



Location: The Ian Goodchild Centre,
Camberley

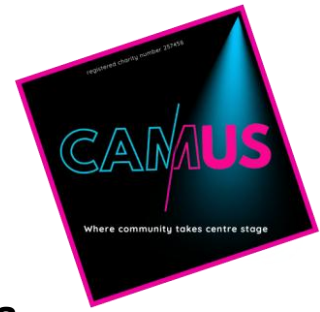


Date: Wednesday 23rd April 2025



Time: from 19.00 for a 19.30 start

CAMUS AGM

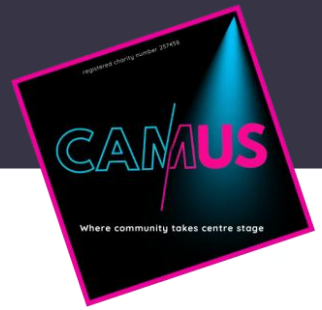


CAMUS PRODUCTIONS Annual General Meeting Agenda

Notice has previously been given under Rule 13 of the Society's Constitution and rules that the Annual General Meeting for 2025 will be held on Wednesday 23rd April 2025 at 7.30pm at The Ian Goodchild Centre in Camberley.

AGENDA ITEMS

1. **Opening Address and Welcome from Interim Chairperson**
2. **Approval of minutes from previous AGM (2024)**
3. **Annual Report of Society's activities: Chairperson's Report (enclosed)**
4. **Presentation of Accounts 2024 / 2025: Treasurer's Report**
 - i) See attached document
5. **Elections of Officers and members of the committee for 2025 / 2026:**
 - a) Chairperson
 - b) Secretary
 - c) Treasurer
 - d) Committee Members x 6
6. **Any Other Business / Matters Arising**
 - a) Proposed changes to the CAMUS Constitution (enclosed)
 - b) CAMUS Code of Conduct (enclosed)
 - c) Safeguarding Documents (see attached documents)
 - i) [Safeguarding and Child Protection Training Document](#)
 - ii) [Safe Touch Guidance](#)
 - d) Privacy Statement for Members (enclosed)
 - e) 2026 Show Announcement



We would like to express our heartfelt thanks to the dedicated members of the committee who have continued to lead and support the society for another year. In January 2025, our voted officers made the difficult decision to step down; Jenny Seddon resigned as Chair, and Nicola York stepped in as Acting Chair. Similarly, Sue Gibson resigned as Secretary, and Polly King has been serving as Acting Secretary. Our thanks go to Gareth Brown, who continues in his role as Honorary Treasurer, providing steady financial oversight for the society. We would like to extend our gratitude to the remaining members of the committee who have been working tirelessly in support of the society: Debbie Davies, Eddie King, Ashleigh Knight, Rich Lambert, Tom Ridgway, Hatty Thomson and Dan Bundy who was co-opted onto the committee in February of this year. Your contributions are greatly appreciated.

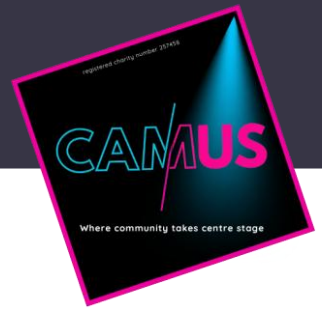
A special thanks goes to the members of our subcommittees – Jordan Ryan, Steph Mottershead, Dan Bundy, Ryan Stevens, and Laura Robertson – who have been invaluable in assisting with the society's activities this year. We would also like to acknowledge Tina Craig and Julie Dear, who stood down mid-term, and thank them both for their outstanding contributions over the years, which have greatly aided the success of our society.

Debbie Davies, who has been an integral part of our committee for many years, along with Hatty Thompson have also decided to step down this term. Their dedication and hard work will be deeply missed, and we thank them for everything they have done for CAMUS.

