

MINUTES

CAMUS Committee Meeting

13th April 2026

6.30pm at Wetherspoons, Camberley

Actions

In Attendance

GB, RL, JR, LR, TR, NY

Late: AK

Apologies: DB, EK, PK

Approval of minutes

The minutes from the last meeting were approved.

Actions: (**February / March**)

EK to share gazebo information with LR – roll forward

EK

TR to organise CAMUS hoodies – actions happened but not completed.

TR

NY to send letter to NODA – Action cancelled – will meet face to face with Sue Sampson to discuss instead.

NY

~~LR to invite VIPs to ST – NODA have been invited. Sue Sampson has accepted VIP to ST. The Village confirmed attendance. LR to block book tickets.~~

~~PK to collate and send ACM information to membership~~

~~PK to create google form for committee nominations~~

~~ALL to prepare short paragraph summarising the last 12 months and send to NY~~

~~PK/EK to prepare launch information for ACM for WITW and TIKTBT~~

~~JR/GB/NY to meet to discuss show fee payments~~

~~TR to conduct stock count of bar~~

~~LR to update website committee section~~

~~JR/NY/GB to review and confirm PO process at the next meeting~~

EK

EK preparing set design proposals and costings for ST

~~JC/FW/JR to meet re costumes and props for ST~~

~~JR/LR to share completed 'test' form for legislative changes concerning children's photography/publicity and marketing~~

~~NY to make initial contact with Warbrook House re TIKTBT~~

~~LR/PK to meet to coordinate arrangements for awards night.~~

~~NY/PK to arrange members only play reading scheduled for 15th May Freya Wall has offered to host at her house. PK/NY to source plays – agreed with a comedy (Fawlty Towers / Allo Allo suggested)~~

PK/NY

Donation to scripts and then readers keep their script.

~~TR to confirm / update bookings for Yateley and Farnborough Marketing events. All booked and confirmed. JR / LR sort the google sign up form. TR to share invoices with GB.~~

JR/LR

Page 1

~~LR to investigate costings for railings banners and feasibility~~ – In Surrey / Surrey Heath there are no banner locations, so not looking to pursue this.

~~NY to share PLI documents with TR and LR~~

~~TR / JR to meet re storage lock up~~

~~PK to contact UStore re ground floor unit~~

JR to look at quiz date and schedule within the summer show planning timeline – **need to confirm this once WITW rehearsal schedule.**

JR/PK

1. Committee and member update - NY

The primary focus of today's meeting - preparations for the **AGM on 15th April**. The member update would be left to the AGM. There are currently 37 paying members of CAMUS who will be eligible to vote at the AGM. 29 are cast members and 8 others.

2. Finance update - GB

GB provided a financial update to the committee (full reports attached). Current balances are £12,056.89 in the current account, £68.58 in the deposit account, and £332.97 in cash, which will be banked this week.

All paying members are up to date with payments/instalments. Some show fees remain outstanding – JR is aware.

NB and GB met to review processes, and a Purchase Order (PO) template has now been drafted. This will apply across the whole company rather than being department-specific. GB will share the final version.

GB

LR queried whether a system is in place for PO numbering. NY confirmed that budgeting will follow key codes:

- CP (Camus Productions) – General Fund [authorised by NY/GB]
- CF – Fundraising [TR/LR]
- SS – Spring Show [JR/Director]
- AS – Autumn Show [JR/Director]

PO numbers will then follow a chronological format for each purchase (e.g. AS26-01). POs may be completed by any member but must be authorised by the relevant department lead. If the purchaser is unsure of the PO number, this can be left blank and completed at the authorisation stage.

Any purchase over £500 requires additional approval from GB (Treasurer). Purchases over £1,000 require approval from both GB and NY.

This process will be shared with the committee. Only committee members are authorised to approve POs. All PO lines will include a cost code, linking directly to the relevant budget line within the spreadsheet.

NY has also created a supporting finance document for authorising personnel. JR will transfer all details from ST to 'SS' (Spring Show), and NY will provide JR with access to enable this.

JR

A PO log will be added to the spreadsheet as a separate tab for tracking purchases. POs may be post-dated where necessary for emergency purchases.

NY will circulate the full budget procedure.

NY

The AGM agenda has already been shared with the company. The following process will be followed:

- Opening and Welcome
- Approval of previous AGM minutes
- Constitution and key documents (Code of Conduct and Safeguarding Policy) – for reference only, no approval required
- Chairman's Report – department updates to be delivered by committee members:

Page 2

- Social and Fundraising
- Show Reports (Eddie – MID; Nic – ATTWN)
- Marketing

Thanks were extended to NG, who has stepped down from the committee, and DB, who will also be stepping down at the AGM.

- Treasurer’s Report and presentation of accounts
 - Overall deficit of £2,200 noted. While not ideal or sustainable, there is confidence that the current year will improve.
 - Losses: £2,000 on Spring Show and £500 on Autumn Show
 - Fundraising generated a £2,000 profit
 - The team was congratulated on these efforts
 - Committee Elections
 - All current members stand down prior to voting
 - Nominations: NY (Chair), GB (Treasurer), PK (Secretary)
 - LR offered to stand for Vice-Chair
 - Remaining committee members indicated willingness to stand and be elected en masse
 - Show Announcements
 - EK: *Things I Know To Be True* – Autumn Show 2026 (potential venues: South Hill Park or Camberley Theatre; dates TBC, with October half term suggested)
 - Auditions proposed for end of June
 - PK: *Wind in the Willows* – Spring Show 2027 (Camberley Theatre confirmed for May half term 2027)
 - AOB
 - Open floor for questions and comments, to be recorded and responded to in the minutes
- AK joined the meeting at 18:52.
LR to add new members’ email addresses to the Secretary@ mailing list.

LR

3. AOB

- JR asked about the lock up. Saturday 25th will remain to go through costumes / props itemisation. Thanks given to those that attended the lock up change over last Saturday.

Meeting closed: 19.03

Next Meeting: Monday 11th May 2026