

# MINUTES

## CAMUS Committee Meeting

9<sup>th</sup> March 2026  
6.30pm at The Crabtree

### Actions

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#### In Attendance

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GB, DB, AK, EK, PK, JR, LR, TR, NY

Apologies: RL

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#### Approval of minutes

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The minutes from the last meeting were approved.

Actions:

~~GB and NY to review finances in preparation for the AGM~~

~~JR to arrange payment for membership~~

~~GB to finalise and submit gift aid~~

~~PK to confirm menu with C&C for Awards Night~~

**EK to share gazebo information with LR**

**TR to organise CAMUS hoodies**

**NY to send letter to NODA**

**LR to invite VIPs to ST – NODA have been invited. Others to be sent.**

~~LR to review merchandise payments for ST~~

~~PK to share FOH photos with LR for ST~~

**NY/PK to explore future play reading events**

~~LR to confirm Owlsmoor Community Centre for Quiz~~

~~GB to confirm arrangements for fish and chip supper~~

~~LR to share Awards Night spreadsheet~~

~~PK to share Awards Night flyer with LR~~

~~LR to circulate digital and hard copy flyers of ST to cast~~

~~PK to secure rehearsal space for play with theatre~~

~~ALL to review show proposal of Things I Know To Be True~~

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#### 1. Committee update - NY

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The primary focus of today's meeting - preparations for the **AGM on 15th April**. The next committee meeting will serve as the formal pre-AGM meeting. The AGM pack must be finalised and circulated to all current members next week. PK to collate and send to membership.

As per constitutional requirements, the full committee will stand down at the AGM. Nominations are therefore invited for the following Trustee roles:

- Chair
- Treasurer

PK

- Secretary

In addition, nominations are invited for the following committee roles:

- Production Secretary
- Technical Manager
- Socials
- Fundraising
- Marketing
- Vice-Chair

DB confirmed that he will be standing down as Vice Chair at the AGM, but would not be re-standing due to medical and family commitments. The committee expressed their full support and sincere thanks to Dan for his continued contribution and commitment.

### Committee Roles – 2026/27 Expressions of Interest

The following positions were discussed:

- **Chair** – NY confirmed she would be happy to continue in the role. The committee were unanimously supportive, noting the value of continuity and consistency.
- **Treasurer** – GB reflected that the past 12 months have been challenging; however, he and NY have worked effectively together to implement stronger financial controls. GB is willing to continue in the role. NY and GB will continue to meet monthly to monitor and control budgets.
- **Secretary** – PK confirmed she is happy to re-stand.

Other roles:

- **Fundraising** – TR happy to stand
- **Marketing / Social Media** – LR happy to stand (also willing to stand as Vice-Chair)
- **Socials** – AK happy to stand
- **Technical Manager** – EK happy to stand
- **Production** – JR happy to stand
- Hoping the RL will continue to serve on the committee

### AGM Business

PK

The AGM agenda will include:

- Approval of 2025 AGM minutes (PK to circulate to committee in advance)
- Presentation of Annual Report (NY)
- Presentation of Accounts (GB)
- Election of Committee

PK

**Nominations** for committee positions must be received one week prior to the AGM.

PK to create a Google Form for inclusion in the AGM pack. Nominations should be submitted to **secretary@** by **8th April**.

### Annual Report

ALL

The Annual Report will include:

- Chair's Report
- Short summary updates from each area (Fundraising, Socials, Marketing, Technical, Production etc.)

Each area lead is asked to prepare a short paragraph summarising the last 12 months and send this to NY by next week.

### Accounts

Draft accounts were presented to the committee. These will need to be independently examined ready for presentation to the AGM

### Elections Process

All roles will be formally nominated and seconded at the AGM in accordance with the constitution.

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## Upcoming Productions

Launch of **WITW** and play to be included as part of AGM forward planning and communications.

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## 2. Membership update - NY

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- There are 37 current paying members. This will go into the general fund. JR to meet with GB / NY to discuss show fee payments.
- All paying members will be eligible to vote at the AGM.