The following people would like to stand for election / remain on the committee:

- Chair – Nicola York
- Secretary – Polly King (and Marketing / Publicity)
- Treasurer- Gareth Brown
- **Fundraising** – Tom Ridgway
[sub-committee] Ashleigh Knight, Laura Robertson and Ryan Stevens
- **Marketing / Publicity** – Polly King
[sub-committee] Tom Ridgway, Laura Robertson and Ryan Stevens
- **Membership** – Dan Bundy
- **Promotion** – Rich Lambert
- **Social** – Ashleigh Knight
[sub-committee] Tom Ridgway, Dan Bundy, Steph Mottershead
- **Safeguarding** – Nicola York, Polly King, Ashleigh Knight, Rich Lambert
[co-opted] Sarah Millon, Jordan Ryan
- **Technical / Production** – Eddie King

For any members interested in joining the committee or standing for election to any of the above roles, we invite you to send an email to secretary@camusproductions.com or raise your request at the meeting. This is your opportunity to give something back to CAMUS and become involved in the day-to-day running of the Company and it's future. Thank you to everyone who has contributed to our society's continued success. Your dedication and commitment mean the world to us and enable us to continue moving CAMUS forward with more exciting productions.



CAMUS Productions

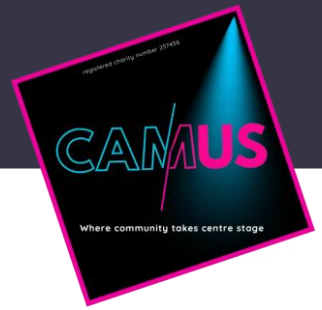
Chairperson's Report up to 23 April 2025

Welcome and thank you all for coming.

As Interim Chair for CAMUS, I would like to report to you on the society's activities over the past year:

- Firstly, I would like to thank you all for coming and your continuous support of CAMUS. It's been great to see us as a society grow and flourish with members old and new.
- Since our last AGM on 17 April 2024, CAMUS has seen much change. This time last year, Laura Robertson stepped down as a long-standing chair of CAMUS. Jenny stepped into the role, with a new executive committee for the rest of the calendar year, and since January we have had an interim committee in place. In the last 12 months, we have been very sad to say goodbye to several committee members, and I would like to take this time to thank Jenny Seddon, Sue Gibson, Tina Craig and Julie Dear for all of their work on the committee and for CAMUS over the years.
- At this AGM, Debbie and Hatty have also informed us that they wish to stand down, and again I would like to thank them for all they have done during their time on Committee. I sincerely hope that all members who have stepped down from committee continue to be part of CAMUS in the future.
- Our Spring 2024 production of *The Wedding Singer* was another successful show. It was wonderful to welcome more new members into the CAMUS family, and the rehearsal period included much laughter, throw-backs to the 80s and some very sweaty dancers! After a slow run of ticket sales in the build-up to the production, we adjusted our budget to reduce cost impact, including a cancellation of our Saturday matinee performance. Despite low ticket sales, with minimal spending, we minimised the loss made by the show to less than £1,000. I know, however, that everyone who took part in it had a wonderful experience performing to appreciative audiences. A huge thank you to Polly for all her work in directing and choreographing the show, and to Jake for his work as MD. He even got his very own glitter ball!
- November saw auditions for our next main show "*Made in Dagenham*" We had a wonderful turn out to the initial directors evening and one of the busiest audition days in CAMUS history! We are thrilled to have welcomed some lovely new members as well as a few returning members into the CAMUS family. Thank you to all those who came and auditioned.
- Fundraising picked up during the 2024 / 25 year, with plenty going on! We attended Yateley May fayre and our first Surrey Pride event in September, where we managed to pull in a few more interested members. We had a very successful 'On the Box' quiz night in October, hosted by the inimitable Tom Mercer as quiz-master extraordinaire, and our annual Christmas party, filled with games, prizes, mulled wine and lovely baked goods! In total, our fundraising efforts pulled in an impressive £1000 over the course of the year!
- Spring is a busy period for CAMUS, and we are deep into the throws of rehearsals for our next show, but it has been sad to postpone our first social event of the year, the 'Quiz and Chips' night. We will definitely be looking to rebook this for later in the year, as our Quiz Nights are always something special. Make sure that you look out for dates of upcoming fundraising or social events in our regular members newsletter and on our wonderful new website.
- Upon writing this, we are also fast approaching our third CAMUS awards night. The work that goes into this evening, designed to celebrate our members, is huge. It's such a lovely opportunity for us to reflect on our last show, recognise some of the amazing talent within our society and to have a chance to socialise together. I am sure that there will be stories from the event in the weeks to come!
- As we move to elect our new committee for 2025/26, I would like to say how excited I am about the future of our society. We have secured an autumn 2025 play, a spring 2026 musical and have lots of exciting options for future shows, events, venues, membership options and opportunities!

