



Cornwall Film Festival Trustee Meeting | Thursday 17<sup>th</sup> March 2016 17:00 at Tremough Innovation Centre, Penryn Campus

Meeting Called to Order at 17:00 at Tremough Innovation Centre.

**Members Present:**

Amanda Barnsley White (Proxy Chair)  
Paul Wyatt  
Karl Phillips  
John Scarlett Davis  
Louise Fox  
Dick Maule

**Apologies:**

Sarah E Sanderson  
Neil Fox  
Phil Shingler  
Phillippa Giles  
Eike Cummings

**No matters arose from the meeting held on the 2nd February**

**Reading of Agenda**

Company secretary, Amanda Barnsley White was elected as proxy chair for the meeting due to the absence of both the chair and the vice chair and apologies were taken from Sarah E Sanderson, Neil Fox, Phil Shingler, Phillippa Giles and Eike Cummings.

**Articles of Association Review**

The company secretary, Amanda Barnsley White reported that she has updated all trustee details on the Charity Commission's website and at Companies House.

Cornwall Film Festival's Articles of Association were discussed with a view to update any areas which may need to reflect the Cornwall Film Festival's current objectives and methods of operation. NB\* Any changes will have to be agreed by Trustees as a resolution and referred to the Charity Commission then eventually lodged with Companies House. Areas for possible update or change were discussed.

Amanda Barnsley White suggested updating the Articles to include all digital aspects of communication. Mrs Barnsley White also recommended including following the 'Best Practice' regarding this as set out in the Charity Commission guidelines.

The nature and regularity of Cornwall Film Festival's Annual General Meetings were discussed and although the trustees recognise that the organisation is not required to hold an AGM, the Trustees felt it is in the best interest of the charity to be as open as possible. The perspective date of 19<sup>th</sup> May 2016 at 17:00 remains provisional. It was also noted that an AGM is held at least every 18-months as opposed to 15 months as it is now.

Amendments were suggested to article 33 of Cornwall Film Festival's Articles of Association that Trustees must be a minimum of 16 year old, LF felt that CFF needed to put young people at the heart of the organisation, especially for BEACON. Articles 56-59 will also be amended to reflect new communication methods.

Regarding the Appointment of Trustees the term of service for all Trustees was discussed, KP felt it was important to get assurances that the Chair be present for future meeting. It was noted that all new Trustees now receive a welcome pack including essential information and a code of conduct.

On the topic of trustees, Amanda Barnsley White will be attending Trustee Training at the Foundation for Social Improvement on 14<sup>th</sup> and 15<sup>th</sup> April 2016 in Bristol.

A call was also made for Cornwall Film Festival to develop a disputes procedure, which will be developed.

A Summary of prospective amendments and changes will be presented to Trustees as a Resolution at a later date and if agreed Amanda Barnsley White will liaise with the Charity Commission and Companies House following all necessary procedures in this matter.

### **Financial Report**

Dick Maule discussed the PAYE for key staff members and reviewed the 2015 draft accounts. Mr Maule also recommended that the company contract bookkeeping services for 1-2 days per month to maintain control as the organisation grows.

### **Any Other Business**

On Saturday 2 April, 4pm PERFORMING THE SELF – Film Screening + Q&A with CFF Trustee John Scarlett-Davis and William Fowler, Curator of Artists' Moving Image, BFI National Archive

### **The meeting was adjourned by Amanda Barnsley White**

*Cornwall Film Festival thanks all of the trustees who attended the Tremough Innovation Centre on Thursday 17th March 2016 and to Amanda Barnsley White who chaired the meeting.*