

Minutes of Meeting

Client/Department	Leith Theatre Trust		
Project	Directors Meeting		
Date	05 May 2009	Date Issued	11 May 2009

Present:

Ann MacDonald	Roland Reid
Peter Shand	Jack Hunter
John Paul McGroarty	George Keith
Gurmi Singh	Philip Neaves
Una Richards	

Apologies:

Graham Chapman

Reference		Action
1.0	APOLOGIES	
1.1	Graham Chapman.	
2.0	APPROVAL OF PREVIOUS MINUTES	
2.1	Approved.	
3.0	MATTERS CARRIED FORWARD	
3.1	A meeting has been arranged with Councillor Deirdrie Brock and Councillor Rob Munn on 9 July 2009.	
3.2	The OSCA application is dealt with under Item 6.	PN/PS

Reference		Action
3.3	Gregor Clark has completed the audit. One question has been raised about financial surplus. Tax needs to be minimised. To avoid this a sum of money can be carried forward into next years' account. This was accepted.	GC
3.4	Una Richards is to contact John Lewis Partnership.	UR
3.5	It was agreed that selective text from the Arts Fund Prize should be included on the website. This should comprise sections 4.1, 4.2 and 4.3.	GS
4.0	ACT REPORT	
4.1	UR confirmed that the judging panel for the Arts Fund Prize will meet in June. A visit has been arranged to Leith Theatre by the panel on 13 May. PN and UR will be attending.	PN/UR
4.2	The options appraisal shows costs of £9 million. On further analysis, these have been reduced to £7.8 million. Potential funding of £7.6 million has been identified. It will be necessary to look at various solutions including an aspirational solution and a minimum solution.	
4.3	The ACT Report lists various sources of potential further funding. UR went through this list.	
4.4	UR stated that Jane Robertson has had various meetings. The International Festival is positive about the principle but it is too early to make a commitment. The Fringe has been very supportive. JR has a meeting with Edinburgh Theatre's Forum on 6 May. A meeting will be set up with Stevenson College shortly. Discussions are ongoing with the Scottish Stage & Screen Network.	CCT
4.5	JR has spoken with Leith Rotary but they have not been encouraging. Money is short in the current climate.	
4.6	UR stressed the importance of Trust members continuing to pursue all avenues of potential funding. This includes private companies and charitable trusts.	ALL
4.7	UR confirmed that the project team had been put on hold following completion of the Arts Fund Prize in order to take stock and consider alternative means of further funding.	
4.8	RR confirmed that Leith Central Community Council has donated £50.	
4.9	GS stated that he will speak to the Sikh community.	GS

Reference		Action
4.10	AM confirmed that Port Of Leith Housing Association had provided a further donation. Leith Theatre Trust recorded its thanks.	
4.11	UR referred to the Edinburgh Cultural Study. The general view is that this leaves the way open to successfully pursue a private solution for Leith Theatre. Whilst the report confirms that the Council does not have the resources to deal with the matter, it also contains no information that questions the viability of the project.	
4.12	UR has spoken with Mark Lazarovich, Chair of The Customs House Trust. It was agreed that there is merit in working together and providing critical mass for a cultural hub for Leith. UR is to set up a meeting.	UR
4.13	UR raised the need to continue to maintain a profile. PN stated that this could come through the support of Leith FM and it was agreed that a regular update slot should be sought every 2 – 3 months following the success of 20 April broadcast. Discussions are ongoing with the BBC about a potential evening TV news report.	PN
4.14	A stall has been booked for the Leith Festival for 13 June.	ALL
4.15	RR is speaking with Rob Munn who has connections to The Proclaimers. It may be possible to have an acoustic concert at the Thomas Morton Hall. A potential date is 12 November.	RR
4.16	UR confirmed that the Queens Hall had addressed interest in running the venue. UR is speaking with Chief Executive Adrian Harris.	UR
4.17	JH confirmed that Port Of Leith Housing Association has two newsletters per year, in June and December. Advertisements and news stories about the Theatre can be placed in the newsletter.	JH
5.0	WEBSITE	
5.1	GS stated that there were 18 members signed up. PS questioned the distinction between members and friends. Members implies a formal link. It was agreed that the link should be kept as informal as possible and those expressing interest would be registered as friends.	

Reference		Action
6.0	GOVERNANCE	
6.1	PN noted that there was a requirement for an AGM within 3 months of the end of the financial year on 31 March 2009. It was agreed that the June meeting of the Trust's Board would be the AGM.	
6.2	PN raised the need to change the company Secretary. PS stated that he would investigate whether he could provide his services without charge.	PS
6.3	<p>PS had spoken to OSCA about charitable status. The application is changed but OSCA will reopen the case if further information is submitted. A letter needs to be prepared describing:</p> <ul style="list-style-type: none"> • Activities. • How funds are used. • How the property will be owned. • Risk. 	PN/PS
7.0	BANK BALANCE/PAYMENTS	
7.1	AM stated that LTT had yet to provide funds to cover the cost of the Options Appraisal process. UR replied that she would ask the team to address invoices to CCT and that CCT would request payment to cover these invoices from LTT.	
7.2	AM asked UR to write to Graham Chapman, Treasurer LTT c/o Port Of Leith Housing Association.	UR
8.0	AOCB	
8.1	AM stated that a report will need to be provided to the Lottery Fund. UR undertook to prepare the report.	UR/AM
9.0	DATE OF NEXT MEETING	
9.1	Tuesday 2 June 2009 at 4.30 pm, at Port Of Leith Housing Association.	
9.2	PN to confirm with PS and AM requirements for AGM.	PN/PS/AM