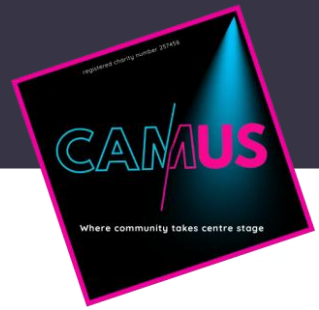
Nicola York
CAMUS Interim Chair



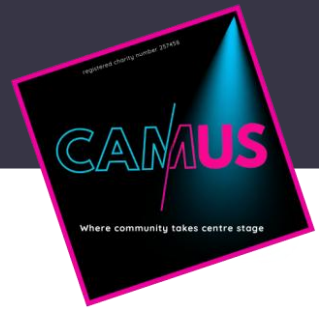
Proposed Changes to the Constitution and Rules [updated April 2025]

The following proposed changes are to be put forward at the AGM 2025 for approval and agreement:

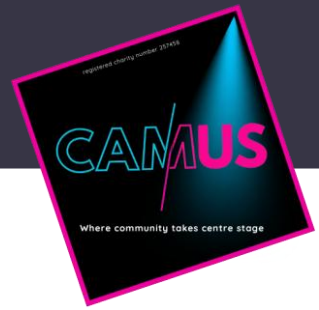
1. To rename point 2: Objects to *Aims and Objectives* which is more in line with our Code of Conduct. Any reference through the document from 'Objects' to 'Aims and Objectives'
2. The text has been reworded by the committee to reflect our aims and objectives with thought for our Code of Conduct and Constitutional obligations to our members to read *The aims and objectives of the Society is to promote wellbeing through the arts and to advance education in the dramatic and operatic arts for the public benefit. The Society shall aim to maintain and advance in all aspects the work of CAMUS, ensuring its continued ability to produce performances of the highest possible standards. In furtherance of this charitable purpose, and for the public benefit, the Society, through its management committee, shall have the following powers:*
 - Point a) to read *To promote plays, drama, comedies, operas, operettas, and other dramatic or operatic works of educational and artistic value, contributing to the advancement of education and the public benefit.*
 - Point b) to read *To acquire copyrights, or the rights to perform or display, any such dramatic or operatic works, in support of the public benefit through the arts.*
 - Point c) to read *To purchase or otherwise acquire necessary assets, including plant and machinery, furniture, fixtures, fittings, scenery, and other materials, to support the work of CAMUS and the Society's charitable aims.*
 - Point d) to read *To raise funds and receive contributions through subscriptions, donations, and other means, ensuring that all actions are for the public benefit and in accordance with the not-for-profit status of the organisation.*
 - Point e to k are additional aims and objectives to be adopted into the constitution as noted in the amended version of the Constitution and Rules
 - Point e) to read *To engage the local community through community-based activities in the performing and creative arts, bringing people together and promoting social engagement, inclusivity and wellbeing.*
 - Point f) to read *To inspire, build confidence, develop life skills, and support the creation of wider social networks through inclusive theatrical training and performance opportunities, available to all, regardless of prior experience or background.*
 - Point g) to read *To engage with communities and educational institutions, creating and delivering workshops to promote the arts and education*
 - Point h) to read *To make theatre accessible for all, ensuring that membership is not subject to audition and that the work produced remains inclusive, challenging, inspiring, and enjoyable for diverse audiences.*
 - Point i) to read *To maintain links with Camberley Theatre and other venues in the local community, ensuring collaboration and fostering connections wherever practical and desirable.*
 - Point j) to read *To make charitable donations at the discretion of the committee, further the public benefit and supporting local initiatives*
 - Point k) to read *To do all other things necessary to further the charitable purposes of the Society, with a focus on education, community development, and the arts, while always having regard to the principle of inclusivity and public benefit.*
3. Addition of a final line under Aims and Objectives to read *We are a not-for-profit organisation committed to creating work that promotes social engagement, with a strong emphasis on accessibility, inclusivity, and community-building through the arts.*
4. The removal of the word 'Executive' from reference to the Committee. It was agreed that all members of committee are to be acknowledged as the same. Any reference through the document to 'Executive Committee' with read as 'Committee'



