912 was due mainly to the provision of the Coffee Cart (£2,208).	
5.3	Looking to 2020, we wish to continue the provision of the Coffee Cart – whereby we pay for a set number of drinks to be served each day, and each person coming to the Festival receives a complimentary drink each day. It was agreed that sponsorship was needed, to cover some or all the costs. On the Sunday of the 2020 Festival, there will be a triathlon taking place – would a sponsor of that event be willing to extend sponsorship to us?	
5.4	There had been no real feedback by those who had entered the Festival as regards the new fees in the music section for 2019. These now included £10 per class to cover the audience-admission charge for two adults. Admission to the audience is now free for everyone. Wishing to extend this to the speech and drama classes, the extra £10 has been removed from the class fee, and, instead, an admin fee of £10 per family will be charged at the point of entry. This will be of benefit to those who enter more than one class. Audience admission charges remain in place for the dance section.	
5.5	We launched the Festival on Friday 1 November, and by the Monday had received interest for percussion, harp and vocal classes. We have welcomed these and asked those who have made contact to advise how many entries they might be able to place so that we can make arrangements for these sections to be held.	
5.6	Richard had on Monday met with Graeme Smith of Croydon Music and Arts. He is incredible supportive of our workshop offering and will be making entries to the 2020 Festival. He has the syllabus and entry forms to pass to his teachers, and is meeting with his senior leadership team on Tuesday (19 November). He expects both individual and group entries. Croydon has won an Arts Award for all the London boroughs, and one result of this is that Croydon Music and Arts will be introducing speech and dance classes. We will thus be including street dance in the dance syllabus. Croydon Music and Arts will also be arranging a concert for the Mayor's charities, and it is possible that we may be involved in this, also.	

5.7	In response to a question, Richard and Bridget have considered how we might accommodate these extra sections and entries within the music and speech weekends. We have already been in touch with David Selby, who organises the external bookings at Royal Russell, and contingency plans are in hand. All entries will be coming in centrally; so Bridget will monitor entries and we will be able to make necessary plans as and when the sections are full.	RD/BW
5.8	The South Asian music syllabus has been reworked by our adjudicator, Vijay Venkat, in line with the Western music sections. It will be part of the whole music section, and, we hope, fill two days.	
5.9	The dance section will be launched in January. We had planned to launch in December, but have been advised by Kris Taylor of BIFF to wait until the All-England Dance feedback from this year is received. We need to ensure that our syllabus fits exactly within the qualifying regulations for AED. Kris Taylor was thanked for her support. We have the Ashcroft Playhouse booked for the Monday to Saturday at the end of May. We do require eight days; so Liam has secured two extra days at Caterham School. We await to hear from the adjudicator as to which two days these will be. Liam and Pippa advised that there would be plenty of time for entries to be made, and timetables be put together etc.	
5.10	Geoffrey Lawrence was thanked for his hard work and dedication in producing the accounts (which included collecting materials), and was presented with a gift by Chris Hutchinson on behalf of the Trustees and all the Festival. Geoff said that it was a pleasure to see the Festival all still here, and even better, and was delighted to assist.	
5.11	Acceptance of the accounts, subject to examination, was proposed by Chris Hutchinson, seconded by David Osland, and passed unanimously.	
6	Appointment of Independent Examiner	
	As a Charitable Incorporated Organisation, our accounts have to be examined and filed to the Charity Commission every year, by the end of June. Chris Hutchinson was asked to enquire in-house regarding a less costly professional assessment of our accounts, which he agreed to do. It was agreed to keep with Matthews Hanton Ltd until we knew for certain about this. That we continue to use Matthews Hanton Ltd was proposed by Ben Norbury and seconded by Bridget West.	BW CH
7	Appointment of Trustees	
	Under the new constitution, the current Trustees — Richard Deering, Julia Desbruslais, Chris Hutchinson and Ben Norbury— step down at this first AGM of the CIO. They have all agreed to stand for another year. The four were elected together. Proposed Geoffrey Lawrence; seconded Judy Moseley; all in favour.	
8	President and Vice-Presidents	
8.1	The Mayor of Croydon is President of the Festival. Vice-Presidents are former Festival chair Helen Watkins Snart MBE; international violinist Chloë Hanslip; actor and former student of Whitgift School, Croydon, Martin Jarvis; Viram Jasani of the Asian Music Circuit; and Councillor Toni Letts. There was some discussion about involving the Vice-Presidents in the Festival, and having a councillor from the opposition party.	

	In recognition of his past work as a vice-chair and acting chair of the Festival, and his hard work in setting up CPAF the CIO and preparing the accounts for 2018-19, the Trustees proposed that Geoffrey Lawrence also be appointed a Vice-President. Proposed: Chris Hutchinson; seconded Richard Deering; all in favour. The Members were unanimous in their agreement of this, and Geoffrey Lawrence was delighted to accept.	
8.2	It was proposed that all Vice-Presidents should receive life membership of CPAF. Proposed Bridget West; seconded Gillian Bibby; all in favour.	
9	Long-service Awards	
	Richard thanked all who volunteer for the Festival, particularly as volunteering is not always so fashionable. We truly value everyone. The following awards were presented: 25 years: Graham Bass 10 years: Judy Moseley, and Flora Ezenwoye <i>in absentia</i> . Richard encouraged all those who have a BIFF service-award badge to wear it at Festival events. Bridget clarified that records were kept every year of those who had served for the Festival; and that any failure to steward owing to ill health / other commitments did not take a year off their record when the individuals had kept in touch, offered their help, and were still supporting the Festival in other ways.	BW to send FE her award
10	Festival dates for 2020 and 2021	
10.1	2020 Friday 24 April (eve): Piano (Royal Russell School) Saturday 25 April: Piano, South Asian Music (Royal Russell School) Sunday 26 April: Piano, Strings, Guitar, South Asian Music (Royal Russell School) Sunday 3 May: Brass & Woodwind, Speech & Drama (Royal Russell School) week of 25 May: Dance (Ashcroft Playhouse, Fairfield Halls; Caterham School) Adjudicators are booked for all these sections.	
10.2	2021 Friday 30 April (eve) – Monday 3 May: Music, Speech & Drama (Royal Russell School) Sunday 31 May – Sunday 6 June: Dance (Ashcroft Playhouse) Adjudicators are booked for almost all sections.	
10.3	Richard confirmed that the dance section was booked in for 2022, and that he would be seeking adjudicators for 2022 within the next six months.	
11	Any Other Business	
11.1	Bridget distributed publicity materials – A5 and A4 flyers, and a few copies of the syllabus. Please do distribute the flyers wherever possible. They have been sent to libraries as well as to schools, but not halls, shops, places of worship, etc.	All
11.2	Gillian advised that she, and Sue Jones, still have plenty of trophies. Bridget has some also. It was agreed that Richard and Bridget would examine the trophies and new class lists and see what trophies could be rebranded, awarded in 2020.	GB RD/BW

11.3	Thanks were given to Chris Hutchinson and David Selby for all their support for the Festival, in particular rearranging dates when the May Bank Holiday 2020 was changed from Monday to Friday.	
11.4	Thanks were given to Bridget West for all her work for the Festival.	

The meeting closed at 9.13pm.

Many thanks were given to Chris Hutchinson for the venue, refreshments and hospitality for our AGM, and to him and his staff for their support of the Festival across the year.