



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

*Date: Friday 22nd May 2026*

*Time: 6.00pm*

*Location: Online (Google Meet) - <https://meet.google.com/kwe-mmqj-zjs>*

*Hosts: Kandice Aimee Fox, Grai*

*Convened by: Leeds First Friday Coordination Team*

**1. Welcome and housekeeping**

Grai opened the meeting and welcomed attendees.

It was noted that the meeting was taking place on a Friday evening and thanks were given to those attending. Grai explained that this was the second community meeting in the process of forming the Leeds First Friday Society.

It was confirmed that the purpose of the meeting was to decide whether to formally adopt the Leeds First Friday Society, following the initial consultation meeting and the feedback process.

The running order of the meeting was explained. Attendees were advised that the meeting would include:

- a recap of the consultation process
- presentation of the consultation feedback
- explanation of changes made to the documents
- questions on the final documents
- formal votes on adopting the Society and ratifying the coordination team

It was also explained that several people would have roles during the meeting, including Grai, Kandice, Lizi Bell, Sophie Scott and Ann East.

## **2. Purpose of the meeting**

Grai explained that the meeting was a decision making meeting.

It was confirmed that the meeting was not intended to reopen the full consultation process. The consultation period had closed, and the documents had been reviewed and updated following feedback.

It was made clear that the meeting was not an opportunity to rewrite the constitution live during the meeting.

Grai also reassured attendees that the proposal was not about changing Leeds First Friday as an event, changing who can attend LFF, or introducing barriers to attendance.

It was reiterated that Leeds First Friday remains free and open to all. Membership of the Society is not required to attend LFF.

The Society was described as sitting underneath Leeds First Friday, rather than in front of it. Its purpose is to support and protect the event, not to replace or restrict it.

## **3. Recap of the process so far**

Grai recapped the process following the first community meeting held on Friday 24th April 2026.

It was explained that, after the first meeting:

- draft documents were shared publicly
- the feedback form was opened
- comments were invited on the documents
- feedback was received and reviewed
- changes were made
- final documents were prepared for adoption

Grai thanked those who had engaged with the feedback process.

It was noted that the documents being presented at this meeting were not identical to the earlier draft versions, because changes had been made as a result of the consultation feedback.

It was also confirmed that, ahead of the meeting:

- the consultation feedback report had been made available publicly
- the final documents had been shared
- the meeting agenda had been published
- advance voting had opened for people unable to attend the meeting

Advance votes received before the meeting would be included in the relevant vote totals.

#### **4. Presentation of the consultation feedback report**

Kandice presented the consultation feedback report.

It was explained that the report had been made available publicly before the meeting so that people could read it in as much or as little detail as they wished. Kandice confirmed that she would not read out all raw feedback during the meeting, but would instead provide a high level summary of the key points and changes.

The meeting was informed that feedback had been received through:

- 10 feedback form responses
- 19 direct document comments and replies
- 29 raw feedback responses
- 47 individual feedback points identified

Kandice explained that some feedback responses contained more than one individual point, which is why the feedback had been broken down into individual points for review.

The overall tone of the feedback was described as overwhelmingly positive or constructive. The feedback was summarised as:

- 1 supportive or positive points
- 35 constructive, questioning, technical or neutral points
- 1 negative or sceptical point

It was noted that 97.9% of individual feedback points were supportive, constructive, questioning, technical or neutral.

Kandice stated that this showed the consultation process had not been symbolic only, and that the feedback had been meaningful and had genuinely improved the documents.

The main feedback themes were summarised as including:

- membership and accessibility
- legal names and privacy
- member voice
- governance and voting
- co chair continuity
- safeguarding and risk
- finance and liability
- newcomer support
- protecting LFF's cultures First Friday would remain the same on the surface, but with stronger support underneath.

## **5. Summary of feedback themes and changes made**

Kandice then worked through the main themes identified in the feedback report.

### **a. Formalisation**

One question raised was whether formalisation was needed at all.

Kandice explained that this had been addressed mainly at the first meeting. The response was that LFF has grown beyond what can sensibly be held together by informal arrangements alone.

It was reiterated that formalising the Society does not change the event itself. Leeds First Friday remains free and open.