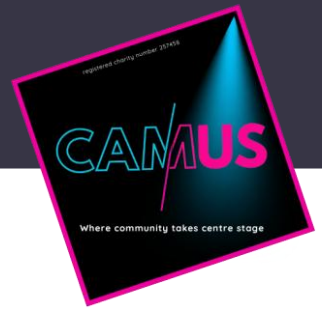
5. Rule 4, Subscriptions, point c to read *The amount of membership subscriptions due will be reviewed regularly by the Committee. Membership is due on joining the society and should be paid as a one-off membership fee.*
6. Rule 4, Subscriptions, point e to read *Members selected to perform in a production may be required to pay an additional show fee for each production. The amount of the show fee shall be reviewed by the Committee and will be announced prior to the auditions for each production. Payment of show fee shall be due before the first performance of the production.*
7. Removal of the Presidents and Vice Presidents Rule 5.
8. Removal of the Patrols Rule 6
9. Rule 7, Management will now become Rule 5.
10. Rule 5, Management point a reference the Officers as Chairman, Secretary and Treasurer and will now have the inclusive of a Vice-Chair in office and up to 5 committee members.
11. Rule 5, Management point c to read *The Officers and the Auditors shall retire annually but shall be eligible for re-election. Nominations for these positions, duly proposed and seconded with the nominee's consent, must be sent to the Secretary at least one week before the Annual General Meeting. If the Rule of nominations exceeds the available vacancies and not enough candidates withdraw before or at the meeting, the election shall be conducted by ballot.*
12. Rule 5, Management point d will have the addition of the word 'new' before Committee.
13. Rule 5, Management point 3 to read *The Committee shall appoint a Production Team for each production. Members of the Production Team are required to attend Committee meetings as deemed necessary and shall remain in office at the discretion of the Committee.*
14. Rule 8, Powers of the Committee will now become Rule 6
15. Rule 6, Powers of the Committee point a.1 to read *The Committee shall have the power to co-opt additional members as necessary. Co-opted members shall not have voting rights at committee meetings.*
16. Rule 6, Powers of Committee point a.2 to read *The Committee shall have the power to appoint officials and sub-committees as deemed necessary.*
17. Rule 6, Powers of Committee point a.3 to read *The Committee shall have the power to co-opt the creative team of the current production onto the committee for the duration of the production and rehearsal period.*
18. Rule 6, Powers of Committee point a.4 to read *The Committee shall have the power to direct and formulate the policy and programme of the Society's activities, as outlined at the Annual General Meeting of the Society.*
19. Rule 6, Powers of Committee point b to read *The regulations governing the proceedings and business of the Committee shall align with the Constitution and Rules of the society.*
20. Rule 6, Powers of Committee point c to read *If a committee member is not actively engaging or fulfilling their duties, they will be considered 'inactive' and asked to step down from their position on the committee.*
21. Removal of Rule 9, Selection of Works
22. Replacement of Rule 9 with Rule 7, Production Committee Composition points a – e
23. Rule 10, Casting will now become Rule 8
24. Rule 8, Casting point a.2 and a.3 with the addition of the wording 'as required.
25. Rule 8, Casting point b to read *The principal roles will be selected by the Casting Committee by a simple majority vote. Each committee member has one vote, except in the case of a tie, where the Director will cast an additional vote.*
26. Rule 8, Casting point c to read *If no suitable candidates come forward to audition, the Casting Committee has the right to invite other candidates to audition.*



