

Cambridge Live Ltd

25th Board Meeting

08:30, 26th September 2017
King's Room, Corn Exchange, Wheeler Street, Cambridge

Board Minutes

Pre-Meeting presentation – Steve Bagnall and Neil Jones Cambridge Folk Festival 2018 and beyond.

The presentation covered the strategic objectives of the Cambridge Folk Festival and how these have been inspired by Newport Folk Festival. The necessity to work on audience development as a survival mechanism for the festival, and the aspirations to develop the brand and identity, putting the festival on the map nationally and internationally, were emphasised.

1) Introductions

2) Present:

Sara Garnham - chair
Mark Boon – vice chair from 09:32
Jeremy Newton
Judith Elliott
Katy Astley
Zoe O'Connell
Sian Reid
Sara Sayer from 8:51
Brian Whitehead

In attendance:

Steve Bagnall – MD
Neil Jones – Operations Director
Elaine Midgley – Business Development Director
Jenni Main - minutes

Debbie Kaye – CCC Observer
Frances Alderton – Staff Observer

Helena Wilkinson – Price Bailey

3) Apologies

Jeremy Benstead
Lester Lloyd-Reason
Bridget Hendry – Finance Director

4) Election of the Chair

SG stepped down as Chair of the Trustees. The board voted unanimously in favour of re-appointing SG as Chair of the Trustees. It was **NOTED** that SG will be looking to appoint a vice chair and will speak to board members individually regarding this.

5) 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 Cambridge Live Ltd:

Ms Sara Garnham – director of NIE Ltd and Parkside Federation Multi-Academies Trust.

Mr Brian Whitehead – publisher of Arts Professional.

Mr Mark Boon – co-founder and CEO of La Playa Ltd, broker of Cambridge Live insurances.

Mr Jeremy Newton – CEO of Children & The Arts, Trustee of Geffrye Museum, London, Chair of National Association of Youth Theatres.

Ms Sara Sayer - Solicitor at Birketts, legal firm currently providing legal advice to Cambridge Live.

Ms Sian Reid – director of Cambridge Literary Festival, client of Cambridge Live; trustee Cambridge Leisure & Ice Centre.

Ms Katy Astley – Member of the Institute of Fundraising.

Professor Lester Lloyd-Reason – Member of the IOD East Anglian Advisory Board.

It should be noted that:

Ms Sara Garnham

Mr Jeremy Newton

are directors of Cambridge Live Trading Ltd.

It should be noted that:

Mr Jeremy Benstead

Ms Zoe O'Connell

have been appointed as board members by Cambridge City Council.

b) 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.

5) Minutes of the last meeting

The board **APPROVED** the minutes of the twenty third board meeting held on 25th July 2017.

6) Matters Arising

Dropbox Replacement update: A replacement is being trialled.

7) Report and Audited Accounts to 31/3/17

a) The board **NOTED** the audit report.

b) The board **APPROVED** the audited accounts.

HW left 09:30.

8) Finance, Audit and Risk Report

- a) The board **APPROVED** the management accounts.

SR and SB introduced the management accounts for P4 and referred to the accompanying commentary.

MB arrived at 09:32.

ACTION BH to share Management Reports for P5 with the Board after the Oct FR&A.

- b) The board **NOTED** the minutes of the Finance, Audit and Risk committee meeting.
- c) The board **DISCUSSED** the update on Process Reviews and the Business Continuity Plan. A revised Process Reviews proposal is going to the FR&A in Oct.

ACTION SB asked the board to look at the Business Continuity Plan on Dropbox and give feedback.

9) MD's Report

- a) The board **RECEIVED** the report from Steve Bagnall, MD of Clive.
- b) SG introduced the new format report with the focus on the strategic objectives, which was extensively discussed.
- c) The board **NOTED** the report for Cambridge City Council.

10) Risk Report

- c) The board **NOTED** the report update and discussed the City Roots Risk Report and e-Luminate Risk Report

11) Revenue Generation

KA and EM haven't had a chance to meet and progress the ethics framework.

ACTION KA to bring a draft policy/discussion document to the November Board Meeting.

12) People Review

- c) The board **NOTED** the update.

13) Health and Safety Report

- a) The board **RECEIVED** the health and safety report.

14) KPIs

- a) The board **RECEIVED** the report.

15) Policies Update

- a) The board **NOTED** the report update.
No Policies were brought for review at this meeting.

16) Any Other Business

- The Board Skills audit was TABLED for board members to review figures and update if required.

Observers left 10:34

Closed session: City Events rebid

Ends

10:46