



**Leeds First Friday Society
Community Meeting – Minutes**

Date: Friday 24th April 2026

Time: 6.00pm

Location: Online (Google Meet) - <https://meet.google.com/kta-iomh-sgi>

Hosts: Kandice Fox, Grai

Convened by: Leeds First Friday Coordination Team

1. Welcome and housekeeping

Kandice opened the meeting and welcomed attendees.

It was explained that the meeting would include a presentation followed by an opportunity for questions and clarification. Attendees were advised that there was no requirement to turn cameras on, use microphones, or speak during the meeting. Contributions could be made through the chat or by asking questions verbally if attendees felt comfortable doing so.

The expected format of the meeting was explained, including that the presentation would introduce the proposal and that more detailed feedback would be gathered after the meeting.

2. Purpose of the meeting

It was confirmed that the meeting was a consultation meeting and not a decision making or voting meeting.

The purpose of the meeting was to:

- Explain the proposal to form the Leeds First Friday Society
- Reassure attendees that the monthly Leeds First Friday event itself would not change
- Explain why a more formal structure is being proposed
- Introduce the draft governing documents

- Explain how attendees and the wider community can review the documents and provide feedback
- Outline the next steps towards a second meeting where the Society may be formally established

It was explained that feedback would be gathered after the meeting and used to shape the final version of the proposal before the second community meeting.

3. Leeds First Friday today and why change is needed

Grai began the presentation by making clear that the proposal is not about changing the Leeds First Friday event. She emphasised that Leeds First Friday will remain free to attend, with no entry fee, ticketing system, registration requirement, or special access arrangement.

Grai explained that the proposal concerns “what happens underneath” the event, meaning the structure, organisation and support behind Leeds First Friday.

The presentation then reflected on the growth and significance of Leeds First Friday. Grai described LFF as having become much more than a small monthly meet up, noting that thousands of people attend across the year, including record numbers of newcomers. She highlighted the breadth of activity now associated with LFF, including regular events, one off events, newcomer support, daytime and evening socials, Pride activity, online spaces, venue relationships, risk planning, and wider community support.

The meeting noted that Leeds First Friday now includes:

- A large monthly social event
- Regular newcomer support
- Daytime and evening linked events
- Special events through the year
- Online community spaces
- Venue and partner relationships
- Safety planning and behind the scenes coordination

Grai explained that much of this currently depends on informal knowledge held by a small number of people. She noted that key information, contacts, systems and responsibilities often

live in people's heads, and that this creates risk if key individuals step back or are suddenly unavailable.

A particular concern was raised that money connected to LFF activity has, historically, sometimes had to sit in personal bank accounts because LFF has no formal structure or bank account of its own. It was made clear that this was not presented as wrongdoing, but as an example of the limitations of the current informal model.

The meeting recognised that Leeds First Friday has been sustained over many years by goodwill, dedication and voluntary effort, but that something so significant now needs stronger foundations.

4. The proposal: Leeds First Friday Society

Grai introduced the proposal to create the Leeds First Friday Society.

The Society was described as a proper recognised structure built around the community to help LFF run better. Grai used the analogy of a football club, explaining that a club has a bank account in its own name, elected people running it, members who shape its direction, and continuity if one person leaves.

The proposed Society was described as a structure that would:

- Help LFF exist beyond any one individual
- Make responsibilities and decisions clearer
- Create more transparent ways for people to get involved
- Give members a stronger voice in where LFF goes
- Open up access to funding and grants that are currently difficult or unavailable

It was emphasised that the Society would sit beneath and support Leeds First Friday, rather than replacing or changing the event.

The presentation included a visual comparison of the current LFF team structure and the proposed Society structure. Grai explained that the current model involves three coordinators and a wider group of volunteers, with attendees and venue partners above that. The proposed model would introduce Society members, elected co chairs, and a coordination team supporting practical delivery of events and online spaces.

The key message was that Leeds First Friday would remain the same on the surface, but with stronger support underneath.