27. Rule 8, Casting point d to read *Members of the Casting Committee will abstain from voting if they have a close personal relationship with the person auditioning.*
28. Removal of Rule 8, Casting point e
29. Rule 8, Casting point f will now become point e to read *The total Rule of members involved in a production will be determined through consultation between the Production Team and the Committee*
30. Rule 8, Casting point g will now become point f to read *The Casting Committee may, at its discretion, waive auditions for members seeking chorus roles or small parts. However, all non-members or new members must audition before being accepted for a production.*
31. Rule 8, Casting point h will now become point g to read *In exceptional circumstances, or when significant casting issues arise, the matters shall be referred to the Committee whose decision will be final.*
32. Rule 11, Finance will now become Rule 9
33. Rule 9, Finance point a to read *The funds of the Society shall be used exclusively for the stated aims and objectives of the Society.*
34. Rule 9, Finance point b to read *The Treasurer, in collaboration with the appointed Production Team, shall prepare a formal budget for each production. The budget shall be presented to the Committee for approval and adoption.*
35. Rule 9, Finance point c to read *No member of the Society shall receive payment, directly or indirectly, for services rendered to the Society, except for legitimate expenses, approved by the Committee for professional services related to its work [see Production Handbook]*
36. Rule 9, Finance point d to read *In the event of the Society's dissolution, any remaining funds shall be donated to charitable causes.*
37. Rule 12, Accounts and Audit will now become Rule 10
38. Rule 10, Accounts and Audit point a to read *The Treasurer shall record the financial transactions of the Society in a proper set of books. The Society's accounts shall be prepared as of 31st December each year and audited by a person, or persons, agreed by the Committee. A summary of the accounts, including an income and expenditure statement and balance sheet, shall be presented at the Annual General Meeting within four months.*
39. Rule 10, Accounts and Audit point b to be removed
40. Rule 10, Accounts and Audit point c will now become point b to read *Within six calendar months after the final performances of any production, the Treasurer shall prepare a detailed statement of the receipts and expenses of that production. This statement shall be made available for inspection by members of the Society at a time and place determined by the Committee.*
41. Rule 10, Accounts and Audit point c to read *The Treasurer shall advise the Committee of any tax liabilities the Society may incur*
42. Rule 10, Accounts and Audit addition of point d to read *The identification of bank signatories must be agreed upon by the Committee. Officers should serve as the signatories, with a minimum of two required for transactions. This process must be completed within 28 days of the Annual General Meeting*
43. Rule 13 Annual General Meeting will now become Rule 11
44. Rule 11, Annual General Meeting to read *The Annual General Meeting of the Society shall be held in April on a date determined by the Committee. All members shall receive 14 days' notice, along with the agenda. A quorum will consist of 25% of the current paying membership.*
45. Rule 14, Extraordinary General Meeting will now become Rule 12
46. Rule 12, Extraordinary General Meeting point a, a.1 and a.2 will read *Extraordinary General Meetings of the Society shall be convened under either of the following conditions:*
 - i) *When the committee deems it necessary*
 - ii) *Upon a signed requisition to the Secretary from at least 25% of the voting members of the society*