No constitution change was made as a result of this point.

#### **b. Membership and attendance**

Feedback raised concern about the attendance requirement for membership and how this might affect disabled people, people with fluctuating health, or people unable to attend regularly.

Kandice explained that attendance would not be monitored throughout the year.

A change had been made to the constitution allowing the co chairs, in exceptional circumstances, to waive the attendance requirement for membership where appropriate.

#### **c. Membership fees**

A concern had been raised that formalisation could lead to membership fees.

Kandice confirmed that membership is currently free and that LFF itself remains free to attend.

It was explained that the constitution allows members to review the membership fee each year, including keeping it at zero. Any future change would be transparent and subject to member oversight.

#### **d. Legal names and privacy**

Kandice acknowledged that legal names and privacy had been one of the more sensitive areas of feedback.

It was explained that the Society will ask for legal names because it is a formal membership structure. However, chosen names will be used publicly.

Legal names will be restricted and collected only for safeguarding, legal and administrative purposes. The membership form and privacy wording explain this.

It was also made clear that if someone does not feel comfortable applying for membership because they do not wish to provide a legal name, they can still attend Leeds First Friday. Membership is not a condition of attending.

#### **e. Public access to documents**

A suggestion had been made that the constitution should be easy to find.

Kandice explained that wording had been added to the constitution confirming that the constitution must be made publicly available and that members can request a copy from the co chairs.

This is covered in clauses 1.5 and 1.5.1.

#### **f. Political neutrality**

Feedback questioned whether describing the Society as apolitical could prevent LFF from responding to issues affecting the community.

Kandice explained that the constitution had been clarified so that the Society is non party political and is not a campaigning or lobbying organisation.

However, this does not prevent the Society from responding where an issue directly affects LFF, Pride, safety, inclusion, discrimination or community wellbeing.

#### **g. Member voice**

Feedback raised concern about avoiding a “them and us” culture.

Kandice said this was important and that membership should be about accountability, not hierarchy.

The constitution had been amended to allow members to submit questions, concerns, motions and agenda items for members’ meetings.

It was emphasised that no one should be made to feel less part of LFF because they are not a member of the Society.

#### **h. Meetings and procedure**

Kandice explained that some feedback was technical but useful.

Changes had been made to:

- AGM timing, to prevent the AGM drifting later each year

- quorum wording
- the Returning Officer role
- minor wording and drafting points

The AGM timing had been adjusted so that AGMs must take place between 11 and 14 months after the previous AGM, rather than 12 to 14 months.

#### **i. Co chair continuity**

Feedback suggested longer co chair terms, rolling elections, or term limits.

Kandice explained that these points had been considered carefully but that one year terms had been retained for now.

It was explained that, at this early stage, the structure should remain simple and accountable. The issue can be reviewed once the Society has been operating for a period of time.

#### **j. Fewer than three co chairs**

The draft constitution had not clearly explained what would happen if fewer than three people stood as co chairs, or if there were vacancies.

Kandice explained that this had now been addressed.

The constitution now includes:

- a process for fewer than three candidates
- clarification of the authority of remaining co chairs
- clarification of what happens if two co chairs cannot agree on a time sensitive decision

#### **k. Coordination team**

Feedback suggested that the coordination team should be flexible.

Kandice explained that the constitution now clarifies that the coordination team can support the Society generally, but can also support particular events, projects or time limited activities.

The coordination team was described as practical support for the co chairs, not a second layer of governance.

### **I. Newcomer support**

A suggestion had been made about dedicated support for newcomers, including possibly a chaperone style arrangement.

Kandice described this as a strong operational idea, but not one requiring constitutional change at this stage.

It was noted that Made It remains highly valued and that newcomer support can be considered as part of future planning by the Society.

### **m. Safeguarding and visibility**

Feedback raised concern that formalising LFF could make it more visible and increase risk.

Kandice acknowledged that concern but explained that LFF is already visible through public events, social media, Pride involvement and venue relationships.

It was explained that the Society gives clearer tools to manage risks, including around online spaces, conduct, safeguarding, urgent action and proportionate safety planning.

