

**THE SPRING ARTS & HERITAGE CENTRE COMPANY LIMITED**

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE SPRING ARTS & HERITAGE CENTRE COMPANY LIMITED HELD AT THE SPRING ARTS & HERITAGE CENTRE, EAST STREET, HAVANT ON THURSDAY, 12th SEPTEMBER 2019 AT 5.30 PM**

**PRESENT:**

<b>TRUSTEES</b>	<b>ATTENDING</b>
Paul Jessop PJ(Chair) V.Bird VB Peter Hammond PH S. Murray SM Richard McMillan RM Cllr. J. Branson JB (Havant Borough Council)	Sophie Fullerlove SF (Director) Clayre Williams (Finance Director) Faith Davies (Participation Manager) Amy Stone (Audience Development Manager) Cllr. Ray Bolton (Hampshire County Council) Paul Underwood (Morris Crocker)
<b>MEMBERS</b>	<b>NON MEMBERS</b>
P Adams Debbie Barton Shirley Batterley Jennifer Carrick Lucy Flannery Mike Flowers Theresa Flowers Audrey Fryer Robin Hall Vicki Hargreaves Roger Harrison Nick Harward Barbara Haward Judith Hogben Maurice Lillie Paul Millington H. R Owen Ruth Prior Diane Shillingford Frances Taylor Alan Welton Rob Wemyss John Whitelaw	Cllr. Beryl Francis Cllr. Tim Pike Jo Biggs Peter Canwell Mr Carrick Dorothy Collard Tom Collard Gemma Corbin Martine Egan Maggie Faber Sue Fricker Sandra Howells Anne Howson Lucy Marder Roger Mills William Robinson

**Proxy voting received from:** Sam Garner-Gibbons, Nathan Curry, Mike Dawes, Tina Harrison, Ron Hone, Maggie McMurray

**19/1 WELCOME**

**Paul Jessop** (Chair) introduced himself as the new chair. He thanked everyone for coming and for their continued support of The Spring, especially our HBC and HCC councillors, the members and volunteers.

### **19/2 APOLOGIES** were received as follows:

Tracid Bangert, Angela Brown, Katrina Burton, Derek Callam, Sharman Callam, Robyn Cheyne, Bob Comlay, Penny Connell, Nicky Conyard, Yvonne Copeland, Nathan Curry, Anne Docherty, Paul Dolling, Sue Dudman, Madeleine Galleymore, Kate Goss, Ann Griffiths, Cathy Hales, Stuart Hales, June Halford, Sandy Hall, Tina Harrison, Nicola Horsley, Leigh Johnston, Sue Leonard, Elizabeth Longland, Emma Loveman, Barry Luckhurst, Annie Luckhurst, Alan Mak, Sharon Morris, Maggie McMurray, Brenda Noyes, Diana Patrick, Ann Sims, Patricia Theron, Jill Welfare,

### **19/3 MINUTES OF AGM on 26th November 2018**

After the correction that John Whitelaw was present at the meeting, that the minutes are a true record was:

**PROPOSED;** Alan Welton **SECONDED:** Jackie Branson

The proposal was carried nem con

### **19/4 MATTERS ARISING**

There were no matters arising

### **19/5 CHAIR'S REPORT**

**PJ** explained that bringing the AGM forward to September was in order to align the meeting with the end of year audit of the Financial Accounts. He thanked Roger Harrison, the previous Chair of the Trustees, for all his hard work over the years. He thanked both HCC and HBC for their continued support in these difficult financial times. We are proud to have Music Fusion on our premises offering amazing services to young people, as well as our partner groups, Bench, HLO, and Humdrum. He thanked the volunteers for without them it would not be possible to run the Centre - worth £70,000 a year. He thanked Sophie and all the staff for their continued hard work; also his fellow trustees and the trustees of the Havant Arts Active Board in charge of the café and shop,

### **19/6 DIRECTOR'S REPORT 2018 / 2019** – 2018/2019 Annual Review circulated prior to the meeting - attached

**Sophie Fullerlove** thanked everyone for coming, especially representatives of our core funders and partner groups.

She introduced the 10th anniversary of The Spring as an integrated Arts and Heritage Centre, reminding everyone of the party after the meeting.

Referring to the Annual Review she highlighted:

- The increase in visitor numbers and ticket sales - 28% 1st time visitors
- Our outreach programme which goes out to the community encouraging people to enjoy arts events and come in to the centre
- Audience; 26% local, 39% from Hampshire and further out
- 500 events - some taking risks - not always popular - fulfilling our Arts Council brief
- New events - coffee concert, in lieu of new grand piano, adding to our classical music programme
- 3 performances in museum
- Christmas show with 14 performances
- Beyond the Stage - adding value to performance by using the whole building with a festival theme
- Launch of Dementia Friendly awareness with HBC
- Event cinema - building a new audience, as well as offering a range of films including Art House, Documentary and Vintage, Saturday film for children - Dementia Friendly audience growing.
- Live events - continued importance

SF emphasised our pride in being custodians of this organisation for our community. This means it's important we are balancing putting on events people want to see as well as bringing the best things audiences might have never heard of to the venue.

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Since April we have been surveying audiences and 87% have rated the events they attended as excellent for good. She hoped that this was true for those attending the AGM.