47. Rule 12, Extraordinary General Meeting point b to read *A minimum of seven day's written notice shall be given to all members of the Society regarding the Extraordinary General Meeting and a quorum shall consist of 25% of the voting members*
48. Addition of Rule 13, Force Majeure to read a) *If the offices are unable to continue their duties due to circumstances beyond their control, the committee will determine the next steps.* b) *In the event of death, retirement, incapacity, or any other situation (other than at an AGM), the committee will appoint an interim officer to serve until the next AGM.*
49. Rule 15, Responsibility of members will now become Rule 14
50. Rule 14, Responsibility of members point a to read *No member of the Society shall order any article in the name of the Society or enter into any contract without the prior approval of the Committee.*
51. Rule 14, Responsibility of members point b to read *The Committee has the authority to prohibit any performing members, whose attendance at rehearsals has been irregular, or who does not adhere to the Code of Conduct, from participating in the performance of the work in preparation.*
52. Rule 16, Alteration of Constitution and Rules will now become Rule 15
53. Rule 17, Privacy will now become Rule 16. References to Rules 2 (Objects), 16 (Alteration of Constitution and Rules) and 17 (Privacy) will now refer to Rule 2, 15 and 16
54. Rule 18, Termination of the Society will now become Rule 17 to read *The Society may only be dissolved by a resolution passed by a majority of at least five-sixths of the members present and voting at an Extraordinary General Meeting convened for the purpose of considering such dissolution. In the event of dissolution, any remaining balance of cash, after the realization of assets and payments of debts, shall NOT be distributed among the members of the Society. Instead, it shall be applied to charitable purposes similar to those of the Society or transferred to a charitable institution with aims and objectives similar to the aims and objectives of the Society, as determined by the Committee, with the consent of the meeting.*
55. Rule 19, Interpretation will now become Rule 18.
56. Rule 18, Interpretation to read *The Committee shall have the power to decide any questions or interpretations of these rules, as well as all matters related to the Society, except those that can only be addressed by the Society at a General Meeting.*
57. Rule 20, Distribution will now become Rule 19
58. Rule 19, Distribution to read *Each voting member of the Society shall have access to a copy of this Constitution and Rules.*



Additional Documents – all of which can be downloaded from the website

CAMUS Code of Conduct:

We would like to draw your attention to the Code of Conduct, which, in line with the latest guidance from NODA, should be considered alongside the Constitution and Rules.

This Code of Conduct is designed to ensure that all performers, production, and support teams have a safe and enjoyable working environment, allowing everyone to develop their talents and get the most from the hobby we love. We encourage all new members of CAMUS to read this document before applying to join.

CAMUS Privacy Statement for Members:

We would like to draw your attention to the CAMUS Privacy Statement for Members, which explains how we collect, use, and safeguard your personal information in accordance with data protection laws.

This statement is designed to ensure that all members can participate in CAMUS activities with confidence, knowing that their personal data is being handled securely and responsibly. We encourage all members to review this document to understand how their information is managed and protected within the organisation.

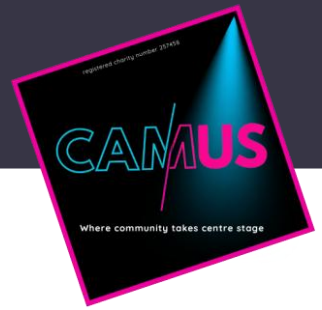
Safeguarding and Child Protection Booklet: (attached)

We would like to draw your attention to the CAMUS Safeguarding and Child Protection Training Booklet, which outlines our commitment to ensuring the safety and well-being of all participants, especially young people, involved in our activities.

This booklet provides important guidance on how to recognize and respond to safeguarding concerns, and it is essential reading for all members who work with children or vulnerable individuals. We encourage everyone to review this document to ensure a safe and supportive environment for all involved with CAMUS.

Safe Touch Guide Document: (attached)

We would like to draw your attention to the CAMUS "Safe Touch" Guidance Document, which provides clear protocols on how to maintain appropriate and respectful physical contact in all activities involving our members. This document is designed to ensure that all interactions are conducted safely and sensitively, particularly when working with children and vulnerable individuals. We encourage all members to review this guidance to promote a safe and respectful environment for everyone involved in CAMUS.



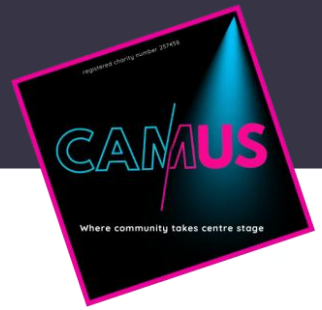
CAMUS CODE OF CONDUCT

The CAMUS code of conduct is designed to ensure everyone enjoys the work of CAMUS. Members of CAMUS and those who work with us should maintain the highest standards of behaviour in the performance of their activities by:

