

## Cambridge Live Trust

19th Board Meeting

0830:1030 20<sup>th</sup> September 2016

**King's Room, Corn Exchange Cambridge**

Minutes

### **Pre Meeting presentation – Rachel Drury, Collusion**

Rachel reported on Collusion, a not for profit company working at the intersection of arts, technology and human interaction, and InCollusion their recently awarded three year project and the opportunities for CLive to interface with the programme

### **1) Introductions**

### **2) Present:**

Sara Garnham - chair  
Judith Elliott  
Zoe O'Connell (by phone)  
Anna Smith  
Stewart McTavish  
Brian Whitehead

In attendance:

Steve Bagnall – MD  
Neil Jones – Operations Director  
Jenni Main - minutes

Debbie Kaye – CCC observer

### **3) Apologies**

Mark Boon – vice chair  
Nick Dodds  
Jeremy Newton  
Andy Salmon  
Sara Sayer  
Frances Alderton (no apologies received)

### **4) 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 and Parkside Federation Multi-Academies Trust  
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 Sara Sayer - Solicitor at Birketts, legal firm currently providing legal advice to Cambridge Live.

Anna Smith (AS) has been appointed as Executive Councillor for City Streets and Open spaces. Whilst no conflicts have arisen to date, AS will look at future conflicts of interest and time pressures and assess whether time allows her to continue serving on the board.

- 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 eighteenth board meeting held on 19th July 2016.

## 6) Matters Arising

Announcement of Living Wage Accreditation; this has been secured and CLive are working with ARU and Cllr Sinnott on a joint event.

A Management Control Document was brought to the meeting to give the board an overview of the systems in place for public events and the level of preparation, particularly in terms of terrorism, for public events.

**ACTION** Contact NJ with any questions in relation the MCD.

## 7) Election of the Chair

- a) Following the AGM the board is asked to elect a chair. The board voted and **UNANIMOUSLY AGREED** the election of Sara Garnham as Chair of the Board.  
b) SG formally **NOTED** that the board needs to think about succession planning in the next 12 months.

## 8) Finance Report

- a) AD and SB **TABLED** the finance report from Finance and Audit. Mark and Steve spoke to the paper which identified significant variances from the budget. The key variances relate to a series of one off costs including development of new operational arrangements for outdoor events, increased consultant (including legal) fees and lower than budgeted sponsorship revenue.  
b) The board was briefed on the operational measures which were being taken which included increased oversight and internal audit activity together with more rigorous implementation of the existing procedures. The board also discussed a range of cost control and income generation measures which had been identified by F&A. The board **NOTED** their concern that a balance must be kept between increasing revenue whilst not becoming uncompetitive nor impacting on accessibility.  
c) The board **APPROVED** the management accounts.  
d) AD informed the board that the statutory filing had been completed.  
e) The board **NOTED** the finance report from MD Steve Bagnall which included an update on building works and the annual inspection to check condition of the buildings. The board asked for **CONFIRMATION** of the public liability cover.

- f) The MD reported progress on fundraising initiatives that are taking place.

#### **9) Managing Director's Report**

- a) The board **RECEIVED** the report from Steve Bagnall, MD of CLive
- b) The board **NOTED** the final version of the Annual Report and Accounts from the AGM and the annual review.

#### **10) Strategy**

- a) The board **APPROVED** the interim progress report which was an outline of what progress to date and the plan for October. A discussion was had regarding the current strategy.

#### **11) Update on Partnership Working**

- a) The board **RATIFIED** the decisions from the partnership working group made under delegated authority. SB described the significant level of work that has gone into the transfer of e-Luminate into CLive. The expectation is that the festival will be fully integrated into CLive.

#### **12) City Events**

- a) The board **APPROVED** the CCC City Events interim report and forward plan

#### **13) People Plan**

- a) The board **NOTED** the report from Judith Elliot
- b) SB reported on the progress made with the leave entitlements of new staff who did not TUPE over from the council. The board discussed the resulting two tier workforce.
- c) The board **AGREED** the final principles of the leave policy.
- d) The board **NOTED** there was still work to do on the communication plan in relation to the staff satisfaction survey results

#### **14) Health and Safety Report**

- a) The board **RECEIVED** the Health & Safety report and Neil Jones who described the main points of The Big Weekend revised H&S Plan being implemented successfully.

#### **15) Board Recruitment Plan**

- a) The board **AGREED** the amended terms of Reference for REMCO which are to be reissued.
- b) The board **AGREED** the recruitment plan after a discussion about the timescale. Board members were asked to contribute to raising awareness of the vacancies and notify any opportunities to JE

#### **16) Cambridge Live Trading**

- a) The board received an update from CLT. The board minutes confirmed CLT would recruit an independent board member with relevant expertise. CLive would have representation on the CLT board.
- b) There would be further refinement of the definition of the separate activities between CLive and CLT.
- c) The Service Level Agreement between CLive and CLT would be brought to the next board meeting
- d) The board **AGREED** the strategy for CLT
- e) The board unanimously **AGREED** to the recruitment plan

#### **17) Any Other Business**

- a) MD confirmed that Spektrix now incorporates all data.
- b) City Events questionnaire was tabled