

**FRIENDS OF SURREY PERFORMING ARTS LIBRARY**

Registered Charity Number 1081164

**Minutes of Annual General Meeting  
held on Saturday 7 May 2016  
in the Vaughan Williams Room in the Library**

Present: David Lees (Chairman), Peter Baxter (Senior Librarian), Paul McKay (Secretary), Jean Burger, Joan McKenzie, Barbara Christopher, Chris Slater, Mark Welling, Sonya Grove, Jon Pullinger, Sheila Bowers and Renee Stewart.

**1. APOLOGIES:**

Apologies were received from a total of 9 members: Mrs S Rowlinson, Mrs C Corner, Mrs G Lucas, Mrs B Ayers, Mrs S Bixley, Mrs L Koscia, Mrs D Hope and Mrs A Cairns.

**2. MINUTES OF 2015 AGM & MATTERS ARISING:**

It was agreed the minutes were an accurate reflection of last year's meeting and it was proposed by Jean Burger that they be so accepted. Joan McKenzie seconded the proposal. The Minutes were duly signed by the Chairman. There were no matters arising.

**3. CHAIRMAN'S REPORT:**

Members' attention was drawn to the Sixteenth Annual Report for the year ended 31<sup>st</sup> December 2015. This provides a summary of our objects as a charity, a brief paragraph on finance summarising the accounts with a statement on the overall result for the year, and a summary of what has been happening over the year.

There had been three lectures during the year. In March, Sarah Spilsbury gave a talk entitled 'Friends of Radio 3'; then in May, Professor Richard Wilson spoke about 'The Bloody Question – Shakespeare in Hate'; and finally in October, as part of the Mole Valley Arts Alive Festival, a talk by Margaret Fleming-Markarian, 'The Nutcracker Ballet'. The average attendance at the talks was 67% of the capacity of the venue.

FOSPAL supported two events organised by the library staff, firstly a clarinet and poetry concert entitled 'Wind and Words' for the Heritage weekend, and secondly a carol concert in December by Ladybirds Choir.

As in previous years, the Friends had provided and decorated the Christmas trees, one in the foyer and one on the upstairs landing.

Expenditure on equipment and publicity for the library is itemised in a footnote to the accounts. The accounts for the year show a surplus of £628. This brought the closing balance at 31<sup>st</sup> December to £5,715, well above the target minimum reserve of £3,000.

The Chairman thanked Peter Baxter and his staff who are unfailingly co-operative and helpful and also our Treasurer, Linda Koscia, and our secretary, Paul McKay, and all his colleagues on the committee. Finally, thanks are due to all the members who have supported us over the year, particularly those who had come to the AGM today.

The Chairman asked if there were any questions. There were none.

**4. LIBRARIAN'S REPORT:**

The Surrey Performing Arts Library moved into Community Connections on 1 March 2015 following a review of the whole library service. Community Connections is a unit of Surrey Libraries that aims

to improve the health and wellbeing of adults and children through the use of items and services available in Surrey Libraries.

Staff continued to buy more sets, books, scores, plays, CDs and DVDs and in 2015 they particularly focussed on improving the collection of British plays, the books about jazz, the opera libretto collection and the range of books about opera. They also refreshed the library's opera CDs, replacing worn out copies or buying new recordings.

Work on editing the sets and compiling lists of all the vocal, orchestral and play sets was completed early in 2015. The lists were made available on the website in May 2015 and the staff have received a lot of nice comments from groups who are finding them very useful.

The final £7,000 of the Kirby Bequest was spent on nine new vocal sets which were added to the Making Music Kirby Collection on deposit in the library in time for the start of term last September. The sets include new titles, replacements for worn-out sets, and extra copies of existing titles. Making Music also published a booklet listing all the sets in the collection, which they sent to their 700 group members to further promote the collection.

The library celebrated National Music Libraries Day on 8 February 2015 by mounting an exhibition about Saint Cecilia (the patron saint of Music) and organising a music quiz. The quiz was won by a regular user of the library and the library is very grateful to FOSPAL for providing the prize of a £15 book token.

The library celebrated the 150<sup>th</sup> anniversary of Alice in Wonderland by Lewis Carroll in 2015 by mounting an exhibition of items in the library that had been inspired by the novel, borrowing costumes of Alice and the Queen of Hearts from the Surrey Arts Wardrobe, and holding a Mad Hatters Play Reading Party during the Arts Alive Festival in October. The play reading party was a great success, several people (including the staff) appeared in costume, and everyone enjoy the jam tarts and tea served during the afternoon.