1. Performing their role to the best of their ability in a safe, efficient and competent way.
2. Acting honestly, responsibly and with integrity.
3. Treating others with fairness, equality, dignity and respect.
4. Raising concerns about possible wrongdoing witnessed by a member in the course of their role within CAMUS, with the Chair.
5. Communicating respectfully and honestly at all times.
6. Reporting any health and safety concerns to the Chair.
7. Reporting any safeguarding concerns or potential concerns in accordance with the CAMUS Safeguarding Policy.
8. Declaring any interests that may conflict with their role or the work of the CAMUS (e.g. business interests or employment). If any doubt arises as to what constitutes a conflict of interest, members may seek guidance from the Chair.
9. Exercising caution and care with any CAMUS documents, material or devices containing confidential or personal information.
10. Seeking authorisation from the Chair before communicating externally on behalf of CAMUS. Where communication on behalf of CAMUS is necessary, authority must be sought from any member of the group who is referred to in those communications or the organisation they represent.
11. Respecting the content of the CAMUS Dignity and Respect Policy.

Volunteers are expected NOT to:

- Bring CAMUS into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.)
- Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability or race).
- Be affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities while volunteering.
- Provide a false or misleading statement, declaration, document, record or claim in respect of CAMUS or any of its members. Where a member is found to be in breach of the standards outlined in this Code of Conduct this may result in membership being terminated upon agreement of the majority of the members of the committee.



Privacy Statement for Members

Camus Productions is committed to the protection of personal data that is acquired from its members and supporters. This privacy statement outlines the ways in which we acquire, store and utilise your data. For the avoidance of doubt, a member is those individuals who pay a recurring fee or one-time payment to be a part of our society. Our supporters include individuals who are involved with supporting the activities of the company. These include (but is not limited to) scenery construction, costumes, properties, publicity, front of house arrangements, stage management, sound, lighting, direction, choreography, music and orchestra and other parties who voluntarily work with our society. Supporters also include lapsed members, as such lapsed members normally wish to remain in contact with the company and may wish to renew their membership at a later date.

What Data do we hold?

CAMUS Productions holds personal names, email addresses, telephone numbers and, in some cases, addresses of the members and supporters. For members, we hold data regarding your subscription, including enrolment date and dates payments made. We may also hold your photograph and biography on file for use in publications; your consent will always be requested before anything is published.

How will we use your information?

We will use your information to send you newsletters, letters or e-mails to give you details of General Meetings, Shows, Rehearsals, Production Meetings and social & fundraising events that are likely to be of interest to you. Your name, and possibly photograph and biography, may appear in our show Programmes and newsletters. Your information may also be shared with our committee members as required. This use is in our 'Legitimate Interest'. You will be aware that our show programmes are public documents and that our newsletters are shared amongst our membership and with our supporters. We will not share your information with other third parties without your consent.

How we store your information?

CAMUS Productions assures our members and supporters that reasonable security measures are in place to protect against unauthorised access or damage to information that is stored.

What if my data changes, or I am no longer a member?

Please let us know if your information changes as it is important that the personal information we hold about you is accurate and up to date. We will keep your information indefinitely after you remain an active member or supporter of the Company. We keep your information because you may resume your connection with CAMUS Productions and take part again in our activities.

However, you can ask us to remove your personal information from our records at any time and we will do so and stop sending you any further newsletters. You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. To do this, simply write to us at the e-mail address below. We will take all reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

How to contact us?

For any questions or concerns relating to this Privacy Policy or our data protection practices, to have your details removed from our databases, or to make a Subject Access Request, please contact us by e-mail:

secretary@camusproductions.com

The Ian Goodchild Centre, Camberley

The Ian Goodchild Centre (IGC) is a part of Camberley Theatre. The entrance is to the left side of the theatre (as you look at the theatre from the front) – opposite the library. You can see it noted in the image below with a red arrow.

Once you enter the building into the foyer, there is a door to the left of the storage area – go through this door and up the stairs.

When you get to the top of the stairs, turn left again and enter the community space



PARKING:

Parking for the IGC is either in the Knoll Road Car Park, behind the theatre, or in the spaces outside the library which are free after 6pm.

DIRECTIONS:

