

Cambridge Live Trust

14th Board Meeting
1730 Tuesday 15th December Cambridge
King's Room, Corn Exchange, Wheeler Street, Cambridge

Minutes

1) Present:

Sara Garnham - chair
Mark Boon
Judith Elliott
John Palmer
Dan Ratcliffe
Sian Reid
Sara Sayer
Stewart McTavish
Brian Whitehead

In attendance:

Steve Bagnall – MD
Neil Jones – Operations Director
Elaine Midgley – Development Director
Megan Charnock - minutes

Debbie Kaye – CCC observer
Jim Sherlock – Staff observer

2) Apologies

Trevor Dann
Andy Salmon
Jeremy Newton

3) Declaration of Interests

- a) The directors of Cambridge Live Ltd had notified the following interests and duties which conflict or may conflict with the interests of the Cambridge Live Ltd:

Ms Sara Garnham – director of NIE Ltd
Mr Brian Whitehead – publisher of Arts Professional
Mr Mark Boon – co-founder and CEO of La Playa Ltd
Mr Jeremy Newton – CEO of Children & The Arts, Trustee of Geffrye Museum, London, Chair of National Association of Youth Theatre

Ms Sian Reid – Trustee of Cambridge Ice & Leisure Centre, Chair of Cambridge Literary Festival, Trustee of Storey’s Field Trust
Ms Sara Sayer - Solicitor at Birketts, legal firm currently providing legal advice to Cambridge Live.

- b) The board NOTED that Sian Reid is now a trustee of Machynlleth Tabernacle Trust. It was AGREED that this interest did not need to be noted on the regular board meeting DOI list as it does not conflict with matters discussed during board meetings.

ACTION: MC to add Sian Reid’s declaration of interest to the master register.

MC

- c) The board NOTED that neither members, nor trustee directors have any interests in existing or proposed transactions or agreements with the Company except as set out above.

4) Minutes of the last meeting

- a) Stewart McTavish corrected item 8d confirming that it was he was aware that a member of the university was leading a project on de-radicalisation, but it was not clear if they were working with the police.

ACTION: MC to make the above correction and reissue the November 2015 board meeting minutes to Dropbox.

MC

- b) Subject to the above correction the board APPROVED the minutes of the thirteenth board meeting held on 17th November 2015.

ACTION: MC to post the corrected public November 2015 minutes onto the Cambridge Live website and send copies to the observers.

MC

5) Matters Arising

- a) Item 15. It was CONFIRMED that the Community Engagement item has been delayed until January 2016 in order to allow for appropriate discussion time both for it and the agenda items today. The paper has been written so will be posted onto Dropbox as soon as possible.

ACTION: Elaine Midgley to post the Community Engagement Report into the January 2016 board meeting folder on Dropbox.

EM

6) Fundraising Strategy

- a) The chair introduced this item by noting that although there has been good work done on defining the vision and mission there is no overarching CLive strategy in place yet and it is proving difficult for a number of strands of work to progress.
- b) John Palmer (Chair of Fundraising Working Group) REPORTED that he was disappointed not to be able to bring the strategy paper to the board as promised and it would come

forward in January. The board noted the lack of resources and plans to address this.

7) Finance Report

- a) The board APPROVED the monthly management accounts.
- b) The board NOTED the verbal report from Mark Boon (Chair, F&A) and MD Steve Bagnall.
- c) Neil Jones and Steve Bagnall reported on bars and catering and outturn and resourcing were reviewed.
- d) The board NOTED the cash projection presented by the F&A committee.
The cashflow projections look positive and reflect the phasing of the city council grant
- e) Steve Bagnall noted internal audit work for Cambridge Live in advance of the year end audit had been carried out and that this audit report will be shared with Chair of Risk Working Group.
- f) Steve Bagnall REPORTED on a meeting on 14th December 2015 with officers from HMRC about cultural exemption

8) 2016 Budget

- a) The board AGREED the principles for the 2016 budget setting framework and the timetable to receive the budget by March 2016.
- b) Steve Bagnall CONFIRMED that the budget has been modelled on being non culturally exempt.

9) Managing Director's Report

- a) The board NOTED the report from Steve Bagnall, MD of Clive, including the report to Cambridge City Council.
- b) Neil Jones summarised the Folk Festival ticket sales to date, highlighting the increase in comparison to last year's sales at this point in the year. Neil also REPORTED that there has been an increase in online sales due to the new Spektrix ticketing system installed.
- c) Debbie Kaye CONFIRMED that her covering report for the Community Services Scrutiny Committee will be available on Friday and that the chair will be presenting to the committee.

ACTION: DK to send the link to her covering report to Megan Charnock to share with the board.

- d) Steve Bagnall TABLED the CCC KPI report.

ACTION: SB to send Megan Charnock an electronic version of the CCC KPI report to add to the December board meeting folder in Dropbox.

- e) Sara Garnham thanked Steve Bagnall and the team for their efforts in producing the CCC annual reports for the Community Services Scrutiny Committee meeting.

10) Risk Register Working Group Report

- a) Sara Sayer CONFIRMED that all risks from sub committees have been compiled and will be shared with Elaine Midgley to populate the master risk register. This will then come to the board for review in March 2016.

11) People Working Group Report

- a) The board NOTED the verbal report from Judith Elliott.
- b) Neil Jones TABLED the results of the staff survey. It was agreed that it was still too early to obtain any clear trends for consideration from the survey but it was still useful to get the feedback.
- c) The board DISCUSSED possible improvements to future staff surveys.

12) Folk Festival Working Group Report

- a) The board NOTED the verbal update from John Palmer. The next Folk Festival Working Group meeting is due to take place next week, from which some recommendations will be brought to the board for discussion.

13) Fundraising Working Group Report

- a) The board NOTED the report from the Fundraising Working Group.
- b) The board RECEIVED the minutes from the last Fundraising Working Group meeting.
- c) Elaine Midgley REPORTED that a lot of positive discussions around sponsorship and partnerships are taking place with a number of potential sponsors and partners showing interest in the outdoor events.
- d) Elaine Midgley REPORTED that a significant proposal is being written for submission to the Arts Council.

14) Marketing Working Group Report

- a) The board NOTED the verbal update from Brian Whitehead (Chair, M&BWG)
- b) The board RECEIVED the minutes from the last meeting and AGREED the proposed terms of reference.

15) Health and Safety Report

- a) The board RECEIVED the health and safety report from Elaine Midgley.
- b) The board AGREED that further communication with Grand Arcade on counter terrorism would be beneficial, in addition to the internal work being undertaken.
- c) Neil Jones CONFIRMED that we have joined Cambac.
- d) The board AGREED that Cambridge Live need to recognise the recent changes to terrorism training in light of the Paris attacks and that security is only one area of counter terrorism; community engagement is also key together with different procedures for terrorism evacuation vs fire evacuation.

16) KPIs

- a) The board RECEIVED the latest transitional KPI report from Elaine Midgley and Neil Jones.
- b) Neil Jones TABLED the latest complaints and compliments report, highlighting the improved response rates.
- c) Steve Bagnall CONFIRMED that the KPI reporting will remain the same for January but will be looked at in more detail in February in order to make all areas as effective possible prior to March 2016.

17) Any Other Business

- a) There was no further business.

Dates for your Diary

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| Tuesday 19 th January 2016 | Board Meeting, King's Room, 8.30am |
| 21 st April 2016 | Criolo at the Junction, 8pm |