The staff continue to take every opportunity to promote the library and our publicity material was further enhanced by the production of a very attractive bookmark featuring the library's new logo and branding. This was provided free of charge thanks to a partnership that Community Connections has with a local health charity.

A Newsletter, also featuring the new logo and branding, is now being sent to all the members of the library. This includes information about what's happening in the library and details of forthcoming events.

The library continues to work closely with other organisations and during the year we lent a *Vaughan Williams in WWI* exhibition to Leith Hill Place; we participated in the Mole Valley Heritage Weekend by organising a *Music and Poetry of WWI* event; our Mad Hatters Play Reading Party was held during Arts Alive; and we hosted training courses for Surrey Arts. A presentation about the library was also given to the Surrey Drama Learning Network and we hosted several tours for staff from other libraries throughout the country.

The council launched a new website in 2015 and this led us to reconstruct and refresh the library's web pages. When we were reconstructing the links to other organisations on the home page we discovered that one of our members has created a website about music in Mole Valley and the library is now listed on that website.

Staff have continued to play a very active role in regional and national library organisations and the Senior Librarian said he had just finished his three-year term of office as President of IAML (UK & Irl).

Changes in the staff over the past year include the departure of Susana Teixeira (our part-time library assistant) in July and the appointment of Meg MacDonald (her replacement) in December.

The Senior Librarian said he was sincerely grateful for all the support FOSPAL gives to the library and for the work of the Committee in particular.

**5. TREASURER'S REPORT & APPROVAL OF SUBSCRIPTION RATE:**

On behalf of the Treasurer, the Chairman reported on the accounts for the year to 31 December 2015. He pointed out that the accounts of small charities such as ours do not require a formal audit but have to be independently examined. Our independent examiner is George Gray, who is treasurer of the Reigate & Banstead Arts Council. David took the opportunity to thank Mr Gray for signing off the accounts and to thank Linda, our treasurer, for preparing the accounts.

Looking at some of the detail of the Accounts:

Income – This is slightly down compared to last year. This was due to a decrease in the amount of Subscriptions received and the Tax recovered via Gift Aid. The Bank interest was, as expected, very low. Expenditure – The largest item was the money spent on library equipment as per the itemised list at the foot of the accounts. The Chairman noted that 2015 expenditure was much lower than the previous year due in large part to two of the 2015 speakers not taking a fee. The balance carried forward at 31 December was £5,715.47.

There were no questions. Jean Burger proposed the adoption of the accounts and this was seconded by Joan McKenzie. Acceptance of the accounts was unanimous.

The Chairman confirmed that the current subscription rate of £10 would remain.

**6. ELECTIONS:**

The Chairman confirmed that he was not seeking re-election as Chairman but would stand for election as a member of the committee. Mark Welling was proposed by Chris Slater to the post of Chairman and was seconded by Jean Burger. There were no other nominations for Chairman and the meeting voted unanimously in favour of Mark Welling being appointed Chairman.

The remaining officers and members of the committee, including David Lees, were happy to stand for re-election. The meeting accepted this and agreed the officers and committee members should be re-elected en bloc. This was proposed by Sheila Bowers and seconded by Chris Slater.

Chairman asked if any member would like to consider the idea of joining the committee. Barbara Christopher expressed a willingness to join and was duly nominated by Sheila Bowers and seconded by Chris Slater. The meeting voted in favour of the nomination and accordingly Barbara was duly elected to the committee.

**7. ANY OTHER BUSINESS:**

Renee Stewart enquired as to other procedural requirements for a change in Chairman. Joan McKenzie responded that the Charities Commission would need to be informed and the Chairman noted that all FOSPAL internal matters requiring change (e.g. to the charity's address of record and bank signatories) were in hand.

Barbara Christopher requested that the AGM minutes duly list those members who attended instead of stating the number. The Secretary agreed this would be done.

Mark Welling updated the meeting as to the next FOSPAL event on 2 July in which Jackey and Lester Birch would give a talk and demonstration on Renaissance Recorders and early string instruments.

Mark Welling presented David, as the retiring Chairman, with a card signed by the committee members and members of the library staff and also a collection of Denbies wine. He thanked David for his dedication and efforts throughout the years. The Chairman responded by expressing his pleasure at having been involved with such a fine charity and library and that the 17 years had been reward enough.

There being no further business, the meeting closed at 3.15 pm.