



Wyvern Foundation

Tuesday 22nd January 2019

AGM Minutes

Present: Pat Strong (PS), Debbie Butland (DB), June Weller (JuW), Trudy Evans (TE), Marilyn Wilkinson (MW), John Wilkinson (JoW), Steve Milsom (SM), Jan Waldron (JanW), Christine Burn (CB), Sue Carvey (SC)

1 Chairperson's opening remarks

PS welcomed all to the AGM.

2 Apologies for absence

None

3 Minutes of AGM held on 05.12.17

There were no inaccuracies in the minutes and they were agreed by all present, and signed by PS.

4 Chairperson's Report

Having undertaken a wide range of tasks since the last AGM in November 2017, the year of 2018 has proved to be a very busy period for the Committee. Deserving of fuller description but constrained by space the following topics are outlined below.

Constitution

The 2017 Chairman's report mentioned that a revised version of the Constitution had been approved at the Committee meeting in April 2017. We learned later that the Charity Commission had not approved a key section. Following protracted discussions an acceptable version was eventually approved. This has been achieved largely with the patience and tenacity demonstrated by the Vice Chairperson and Secretary Debbie Butland.

Name change

Following a suggestion by Wyvern Marketing Staff it was decided in March that our title was changed from Wyvern Theatre Foundation to Wyvern Foundation.

Pull-up banner

Suggestions for updating the design and name change were discussed, deliberated and approved by the committee. The new banner was first displayed in November.

Website and Social Media

Development of the Wyvern Foundation website commenced in early 2018 and is now live. This has been made possible through the commitment and expertise of committee members Sue Carvey and Steve Milsom. Key content includes information about the Wyvern Foundation, grant criteria and application form, policies, protocols and forthcoming events. Information is also available via Wyvern Foundation Facebook. Website and Social Media protocols, setting out control and management of the website and Social Media, were agreed by the Committee in October 2018.

General Data Management Policy, (GDPR)

This policy which came into effect May 2018 is of equal importance to small organizations as well as large ones. To this end a small working party developed the Wyvern Foundation Policy and Privacy Statement which was approved by the Committee in July 2018. This enforces the Data Protection Principles by which we are bound when handling personal data of grant applicants. It should also act as a reminder that any opinion or discussion regarding Foundation matters are handled in an appropriate manner.

Fundraising

Despite the cancellation of two events it has been a lucrative year. Low ticket sales for the planned Barn Dance in May and Race Night in November necessitated this. However, the concert by Kentwood choir in February and bucket collections from the Summer Youth Project production Oliver in August, netted excellent financial returns. Forthcoming events under review for 2019 are a Barn Dance at the Liden Community Centre in March and an Afternoon Tea organised by the Wyvern Theatre hospitality team in April.

Bursaries and Grants

We continue to work with Nyree Kingsbury, Wyvern Community and Project Officer, regarding bursaries for the annual Summer Youth Project. For the 2018 production of Oliver 11 bursaries were awarded. During 2018 the committee considered and awarded 10 grant requests.

The Foundation is very grateful for the support received from Derek Aldridge and Wyvern staff throughout 2018. We send every good wish to Derek who has recently left the Wyvern Theatre for pastures new. We look forward to meeting and working with Robert Miles, who has recently been appointed as Theatre Director

Long term loyal member and manager of the 100 club, Shanti de Silva, retired from the Wyvern Foundation last April. Lastly but by no means least, my sincere thanks to the Committee for all the hard work and dedication that has gone into achieving so much in the last year.

5 Treasurer's Report

JuW informed the meeting that she had asked PS to take over the

management of the accounts due to periods of ill health during 2018.

PS circulated copies of the audited accounts (summary attached) and JuW took the meeting through the income and expenditure. It was noted that the bucket collection at SYP was very good and much better return than in previous years when WF held a raffle. The young person who made the announcement at each performance had encouraged people to donate.

JuW wished to thank DJ for donating money to WF from the sales of DVDs.

Agreed to offer the person who audited the accounts a gardening voucher of £10 as a thank you for checking the accounts.

