

To: holly  
From: postmaster@lfvda.demon.co.uk (gill henderson)  
Subject: Meeting with Ben and Annabel  
Cc: gary

Hi,

I met with Ben and Annabel this am; I think they make good combination of skills and experience for this next stage. Just a quick update:

I've agreed to pay them their fourth instalment by mid December so they can pay the December wage bill.

Staff seem to be supporting them and are starting to look forward rather than back

Stocktakers have been appointed; John Webb who "did" Watershed and Paul Varnarva(?) John Webb wants to get cracking as he's moving house in December

They were meetign Mik tonight to talk thru a number of issues including the DTI bid. Annabel is concerned that if nothing happens until the fourth quarter she'll have problems justifying their match in the short space of time to the end of the financial year. They still haven't received their offer letter so they aren't sure of the conditions attached. I asked them to send me a copy when it arrives.

Pandaemonium appears to be on course and has its funding in place. We agreed to help them find a new admin assistant preferably with basic finance skills. They are going to try to find someone from temporary staff at the London Film Festival.

I am concerned about the BFI rental agreement. Michael had agreed that the Lux would pay the rent direct to the BFI on time every quarter. It hasn't been paid for two quarters and Annabel can't pay the next one either. I said I'd talk with Julia Voss in BFI Exhibition about the best way to proceed with the bFI as I don't want to stir up a difficult situation. We talked about the Gallery rent that still has to be settled.

Ben asked whether we would have any objections to them re-opening the cinema a week later after Xmas to do some maintenance. I said I had no problem as long as they signalled this well in advance so it didn't look like an emergency. Cinema now to open Jan 18th same day as gallery

We agreed that for the recovery process to work then everything however unpalatable had to be disclosed and taken into account. And a fundamental change had to be made to communication both internally and with external contacts like funders.

I also agreed to attend the next board meeting on 6th December

bw gill