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## 3. Finance update - GB

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GB provided a financial update to the committee (full reports attached).

- **Gift Aid** of £1,930.00 has been successfully submitted and allocated to general funds.
  - The paired draft accounts currently show a **loss of £1,789.00**, reflecting production losses carried over from last year. Strengthening budget control was identified as a key learning point.
  - Fundraising performance last year was exceptional, delivering a **profit of £2,269.00**, which will be highlighted within the financial report. The forecast for the current year is positive. As of the end of February:
    - Main account balance: **£9,316.74**
    - Deposit account: **£68.41**
    - Cash held: **£181.99** (included in and reconciled with the accounts)
- Cash from Saturday's Quiz event is yet to be banked. Current balance stands at **£11,272.37**, reflecting improved cash flow and taking reserves above the £10,000 threshold. (These figures do not yet include Quiz Gift Aid.)

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### Quiz Event

Initial profit from the Quiz is approximately **£270.59**. However, this will be adjusted to account for **£182.00 bar spend**, with stock offset still to be reviewed.

TR will conduct a stock count to clarify final figures.

TR

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### Stock & Zettle

LR queried whether stock can be accounted for within Zettle. It was agreed that products will need to be separated individually within the system to enable clearer tracking of sales and more accurate stock control moving forward.

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### Financial Controls & Purchase Orders

The updated financial procedures are embedding well:

- Purchase Orders (POs) are now in consistent use.
  - The process is working effectively.
  - POs will be stored in a shared location.
  - Production-related expenditure is being signed off by relevant leads.
- NY has set up access to the budget spreadsheet. Each budget line is coded and linked to the relevant sheets, and folders have now been organised accordingly.
- EK queried how strictly receipts are being managed during "get-in" periods. JR confirmed this will be monitored and reconciled via the running spreadsheet, with collective POs used where appropriate.

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### Actions

- LR to update the website Committee section.

LR

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- JR, NY and GB to review, complete and confirm the PO process at the next meeting.

JR/NY/GB

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#### 4. Current Production – Sweeney Todd - JR

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##### **Production Update**

- Rehearsals are progressing well. Vicky and Lydia are finalising the rehearsal schedule for the next two weeks.
- Act One is nearly fully plotted.
- EK is preparing set design proposals and associated costings.

EK

##### **Costume & Props**

- Jess and Freya are meeting JR to discuss costume and props.
- Costume packs will be created for the Ensemble, outlining items they are required to source.
- A defined colour palette is being developed for different character groups, with a strong core colour theme. Subtle visual references to war will also be incorporated into the design concept.

JC/FW/JR

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##### **Marketing, Publicity & Legislative Changes**

JR updated the committee on recent legislative changes concerning children's photography, publicity and marketing.

- A new publicity and marketing consent form for under-16s has been drafted.
- JR has consulted with a legal contact to review potential loopholes and ensure best practice.
- The form clearly outlines when and where images may be used (programme, social media, press, NODA submissions, etc.).
- A blanket statement has been included, referencing the relevant legislation. Although CAMUS operates under charitable status (which affords some flexibility), the proposal is that we adopt this stricter framework as a matter of best practice moving forward.

The committee thanked JR for the significant work undertaken in preparing this documentation.

JR and LR to share a completed 'TEST' form to share with the committee

JR/LR

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##### **Key Safeguarding & Compliance Points**

- Clear guidance on use of full names versus first names only.
- No identifiable school information (e.g. uniforms) where inappropriate.
- No sharing of geographical or personal data.
- Merchandise must be considered carefully, as show-branded items can be viewed as identifiable.
- No full names to be published unless expressly authorised.

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##### **Consent Structure**

- A specific "**Rehearsal Process**" consent section will capture dates and initial image use.
- Show week will be treated as a separate "session."
- Headshots and programme images may carry indefinite consent.
- General rehearsal and show imagery consent will expire 7 days after the show closes.

- The phrase “where possible” will be removed from the blanket cover to strengthen compliance.  
Images will be removed after consent expiry, unless covered under indefinite consent (e.g. headshots/programme).  
The form will be completed digitally by CAMUS and then signed by the parent/guardian.