The constitution had been strengthened to make clear that responsibility for considering risk and safety planning sits with the co chairs.

### **n. Responsibility at public venues**

Feedback raised concern that co chairs or volunteers might be seen as responsible for everything that happens on an LFF night.

Kandice explained that the constitution makes clear that LFF does not control public venues.

The Society can act within its own spaces and activities, but public venues and Society controlled spaces are different.

### **o. Liability and insurance**

Feedback raised liability and insurance concerns.

Kandice explained that some risks already exist informally and that formalising the Society helps those risks to be understood and managed more clearly.

The constitution requires the co chairs to consider insurance. It also requires them to consider proportionate risk assessment, safeguarding or safety planning where appropriate.

These were identified as early practical issues after formation, particularly for Society organised events, private bookings, Pride activity, special activities or situations where the Society has more direct involvement or control.

#### **p. Finance and records**

Feedback asked who would handle finances and whether there would be filing duties.

Kandice explained that the constitution places financial oversight with the co chairs and requires simple and accurate records to be kept.

The constitution also covers legal, tax, reporting and data responsibilities if they arise.

#### **q. Bad faith applications**

Feedback raised concern about malicious or bad faith membership applications.

Kandice explained that membership criteria, conduct rules and safeguarding processes help manage that risk.

An optional reference process had also been added to the membership application process as a result of feedback.

#### **r. DBS checks and safeguarding training**

A question had been raised about whether co chairs, organisers or volunteers would receive formal safeguarding training or undergo DBS checks.

Kandice explained that DBS checks are not currently considered necessary or proportionate, as LFF is an adult social event and not a care, health or safeguarding service.

It was explained that clear safeguarding guidance and clear reporting routes are more appropriate at this stage.

#### **s. Risk assessments**

Feedback asked whether the Society would be responsible for submitting safeguarding and risk assessment statements for events.

Kandice explained that the answer depends on the activity.

For the main monthly LFF social in public licensed venues, those venues have their own responsibilities around safety, licensing, staffing, security and public liability.

However, where the Society directly organises, sponsors, funds, promotes, controls attendance at, or permits use of the LFF name for an event or activity, the co chairs must consider whether a proportionate risk assessment, safeguarding plan or other safety planning document is needed.

It was made clear that this does not mean every ordinary LFF night requires a formal written risk assessment. It means the co chairs have clear responsibility for thinking about the issue and deciding what is appropriate.

#### **t. Growth and venue capacity**

Feedback asked whether LFF could grow to a size that becomes unmanageable for Leeds venues.

Kandice explained that this is not currently considered likely, although venue suitability will remain under review.

It was noted that some venues may become busy at certain points, as happens with any popular night out, but this is different from the whole event becoming unmanageable.

### **6. Summary of changes made to the constitution**

Kandice summarised the main changes made as a direct result of feedback.

These included:

- public access to the constitution
- political neutrality wording
- attendance waiver

- optional references
- AGM timing
- member motions
- quorum
- Returning Officer wording
- fewer than three co chairs
- co chair decision making
- risk and safety planning
- coordination team flexibility

Kandice stated that some of these were practical drafting changes and others were more significant, but that the important point was that feedback had led to real changes.

Additional clarifying changes had also been made following internal review, including:

- adding the commencement date
- clarifying Appendix 1
- clarifying Appendix 2
- clarifying the founding member process

It was confirmed that these internal review changes did not change the substance of the proposal.

## **7. Final documents proposed for adoption**

The final documents proposed for adoption were confirmed as:

- [Constitution](#)
- [Appendix 1: Founding co chairs and acknowledgements](#)
- [Appendix 2: Founding Members Register](#)

It was explained that the public documents folder was available through the Society webpage, where people could also view supporting documents.

Kandice confirmed that these were the documents proposed for adoption at the meeting.

## **8. Questions and clarification before voting**

The meeting was opened for questions on the feedback report, final documents, technical issues and clarifications.

### **a. Legal names, data storage and security**

Rebecca asked how legal names would be managed and stored. She explained that, for people who are not out publicly, providing legal names requires trust and creates a serious privacy concern. She asked how the information would be kept safe.