5. Membership and involvement

Membership was explained as membership of the Leeds First Friday Society, not membership to attend the Leeds First Friday event.

It was confirmed that:

- Membership would not be required to attend Leeds First Friday
- The monthly event would remain free and open
- Membership of the Society would be free
- Membership would be for people who want to be involved and have a say
- Members would be able to vote at annual general meetings
- Members would have a voice in who runs the Society and how it develops

Kandice explained later in the presentation that membership is about giving people an opportunity to be more involved if they wish. Members would be able to attend meetings, share ideas, volunteer, support events, help with moderation, and contribute to the running of LFF.

It was stressed that people who simply wish to attend LFF each month and enjoy the event will still be able to do exactly that, with no change.

6. Governing documents

Kandice introduced the governing documents that would be shared after the meeting. These are:

- The Constitution
- Appendix 1
- Appendix 2

Kandice explained that the constitution is the main document and described it as a rulebook or instruction manual. It sets out how the Society works, how decisions are made, how roles function, and how things are run day to day.

The constitution was presented as a way of creating clarity, fairness, consistency, continuity and protection for LFF, its members, and the people involved in running it.

The appendices were described as supporting documents:

- Appendix 1 recognises founding co chairs, past coordinators and contributors, and explains how founding members are defined
- Appendix 2 is the founding members register and records who was part of forming the Society, as an internal governance record

Kandice reassured attendees that they did not need to absorb all of the documents during the meeting. The documents would be shared afterwards so that people could review them in their own time.

7. Feedback process

Kandice explained how feedback would be gathered after the meeting.

The constitution and appendices would be shared publicly after the meeting, although they were also already available through the meeting documents.

Feedback could be provided in two ways:

- By commenting directly on the Google documents
- By submitting feedback through a Google Form

It was explained that comments left directly on the Google documents would be visible to others. The Google Form would not collect names or email addresses, and feedback submitted through the form would be anonymous.

The feedback period would be open for two weeks. After that, the feedback would be reviewed and considered. Common themes, suggestions and specific points would be identified, and changes would be made to the draft constitution where appropriate.

A revised version of the constitution would then be prepared and shared before the second meeting.

8. Second meeting and next steps

Kandice explained that a second community meeting would be held four weeks after the consultation meeting.

The second meeting is planned for **Friday 22 May 2026 at 6.00pm**.

At that meeting:

- The final version of the documents will be presented
- Key changes will be explained
- A vote will be taken on whether to approve the constitution
- The Society will be formally established if approved
- The move from proposal to reality will take place

It was explained that the Society would then come into effect on 20 July 2026, following Leeds Pride weekend. Kandice clarified that the second meeting would be the decision point, while the Society would begin operating from 20 July.

9. How the Society will be run

Kandice explained that the proposed Society structure has been designed to emulate the current practical structure of LFF as much as possible, while giving it a clearer and more formal framework.

The Society would be led by three co chairs, similar to the current three coordinator model. However, unlike the current informal model, the co chairs would be elected by the members.

Kandice emphasised that:

- The Society should be run by the members for the members
- Members should decide who leads the Society
- In future, any member will be able to stand for election as a co chair, subject to the processes set out in the constitution
- For the initial setup, founding co chairs will be proposed and confirmed as part of the formation process

The co chairs would then introduce a coordination team to support the running of LFF. The coordination team would include people involved in areas such as events, moderation, Pride, venue liaison and other practical responsibilities.

Kandice stressed that the structure exists to support LFF, not control it.

10. Founding co chairs and transition

The proposed founding co chairs were presented during the meeting:

- Kandice Fox
- Lizi Bell
- Ann East

Kandice explained that the current transition is partly necessary because some current coordinators are stepping back. Grai and Sophie have decided that this is the right time for them to step away from their coordinator roles.

Kandice acknowledged the significance of that transition and expressed gratitude for the work that has been done by the current coordinators. She noted that they have been central to underpinning LFF over recent years and that their contributions will not be easily replaced.

