

Arts Development : UK

Working nationally, delivering locally

16th February 2018

By Email

Dear Colleague

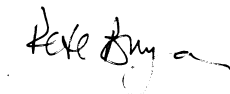
Arts Development UK AGM papers for Thursday 22nd March 2018

Please find enclosed agenda papers for the AGM of Arts Development UK, which this year is taking place on **Thursday 22nd March 2018 at 13.00** in **The Fire Room, Toynbee Studios, 28 Commercial St, London E1 6AB** (please visit <http://www.artsadmin.co.uk/toynbee-studios> to get a map and route to the venue). **The nearest tube station is Aldgate East (District/Hammersmith & City lines) approx. 4 minutes' walk. The AGM will also include a networking forum considering regional development.**

The meeting is scheduled from 13.00 to 15.00.

The agenda also includes a resolution to formally wind up Arts Development UK, which will be submitted to the membership by the Board of Trustees and is included in the papers below. If you are attending I would be grateful if you could bring these papers to the meeting and I look forward to seeing you in London.

Yours Sincerely



Pete Bryan Administrator ADUK

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Arts Development : UK

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Members are invited to attend the Annual General Meeting of Arts Development UK, to be held on Thursday 22nd March 2018 at 10.30 in the Fire Room, Toynbee Studios at 28 Commercial St, London E1 6AB. I have laid out an agenda as below, and hope that you will be able to attend.



Pete Bryan: Administrator & Company Secretary

AGENDA

1. Welcome from the Chair of Arts Development UK
2. Apologies for Absence
3. Confirmation of Minutes of the last AGM, held on 7th April 2017 (as attached)
4. Matters Arising
5. Chair's Report
6. Financial Report and Audit Statement
7. Resolutions to the AGM; The dissolution of Arts Development UK
8. The position of Trustees
9. Appointment of Independent Financial Assessor
10. Any Other Business

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Minutes of the Annual General Meeting of the Arts Development UK (ADUK) on Friday 7th April 2017 at 13.30 at Studio 3, Toynbee Studios, 28 Commercial Road, London E1 6AB

NO.	ITEM	ACTION
	Attendance	
	<p>Officers attending: Jane Wilson (Cambridge City Council) Chair Tony Witton (Kent CC), Vice Chair Strinda Davies (Consultant) Treasurer Catherine Davis (Consultant) Secretary In attendance: Pete Bryan, Administrator</p> <p>Other members attending. Total attendance: 15 Christine Willison (Arts in Practice) Trustee Jayne Knight (Suffolk CC) Trustee Lucia Masundire (VSO & Consultant) Trustee Diana Pasek-Atkinson (The Hive, Nottingham Trent University) Trustee Catherine Rogers (Leicestershire CC) Trustee Paul Steele (Junction Arts) Symon Easton (Birmingham City Council) Sean Durney (Liverpool City Council) Chelsey Everatt (North Lincolnshire Council) Zoe Papiernik-Bloor (The Audience Agency)</p>	
1.0	Welcome from the Chair of Arts Development UK	
	Jane Wilson, Chair of AD:UK, welcomed Members to the meeting	
2.0	Apologies	
	David Chamberlain, Caerphilly CBC Steve Wilson, Worcestershire CC Caroline O'Neill, RCT CBC Marion Catlin, Consultant Eduardo Aguilar, Mole Valley BC Ruth Garnault, Ruth Garnault Associates Jo Askham, 1Life, St Albans Arts Team Meril Morgan, Wiltshire CC Sue Carverhill, South Northants Council Roxie Curry, Royal Opera House Bridge	
3.0	Confirmation of Minutes of the last AGM held on 23.2.16	
	The minutes were agreed as a correct record of the last AGM. The minutes were proposed by Jane Wilson as a correct record and seconded by Jayne Knight.	
4.0	Matters arising	
	There were no matters arising.	
5.0	Chair's report	
	<p>It has been a challenging, but productive year for ADUK. The year saw the submission of the SSO bid to ACE with the result known early in 2017/18. A discussion about the bid will take place in the Regional Development Meeting following the AGM.</p> <p>This year the AGM has been held as a standalone event partly due to the financial challenges that meant holding a conference was likely to be too risky to the organisation's</p>	