Kandice explained that legal name information would be managed by the co chairs. The constitution also allows for a safeguarding or data officer to access such information if one is appointed in future, but there are no current plans for such an appointment.

Kandice confirmed that only the co chairs would have access to legal names and that the information would not be stored in any publicly available domain.

Rebecca clarified that her concern was not about the co chairs accessing the information, but about where the information would be stored and whether it would be secure.

Kandice explained that membership applications would be completed through a Google Form and stored through Google Drive. She agreed that it was reasonable to expect appropriate security, including two factor authentication on accounts with access.

The concern was acknowledged as reasonable and important.

Further comments were raised in the meeting chat about whether legal names could be publicly viewable or linked to chosen names.

Kandice confirmed that legal names would not be publicly viewable. A member list may be available to other members, but it would use chosen names only.

Kandice explained that legal names would be held by the co chairs for legal and safeguarding reasons and only accessed if needed. Legal names would be linked to chosen names internally through the application process, but only the co chairs would have access to that information.

It was reiterated that public facing documents and meeting records would use chosen names.

#### **b. Ability to contribute with limited availability**

Rebecca also raised a question about wanting to contribute to the Society but being unable to commit consistently due to personal circumstances, family responsibilities, and not being out publicly.

She explained that people across the LFF community may have different levels of availability and may sometimes disappear from community involvement due to circumstances in their lives. She wanted reassurance that this would not become a barrier to involvement or lead to people feeling they had let others down.

Kandice explained that there would be many ways to contribute at different levels of commitment.

These could include:

- standing as or supporting co chairs
- joining or supporting the coordination team
- volunteering with sub events
- attending members' meetings where possible
- putting forward motions or agenda items
- providing informal feedback
- contributing ideas or skills when available

Kandice explained that the coordination team is intended to be flexible. Members may come in or step back depending on availability and the needs of the Society.

It was emphasised that people's ability to contribute may change over time and that this is understood.

Kandice also made clear that people do not have to be members to provide informal feedback and that feedback from wider community spaces such as Discord would still be listened to.

### **c. Historical acknowledgements**

Rebecca suggested that Appendix 2 should include specific thanks to Cindy and Mandy, who she said started LFF.

Kandice explained that the formal feedback period for amendments to the appendices had closed and that it was too late to make specific further changes to the adoption documents at this stage.

However, she noted that the appendices include wording acknowledging people who have contributed historically, which would include those people even though they are not specifically named.

Grai added that there is an intention to have a section on the new website chronicling the history of Leeds First Friday, which could give credit to those involved at the beginning and through LFF's development.

### **d. Chosen names and assumed names**

A question was raised in the chat about whether someone could register under an assumed name.

Kandice clarified that the membership form asks for both a chosen name and a legal name.

The chosen name will be used socially and publicly. The legal name will be kept confidential and accessible only to the co chairs for legal, safeguarding and administrative purposes.

Kandice confirmed that if someone's name appeared in minutes or public facing records, their chosen name would be used.

### **e. Finance, fundraising and scrutiny**

Simona asked who would be primarily responsible for fundraising, managing funds appropriately, and what level of transparency and scrutiny would exist.

Kandice explained that overall responsibility for finances and fundraising would sit with the co chairs.

It was noted that Leeds First Friday does not currently have funding or a formal fundraising structure. One limitation of the current informal arrangement is that it does not allow LFF to easily hold money or open a bank account in its own name.

The Society structure would create an avenue for future fundraising if members and the co chairs decide to pursue this.

Kandice explained that any funds would be held in a bank account in the name of the Society, with co chairs as signatories.

Small day to day spending would likely be dealt with by the co chairs, with support from the coordination team. Larger spending decisions should be brought to the members, particularly where significant sums of Society money are involved.

It was confirmed that the constitution requires financial records to be kept and a financial report to be presented at each AGM.

Kandice also confirmed that members could reasonably request financial updates outside the AGM where appropriate.

## **9. Explanation of the voting process**

Kandice explained the voting process.

It was confirmed that advance voting had been opened before the meeting for two of the motions. Those advance votes would be added to the votes cast during the meeting.

Anyone who had voted in advance was asked not to vote again at the meeting.