#### **Additional Points**

- TR queried inclusion of fundraising activity (e.g. children supporting stalls). This will be incorporated into the consent documentation.
- The new legislation is expected to come into force in September, with a grace period for implementation.

**19:00 – DB left the meeting.**

### **5. Future Show Considerations**

- **Things I Know To Be True** – EK’s proposal was agreed with the committee unanimously in favour of progressing with the production.
- **Proposed Venue** – Warbrook House was suggested as a potential venue. JR and NY will be involved in discussions regarding feasibility and scheduling of production dates. NY to make initial contact with Rachel at Warbrook House to explore availability and logistics.
- **Proposed Timing** – October half term was identified as the preferred production window.

NY

### **6. Socials, Fundraising and Marketing – AK/TR/LR**

#### **Social & Fundraising Update**

- **Sweeney Todd Pub Night** – One successful cast social event held, providing a valuable opportunity for the company to connect. A number of additional social events are planned, many of which will link directly to fundraising and charitable activity.
- **Awards Night** – Upcoming event. LR and PK to meet to coordinate arrangements. Nominations are already coming in. Focus to be placed on driving ticket sales to maximise income. CAMUS will give three NODA awards and representatives from NODA have been invited.
- **WWRV & G&D Social Group** – Steph has organised a social for these groups. It was noted that this may be slightly late, as many members have already purchased tickets.
- **Members-Only Play Reading** – Scheduled for 15th May, kindly hosted by Freya. PK/NY to confirm details for newsletter.
- **Drag Bingo** – Confirmed for 27th June at Runways End.
- **Sports Day** – 30th August at Frimley Park. To be advertised in the Newsletter and on the website.
- **Bowling Night** –date TBC. Aldershot has offered a charity rate of £5 per person for two games.

LR/PK

NY/PK

## External Events & Community Engagement

- **Yateley & Farnborough Events** – Confirmed (TR update). Performance slot details TBC, including format and duration. Likely to fall around the May Bank Holidays. TR
- **Collectively Camberley** – Confirmation received from Luke that CAMUS singers will be involved.
- **Bourne Show (Farnborough)** – 4th July. Charity stall rate secured at £10. PO form required for payment already made.
- **Reading Pride** – Falls on the same weekend as the 24 Hour Musical. Discussion around presence of CAMUS members who could then support 24 Hour in the evening. Further consideration required regarding representation.

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## Marketing & Publicity

- **Railing Banners** – Discussion regarding banner advertising, noting that FAOS and CODY regularly utilise this format.
  - Approx. £41 per banner per location (maximum two weeks).
  - The Mall quoted at £50 per week.
  - LR to investigate costings and feasibility further. LR
- **Programme Advertising** – LR has contacted 15 barbers and 10 bakeries regarding programme adverts. Additionally, cast members' businesses may be featured within the programme and promoted on social media.

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## Finance & Operations

- **PLI Documents** – Updated Public Liability Insurance documents (Lloyd & White) required. NY to share with TR and LR.
- **Storage Lock-Up** – TR to arrange meeting with JR over Easter to review and organise. NY  
TR
- **U-Store** – PK to contact regarding moving storage downstairs.
- **Quiz Review** – LR reported positively on the recent quiz: strong venue, good parking and WiFi. Thanks noted to Jess and Ash for bringing teams. Tom M commended as an excellent Quiz Master. PK
  - Suggestion to schedule the quiz date earlier within next summer show planning timeline (JR). JR
  - Discussion that bar pricing should increase.
  - LR referenced an online stock management system that would improve stock control and provide clearer data on sales trends.

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## Forward Planning

- **Frimley Hall Hotel** – Offering a charity partnership package for next year, marking CAMUS' 60th anniversary (“£60 for 60”). Further exploration required. Further discussions to continue at the next meeting.

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## 7. AOB

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- There was no other business.

**Meeting closed:** 19.36

**Next Meeting:** Monday 13<sup>th</sup> April 2026