Grai responded by confirming that this has been a process going on for many months and is not a sudden or radical change. She confirmed that she will step down in July and expressed confidence in the proposed future leadership and the next chapter of LFF.

Kandice explained that following the meeting, the proposed founding co chairs would speak to existing volunteers about forming the wider coordination team. She clarified that existing volunteers had not yet been approached in detail because this consultation meeting was the first stage of the wider process.

11. What the Society is not

Kandice explicitly addressed potential concerns and misconceptions. It was confirmed that the proposal is not:

- About introducing fees
- About making Leeds First Friday a paid or ticketed event

- About changing the Leeds First Friday experience
- About restricting who can attend
- About taking control away from the community

Kandice stated that the proposal is the opposite of those things. It is about protecting, supporting and strengthening what already exists.

The summary message was that Leeds First Friday stays exactly as it is, while the Society creates structure, continuity, transparency and more opportunities for people to shape its future.

12. Questions and clarification

Following the presentation, the meeting was opened for questions.

a. Immediate and longer term impact

An attendee asked what the immediate impact of formalising LFF would be, and what the short and long term aims were.

Kandice responded that the desired short term impact is no change to LFF. The aim is for Leeds First Friday to continue each month as it does now, including Pride activity and special events.

In the medium and longer term, the aim is for people to be able to see how LFF runs internally, provide input, and help shape its direction. Kandice explained that at present, when comments or suggestions are made informally, it can be difficult to know whether they reflect one person's view or a wider community feeling. A formal membership structure and meetings would help the coordinators understand what members want and ensure LFF develops in the direction the community supports.

b. Continuity and organisational memory

An attendee reflected that the Society sounded like a way of making sure key knowledge, contacts and relationships are not lost if one person stops running something. They compared this with their own experience of running something informally that might end if they stepped away.

Kandice agreed and gave historical context. She explained that when a previous coordinator sadly passed away, LFF was fortunate that Grai had recently been given permissions to help

manage the online group, which enabled LFF to continue. Kandice noted that this illustrated the fragility of the current informal model and the importance of continuity, resilience and backup.

The attendee confirmed that this explanation made sense and supported the idea.

c. Balance between structure and informality

An attendee commented that they had previously been cautious about making LFF too formal, but felt that the current proposal represents a good compromise. They felt it gives enough organisation to maintain continuity without making LFF overly official.

Kandice thanked the attendee for the feedback.

Another attendee commented that the proposal appeared to be a strong and sensible solution, particularly given the seriousness of the risk that key people might not always be around to continue the event.

d. Newcomer perspective

A comment was read from an attendee who had considered attending LFF as a newcomer. They said they had been surprised to learn that LFF did not already have a structure of this kind and considered the proposal to be a positive change.

This was noted as encouraging feedback from someone viewing LFF from a newcomer perspective.

e. Liability insurance and risk

An attendee raised concerns about risk, liability and potential hostile or vexatious behaviour. They suggested that if LFF becomes a Society, consideration should be given to liability insurance.

Kandice agreed that this was an important point. She explained that risk and liability issues already apply to LFF in its current informal form. She noted that the draft constitution includes wording requiring the co chairs to consider insurance where appropriate, based on the Society's activities.

Kandice explained that, as an informal group, LFF currently has no separate legal status, funding or entity to hold insurance. A Society structure could make it easier to obtain insurance if it were needed.

It was also discussed that many LFF activities take place in licensed venues that already hold public liability insurance. However, if the Society began hosting exclusive events or events where it controlled attendance, public liability insurance might become more relevant and would need to be considered.

Further attendee comments supported the need to consider liability and wider risk mitigation carefully as part of formalisation.

f. Bank account, funding and practical administration

An attendee noted that a Society would enable practical things such as a community bank account, payments, deposits and financial administration to be handled more appropriately.

Grai explained that LFF has received approaches or information about small funding pots which could potentially be accessed if LFF had a formal structure. These could support practical costs such as Pride materials, website or app hosting, and other modest expenses.

Grai emphasised that the point is not to chase large amounts of money, but to support what LFF already does and make it easier to cover necessary costs.

Kandice added that member oversight would be important if grants or funding were received. She explained that a membership structure would help ensure that money is spent in ways that members value and agree with, rather than decisions being made informally by a small number of coordinators.

g. Skills and volunteering

An attendee commented through chat that they had experience from another community organisation and would be interested in contributing skills and time to LFF.

Kandice welcomed this and said it demonstrated one of the reasons for creating a clearer structure. The current informal model does not always make it easy to see who has skills, capacity or willingness to help. A Society structure would create clearer routes for people to offer support and become involved.

h. Charity status, CICs and possible future structures

A number of attendees discussed possible future legal structures, including charity status and Community Interest Company status.

It was clarified that the current proposal is not to become a charity. Kandice explained that charity status involves a different and more complex level of regulation and governance.

An attendee with relevant experience advised against pursuing charity status at this stage due to the level of complexity and regulation. They suggested that a Community Interest Company may be something worth considering in future, as it may provide a recognised not for profit structure with lighter regulation than a charity and may assist with some funding opportunities.

Kandice agreed that a CIC could be considered in future and explained that the draft constitution had been prepared with possible future development in mind. However, she made clear that the current intention is simply to form a members society, settle that structure, and keep LFF moving forward.

A brief explanation of a CIC was given by an attendee. It was described as a community interest company, a type of company set up for not for profit community purposes, with lighter regulation than a charity but still subject to some rules and possible reporting requirements.

Examples of community organisations with different legal structures were discussed briefly.

i. Constitution as an instruction manual

An attendee commented that formalising LFF is positive, but that the risks it opens up need to be understood and mitigated.

Kandice agreed and explained that the constitution may look overwhelming at first, but should be understood as an instruction manual. She compared it to using an instruction manual only when a specific question arises, rather than needing to read it in full every time.

Another attendee supported this analogy, noting that people would use the relevant section of the constitution when needed, rather than reading it cover to cover each time.

j. Next steps

An attendee who joined later asked what the next steps would be.

Kandice explained that:

- Minutes of the meeting would be prepared and shared publicly
- The constitution and two appendices would be shared again
- Attendees could comment directly on the documents if they had a Google account
- The Google Form would be shared for anonymous feedback
- There would be a two week feedback period
- Feedback would then be reviewed over the following two weeks
- A second meeting would take place four weeks after the consultation meeting
- At the second meeting, attendees would be asked to vote on formally adopting the Society
- The Society would then be ready to come into effect on 20 July 2026

The attendee responded positively to this explanation.

13. Closing remarks

Kandice asked whether there were any further questions. No further substantive questions were raised.

An attendee thanked Kandice for arranging the meeting and for the work done to bring the proposal to this stage. Kandice acknowledged the thanks but emphasised that the work had been a team effort, involving Grai and others who had contributed advice and support.

Grai thanked attendees for giving up their time on a sunny evening to discuss structure, and said she hoped to see everyone at the next Leeds First Friday.

Kandice thanked everyone for attending and closed the meeting.

14. Summary of key points

The key messages from the meeting were:

- Leeds First Friday will remain free, open and unchanged as a monthly event
- The proposed Society is intended to support and protect LFF behind the scenes
- The current informal structure creates risks around continuity, knowledge, finance and reliance on individuals
- The Society would create clearer governance, greater transparency and more opportunities for member involvement
- Membership of the Society would be optional and separate from attending LFF
- The constitution and appendices will be shared for review and feedback
- Feedback will be gathered over two weeks and used to inform revisions
- A second meeting will take place on Friday 22 May 2026 at 6.00pm
- The Society would come into effect on 20 July 2026 if formally established

15. External Links

- a. Constitution: [☰ Constitution - Leeds First Friday Society](#)
- b. Appendix 1: [☰ Appendix 1: Founding co-chairs and acknowledgements](#)
- c. Appendix 2: [☰ Appendix 2: Founding Members Register](#)
- d. Feedback form: <https://forms.gle/5kjrCqzxp23mrgEr8>