Sophie Scott was confirmed as the Returning Officer.

It was explained that votes could be cast:

- For
- Against
- Abstain

Abstentions would be recorded but would not count as votes cast.

Kandice explained that Sophie would manage the formal voting process and count the votes.

## **10. Motion 1: Adoption of the constitution, formation of the Society, and confirmation of founding co chairs**

Kandice introduced Motion 1.

It was explained that Motion 1 would:

- adopt the constitution and appendices
- formally establish the Society
- confirm the founding co chairs
- set the date for the Society to come into effect

Kandice proposed the following motion:

*“To adopt the Leeds First Friday Society constitution, including its appendices, and to formally establish the Leeds First Friday Society, with the Society coming into effect on 20th July 2026. This motion also confirms the founding co chairs of the Society as Kandice Aimee Fox, Lizi Bell and Ann East.”*

Sophie Scott, acting as Returning Officer, then conducted the vote.

The result was:

- Votes For: 21
- Votes Against: 0
- Abstentions: 0

Sophie confirmed that abstentions were recorded but did not count as votes cast.

As there were more votes For than Against, Motion 1 was carried.

It was therefore confirmed that:

- the Leeds First Friday Society constitution, including its appendices, was adopted
- the Leeds First Friday Society was formally established
- the Society will come into effect on 20th July 2026

- Kandice Aimee Fox, Lizi Bell and Ann East were confirmed as the founding co chairs

### **11. Motion 2: Ratification of the first coordination team**

Kandice introduced Motion 2.

It was explained that Motion 2 would ratify the first coordination team. The coordination team will support the co chairs in running Leeds First Friday, sub events, online spaces and related activities.

The proposed coordination team members included in Motion 2 were:

- Ella Benni Thomas
- Isobel Fox
- Laura Jones
- Lucy Hutchinson
- Olivia Foster
- Amanda KissMe
- Simona Berry
- Kelly Fox
- Isla Bonnie Bee

Ann East proposed Motion 2.

The motion was:

*“To ratify the proposed first coordination team of the Leeds First Friday Society, consisting of Ella Benni Thomas, Isobel Fox, Laura Jones, Lucy Hutchinson, Olivia Foster, Amanda KissMe, Simona Berry, Kelly Fox and Isla Bonnie Bee, to support the founding co chairs in the initial running of the Society and the ongoing support of Leeds First Friday.”*

Sophie Scott, acting as Returning Officer, then conducted the vote.

The result was:

- Votes For: 21
- Votes Against: 0
- Abstentions: 0

As there were more votes For than Against, Motion 2 was carried.

The proposed first coordination team listed above was therefore ratified.

### **12. Motion 3: Ratification of additional coordination team members**

Kandice introduced Motion 3.

It was explained that Motion 3 was required because two additional proposed coordination team members had confirmed their willingness to join after the advance voting form had opened. They had therefore not been included in Motion 2 or in the advance voting process.

The additional proposed coordination team members were:

- Nikki Dee Angel
- Jean B

Lizi Bell proposed Motion 3.

The motion was:

*“To ratify the additional proposed coordination team members of the Leeds First Friday Society, consisting of Nikki Dee Angel and Jean B, to support the founding co chairs and the first coordination team in the initial running of the Society and the ongoing support of Leeds First Friday.”*

It was explained that this vote would only be taken from eligible voters present at the meeting, as it had not been included in advance voting.

Sophie Scott, acting as Returning Officer, then conducted the vote.

The result was:

- Votes For: 16

- Votes Against: 0
- Abstentions: 0

As there were more votes For than Against, Motion 3 was carried.

Nikki Dee Angel and Jean B were therefore ratified as additional members of the first coordination team.

### **13. Outcome of the votes and next steps**

Following the three votes, Kandice confirmed the formal outcome of the meeting.

The meeting had:

- adopted the constitution and appendices
- formally established the Leeds First Friday Society
- confirmed the founding co chairs
- ratified the first coordination team
- ratified additional coordination team members through Motion 3

It was confirmed that the Leeds First Friday Society was adopted on 22nd May 2026 and will come into effect on 20th July 2026.

Kandice explained that the period up to 20th July 2026 would be a transition period.