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	<p>finances. Trustees are always conscious that the organisation has to work within its means set against delivery to members.</p> <p>Questions from members Where was the risk in going ahead with a conference? One of the challenges was that ACE, who have supported the ADUK conference in recent years through a Grants for the Arts award, said they did not want duplicate previous awards in just supporting an annual conference this year. With the opportunity to apply for SSO funding it was not clear what else could be included in a GfA bid in the short term, alongside conference funding. The lack of a grant would leave a £17,500 shortfall to fill and in the last year it has been very difficult to break even on events such as the conference or seminars. In addition it had been difficult to identify a conference venue.</p> <p>Without the conference it feels like a big gap which has the danger of creating a loss of momentum which needs to be addressed as soon as possible. One of the questions in the SSO discussions was how does ADUK exploit digital resources more effectively, both in terms of the effective use of resources and, more importantly, in an improved service for members. We are also conscious that the SSO decision is due and whether the bid is successful, or not, there are implications for how the organisation will work in future. The 2017/18 budget includes a conference, but the liability would remain the same unless external support is secured. No conference or seminar has broken even in the last 2 years. ADUK, as an infrastructure organisation does directly deliver, unlike ICAN for example, so finds it more difficult to fit GfA criteria.</p>	
6.0	Financial Report and Audit Statement	
	<p>Strinda Davies, the Treasurer, presented the report and audit statement. The 2015/16 Statement of Accounts was presented for information only, as it has already been agreed by the Trustees and independently approved by Hartley Fowler, ADUK's Independent Financial Assessor. The organisation's income comes from membership fees and services such as seminars and the conference. The unrestricted funds carry over is £3,823 which is less than desirable and again reinforces the need for the organisation to recruit more members where possible. However it was also noted that membership held up quite well compared to previous years, despite the challenging conditions many members faced. At the previous AGM, members were urged to publicise the benefits of ADUK membership and this has paid off through things such as increased HE membership take up.</p> <p>During the financial year the organisation spent more than it raised and it used money carried over from the previous financial year to cover costs related to the conference and seminar programme. Currently for the financial year 2016/17, a carryover of £5,400 is being predicted, so a slight recovery on this year is likely to be reported showing that the financial position has stabilised.</p> <p>The restricted funds relate to the Leading Learning programme and RawFfest. These are kept separate from core funding and are only administered by ADUK. The administration fee from Leading Learning goes into the management account.</p> <p>As this was Strinda Davies' last statement as Treasurer she thanked Pete Bryan, ADUK Administrator for his support. Christine Willison congratulated those managing the organisation's finances in the face of the changes ADUK has gone through over the last few years.</p>	All
7.0	Resolutions to the AGM	

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	<p>There was one resolution put to the AGM: In order to ensure the continued support for all the regional areas, it is proposed to:</p> <ul style="list-style-type: none"> Combine the South and West Wales membership areas to make one region and to appoint 2 Regional Coordinators to represent the new region. Combine the North and Mid Wales membership areas to make one region and to appoint 2 Regional Coordinators to represent the new region. <p>Standing Regional Coordinators in mid-term of appointment will be transferred from all former regions. The resolution was endorsed by the Welsh membership who asked for it to be raised at the AGM. The motion was proposed by Catherine Davis and seconded by Jane Wilson. The motion was carried by 14 in favour and 1 abstention.</p>																																																																	
8.0	Appointment of Officers and Trustees																																																																	
8.1	Appointment of Vice-Chair																																																																	
	Tony Witton was proposed by Jane Wilson and seconded by Jayne Knight. Tony Witton was elected unanimously.																																																																	
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	Catherine Rogers was proposed by Strinda Davies and seconded by Lucia Masundire. Catherine Rogers was elected unanimously.																																																																	
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	<p>The following Trustee nominations were passed unanimously:</p> <table border="1"> <thead> <tr> <th>Nominee</th> <th>Proposed by</th> <th>Seconded by</th> </tr> </thead> <tbody> <tr> <td>Strinda Davies: Consultant</td> <td>Catherine Rogers: Creative Leics</td> <td>Lucia Masundire: VSO & Consultant</td> </tr> </tbody> </table> <p>Symon Easton asked if there were any additional Trustee vacancies if someone was interested in standing. It was agreed that there were and nominations would be welcomed. Therefore Symon Easton was proposed as a Trustee by Diana Pasek-Atkinson (The Hive) and seconded by Jayne Kinight (Suffolk CC). The nomination was passed unanimously.</p>	Nominee	Proposed by	Seconded by	Strinda Davies: Consultant	Catherine Rogers: Creative Leics	Lucia Masundire: VSO & Consultant																																																											
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	Hartley Fowler LLP, were again proposed for the role of ADUK's Independent Financial Assessor. They were proposed by Christine Willison and seconded by Jayne Knight. The appointment will be reviewed in the coming year and a new financial assessor will be proposed at the next AGM. Strinda Davies noted that it was good practise for a charity to renew and change this role on a regular basis.																									
11.0	Any other business																									
	<ul style="list-style-type: none"> • There was no AOB. 																									
12.0	Date and location of the next AGM																									
	<ul style="list-style-type: none"> • The next AGM will be held within the next 15 months and will be agreed after the SSO decision is known. 	All																								
	The Chair declared the meeting closed at 14:15																									

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Paper 1: Annual Report (to be circulated at the meeting)

Paper 2: Resolutions to the AGM

I wish to submit the following resolution to the AGM of Arts Development UK, taking place on Thursday 22nd March 2018 at 13.00:

Resolution:

After careful consideration, the Board of Trustees have deemed Arts Development UK is no longer sustainable. It is therefore with great regret that Trustees recommend the dissolution of Arts Development UK to the membership, in compliance to the dissolution clause in the Articles of Association and in compliance with Companies and Charity Law, and that this be effected from 1st April 2018.

Trustees also request that the membership agree that after any income and expenditure resolution be balanced, any assets of the Charity will be transferred to a similar charitable organisation operating in the arts development sector, to be agreed by the Board of Trustees.

Proposed by: Catherine Davis

Organisation (if appropriate): Consultant

Seconded by: Jane Wilson

Organisation (if appropriate): Cambridge City Council

Date: 16th Feb 2018