### **Participation**

SF highlighted:

- Continued programme for all ages and abilities,
- Art Drop In
- Families interactive exhibition
- 5 free play writing workshops

### **Heritage**

SF highlighted:

- Celebration of Kenwood / Havant and Waterlooville Football Club merger anniversary
- Free genealogy very popular - survey in libraries to this effect
- Volunteers researching artefacts to breathe life into the museum - results available on interactive screens in museum
- Re-imagine Museum - long process of applying for funding to work with experts and community before proceeding to a feasibility study
- 3 visual arts exhibitions - Open Exhibition with theme of Women's Suffrage / Havant's Nursery Rhyme Tiles / Agata Wojcieszekiewicz, an artist with a studio at Making Space who won our Open Exhibition Award

### **Beyond the Walls - our outreach programme**

SF reported the success of the programme highlighting:

- Breaking down barriers by offering free tickets and the possibility of transport costs
- Large audience for Beside the Seaside on Hayling Island seafront - every season one outreach festival
- Primary schools saw a performance of Need a Little Help about the experience of being a carer
- Family Festival - craft packs sent out to community centres - 2,000 people took part - 50% off ticket price

SF reported;

- that 2018 /19 is the first year of the NPO award which has allowed us to build resilience for years 2 and 3.
- Installation of air conditioning / acoustic separation of theatre and Saltings Room / equipment for Event Cinema
- Acquisition of grand piano through donations
- Working with a PR agency and new audience development manager
- Used surveys to see how well we are achieving - 93% rated The Spring good or excellent / number one attraction in Havant!
- Winner of Alan Mak's Best Café in Havant Award
- Investment in Volunteers' Award
- ACE feedback - good

### **Future / sustainability**

- Live up to our mission statement
- New logo - Great Experiences for Everyone
- 5th October celebration - try something new
- New look branding
- Pledge campaign
- Patron Scheme

SF said how grateful she is to everyone for their support of The Spring

23/09/2019

**Jo Biggs** asked whether Event Cinema is covering its costs?

**SF** replied that as the equipment is already paid for, we can't lose money.

**Sue Fricker** asked if we can be undercut?

**SF** said that in fact we have managed to arrange a reduced fee for some events for the first year to build up our audience - the quality is the same in all cinemas

**Lucy Flannery** asked to what extent we are targeting Chichester audiences?

**SF** replied that we have been focusing on Emsworth - politically we are part of Hampshire but hope to extend targeting in the future.

**19/7 PRESENTATION OF AUDITED ACCOUNTS for 2018/2019** - *circulated prior at meeting – attached*)

**Richard McMillan**, our finance trustee, highlighted the main points of the accounts giving the headlines:

- Net income has increased from £301,183 to £396,144
- Grants from HCC and HBC are going down
- Lettings have gone down but this is due to the way in which SF programmes shows
- Marketing doubled due to taking on outside PR firm
- Unrestricted has net surplus
- Designated Funds stand at £62,831 of which £34,788 is emergency funds. Our focus is to grow these funds.
- Restricted Funds stand at £41,187
- The Trading Company, which is separate from the charity, made a profit of £11,491. This is pleasing as it shows an upward trend.

**Robin Hall** asked if The Spring has any significant debtors?

**RMcM** replied that we have none.

**Lucy Flannery** asked if money is being held back for a period of diminishing funds?

**RMcM** replied that this is the case.

**19/10 ELECTION OF TRUSTEES - PJ**

**PJ** reported that our constitution allows for 12 trustees - 7 elected and 5 co-opted. One third have to resign and be re-elected. Nathan Curry (artistic direction), Peter Hammond (heritage), Steve Murray (film and heritage outreach) - elected, and Valerie Bird (volunteers) and Sam Garner Gibbons (technical) - co-opted, remain on the Board. Maggie McMurray, Chair of HAA remains as co-opted.

Deborah Binks Moore (communication) has regrettably stepped down.

Elections took place. There were no objections and therefore all are deemed elected.

The Spring is still hoping to find and elect an Inclusivity Trustee to the Board. And is also looking for trustees with other skills.

You can read more on the website about the trustees.

**Hugh Owen, Alan Welton** and **Robin** asked who is on the Board and whether there might be a notification with pictures in the foyer. Also of the staff.

**Rob Wemyss** however said that it would make the place, which is essential a community space, gallery and cafe, very cluttered.

**Judith Hogben** suggested they were listed in the brochure.

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**SF** said that she would look into where this kind of information could be best displayed though took Rob Wemyss point. The brochure is already at capacity where another page for this kind of information would take its weight to a large letter and therefore the postage too expensive.

**19/9 APPOINTMENT OF AUDITORS**

The Appointment of Morris Crocker was:

**Proposed** by: **Hugh Owen**

**Seconded** by: **Alan Welton**

Carried nem con with no abstentions

**19/11 AOB**

**Debbie Barton** said that she thought the re-branding cost an extortionate amount of money and asked why it was necessary.

**PJ** replied that this was part of future proofing the organisation in line with what would be expected by the Arts Council in making The Spring more vibrant and relevant to the modern age. The cost was in fact very good value for money in his experience. We expect to receive the money back within 18 months.

**John Whitelaw** asked how we could measure this?

**PJ** said that this would be evident from the new people attracted and is a subtle process in keeping the portfolio preserved.

**Lucy Flannery** agreed that the new branding was fresh and necessary.

**Ray Bolton** asked for how long the billboard opposite and towards the Wheelwrights is in place and the cost.

**SF** replied that it costs £400 for two weeks. We will have another one for the Christmas show.

**Hugh Owen** queried why the café figures are down.

**SF** explained that Jacs Fagg, our previous finance director, replaced by Claire Williams, used to oversee the café and shop. Since she left we have employed a Trading Company Manager.

**Sue Fricker**, as duty manager, said that it would be useful to know when particular promotions are coming up.

**SF** said she would look into this.

**PJ** brought the meeting to a close, once again thanking everyone for coming and for their continued support.

**Meeting closed at 7.15 pm**

Signed: ..... Date: .....