During this time:

- membership applications will be shared
- practical setup work will continue
- future members' meeting dates will be shared in due course
- LFF will continue as normal

It was emphasised that the most important thing is that Leeds First Friday continues as normal.

#### **14. Membership applications and founding members**

Lizi Bell presented information about membership applications.

It was confirmed that membership applications were open and would be carried out through a Google Form.

Lizi emphasised that:

- membership is free
- membership is not required to attend LFF
- LFF remains open to people who want to attend without registering or becoming members
- the membership form link would be shared after the meeting
- memberships will run until 31st December 2026

Lizi explained that Appendix 2 is the Founding Members Register.

People applying before 20th July 2026 can choose whether they want to be included in the Founding Members Register. The registration form allows people to opt in or opt out.

Only chosen names will be used in public versions of the Founding Members Register.

Lizi explained that the form asks for:

- chosen name
- legal name
- contact email
- confirmation that the applicant meets the membership criteria
- optional reference
- other optional details

- optional founding member listing

Lizi reiterated that legal names are held privately.

She also confirmed that:

- membership does not change who can attend LFF
- people do not have to volunteer in order to be members
- members do not have to attend every meeting
- membership gives people a voice in the Society

### **15. Closing remarks**

Kandice closed the presentation by thanking everyone who had:

- given feedback
- read the documents
- asked questions
- challenged the proposal
- helped shape the process

Thanks were also given to current coordinators, previous coordinators, volunteers, venues and community members.

Kandice said that Leeds First Friday continues because people keep showing up for it.

Kandice reflected personally on the work involved in reaching this point. She acknowledged that governance documents and voting are not the glamorous side of LFF, but said they matter because they protect the glamorous, joyful, messy and brilliant parts of LFF.

She stated that the consultation had not been a tick box exercise and that people's feedback had directly changed the documents.

Kandice also said that LFF had reached a point where it was seriously thinking about its future, not just the next few months. On a personal level, she said that LFF had given her a lot and that she had wanted to give back to LFF.

Kandice then raised a toast to the future of Leeds First Friday.

Ann East thanked Kandice for the work she had done on the process and also thanked Grai, Sophie and others who had contributed.

Further thanks were expressed by attendees. Simona stated that, as a long standing attendee, it was good to know that LFF was in safe hands.

Grai described the meeting as “what a handover going perfectly looks like” and said she was excited for the next stage of Leeds First Friday.

A light hearted question was asked about whether founding members would receive membership cards. Kandice explained that there was no current budget for this, but that founding members would be recorded in Appendix 2 if they opted in.

Kandice thanked everyone again for attending and closed the meeting.

## **16. Summary of key points**

The key outcomes from the meeting were:

- The consultation feedback report was presented
- The main feedback themes and changes made were explained
- Questions were taken on the feedback report, final documents and practical issues
- Motion 1 was carried by 15 votes For, 0 Against and 0 Abstentions
- The Leeds First Friday Society constitution and appendices were adopted
- The Leeds First Friday Society was formally established
- The Society will come into effect on 20th July 2026
- Kandice Aimee Fox, Lizi Bell and Ann East were confirmed as founding co chairs
- Motion 2 was carried by 21 votes For, 0 Against and 0 Abstentions

- Ella Benni Thomas, Isobel Fox, Laura Jones, Lucy Hutchinson, Olivia Foster, Amanda KissMe, Simona Berry, Kelly Fox and Isla Bonnie Bee were ratified as members of the first coordination team
- Motion 3 was carried by 17 votes For, 0 Against and 0 Abstentions
- Nikki Dee Angel and Jean B were ratified as additional members of the first coordination team
- Membership applications were opened
- Membership is free and is not required to attend LFF
- People applying before 20th July 2026 may opt into the Founding Members Register
- Leeds First Friday continues as normal

#### **17. External links**

- [Society webpage](#)
- [Meeting agenda](#)
- [Consultation feedback report](#)
- [Constitution - Leeds First Friday Society](#)
- [Appendix 1: Founding co chairs and acknowledgements](#)
- [Appendix 2: Founding Members Register](#)
- [Membership application form](#)