6 Constitution – Resolution on amendments

Wyvern Foundation (WF) is currently required by the Charity Commission (CC) to operate within the Constitution dated 11.10.2007. WF commenced a process to update the Constitution in 2016 and submitted an initial request for approval to the Charity Commission in September 2017 which was rejected as further work was required.

WF changed the name from Wyvern Theatre Foundation to Wyvern Foundation which was approved by the CC on 11.04.18. All clauses apart from the two listed below do not need to be approved by CC – confirmed by email dated 24.07.18.

The CC must approve two key clauses of all Constitutions:

1. The Objects (Purpose)
2. Dissolution

The Dissolution clause was approved on 16.08.18 but changes to the Objects remained problematic and was rejected on 16.08.18.

The current Objects are:

'The Charity's objects ("the Objects") are to advance the education and training of children and young persons in Swindon and the surrounding areas by their participation and involvement with all aspects of the performing arts including, stagecraft, scriptwriting, choreography, dance, drama, music and singing.'

At the last committee meeting on 16.10.18 it was agreed to submit a further amended version of the Objects as follows:

'The purpose of the charity is to advance the education and training of children and young people living in Swindon and the surrounding area through their participation and involvement in all aspects of the performing arts including stagecraft, scriptwriting, choreography, dance, drama, music, singing, and technical /backstage skills through the provision of

grants and bursaries to support children and young people'

WF received an email from the CC on 04.01.19 with the following message:

Thank you for submitting the application to change your charity's objects. Your request has been successful and you now have the formal consent from the Charity Commission to amend the charity's objects.

- **DB put the resolution to the AGM to amend the objects in the Constitution as approved by the CC**
- **The resolution was proposed by PS and seconded by SC. The resolution was agreed by all present**

Action:

- **DB will access the CC amendment service to inform of the date of the resolution and upload minutes of meeting once approved by PS**

7 Election of Officers and Committee

Chairperson	PS offered to remain in role as no other nomination
Vice Chairperson	DB to remain in joint role as no other nominations
Treasurer	JuW willing to continue in the role but would welcome support from another member. TE offered to provide back-up help. Proposed by PS and seconded by MW. All present agreed.
Secretary	DB to remain in joint role as no other nominations

SC proposed officers en bloc and MW seconded. Officers voted in.

8 AOB

None

**9 Date and time of next AGM
Tuesday 28th January 2020**

**SUMMARY OF WYVERN FOUNDATION FINANCIAL ACCOUNTS
NOVEMBER 2017 – DECEMBER 2018**

START BALANCE		£5888.41			
INCOME			EXPENDITURE		
2017			2017		
November	Donation – SYP 2017 DVD sales (£10x2)	20.00	November	Grant (course uniform)	100.00
	Race Night Raffle	131.00			
	Race Night Tote	490.00			
	100 Club (closing total)	18.00			
December			December	Bursary (731.26 – 587.00 SYP ticket donation)	144.26
				SYP Memorial Award (2017)	100.00
				Gift – auditing accounts 2017	10.00
2018			2018		
January	Race Night ticket sales (November 2017)	397.50	January		
February			February	Grant (audition, travel expenses)	200.00
				Musicians (Kentwood concert)	300.00
April	Kentwood Concert Raffle	120.10	April	Grant – Youth Theatre Group	1000.00
	Kentwood ticket sales	830.00		Grant (towards course fees)	330.00
May			May	Grant (towards course fees)	300.00
July			July	Printing costs	27.56
August			August	Grant (dance gear)	250.00
				Grant (towards course fees)	300.00
				Grant (equipment, uniform)	150.00
				Grant (travel, accommodation)	200.00
				SYP Memorial Award (SYP 2018)	100.00
September	Bucket collections SYP 2018	1531.46	September	Grant (dance gear)	300.00
				Grant (course uniform)	90.00
October			October	Bursary (SYP 2018)	840.00
November	Donation – SYP 2018 DVD sales	70.00	November	Website – purchase of domain name	15.00
TOTAL		£3608.06	TOTAL		£4756.82

START BALANCE £5888.41
PAYMENTS IN £3608.06
TOTAL IN £9496.47

TOTAL IN £9496.47
EXPENDITURE £4756.82
END BANK BALANCE £4739.65