

`Sinodun Players Committee
Minutes & actions
05 November 2024
Dennis Wood Studio
19:30 – 22:15pm

Chair: Caroline Malnick (CM)

Minutes: Rebecca Cleverley

Attendees: Sarah Enticknap (SE), Susan Forward (SF), Julie Utley (JU), Sam Rhodes (SR)

Trustee Rep: Minaz Bedall

Table 1: New actions from this meeting

No	Action	Who
051124.01	Sarah to contact John Warburton with date of 16-20 September for 'The Inheritance' in the Club Room.	SE
051124.2	Rebecca to write to Dave Smith and ask if we can book time in with the appropriate people to measure up the Club Room in both imperial and metric.	RC
051124.3	Caroline to ask Julie Grimshaw about 3D models of theatre space.	CM
051124.4	Marketing Team to give Punchbowl a push in publicity.	SR
051124.5	Marketing Team to ensure social media trailers are sent to webmaster (Sarah E) for the website,	SR
051124.6	Rebecca to get in touch with Rose about decorating the Foyer for Christmas	RC

Table 2: Actions from previous meetings (closed items are greyed out and can be removed from next minutes)

No	Action	Who	Status
091024.01	Mike to contact the Roland's Repair shop for quotes. Concern was expressed about the length of time it may take to service/repair due to the Panto starting January 2025.	MB	Closed
091024.02	Mike to email Sue Huntingford-Ledger about possible repair of keyboard.	MB	Closed
091024.03	Mike to check with Anne whether the keyboard is insured. 05/11: Action transferred to Caroline	CM	Open
091024.04	Sam to request breakdown of the amount of Chris Wright's Invoices 05/11: Ongoing	SR	Open
091024.05	Len to liaise with Wallingford Town Council What's On page re the Panto dates etc. 05/11: Len still looking into this	LP	Open
091024.06	Sam to inform Wallingford School of 2026 Panto dates.	SR/CM	Closed
091024.07	Caroline to check membership database for photographers and designers. 05/11: Ongoing	CM	Open

091024.08	Julie to arrange for the print deadline for the Quiz to be placed in the CEX times, postmaster and on the actual reply forms.	JU	Closed
091024.09	Julie to contact Martin to check he is able to supply the PA system.	JU	Closed
091024.10	Sarah to publicise Punchbowl on the website.	SE	Closed
091024.11	Mike to contact Anne with view to fund this purchase of new speakers	MB	Closed
091024.12	Caroline to organise meet and greet and stage managers for incoming shows.	CM	Closed
091024.13	CM to raise contracts for these four shows.	CM	Closed
091024.14	CM to email TC suggesting weekend of 5 th -7 th September 2025.	CM	Closed
091024.15	Julie & Caroline to sort raffle prizes for the Quiz.	CM/JU	Closed
091024.16	Caroline to inform John Evans of amendments to Organogram. Collect new mugshots	CM	Closed
091024.17	Caroline to ask Jean to amend SPC CX Times Contact details 05/11: Ongoing	CM	Open
091024.18	Len will amend the Members' Survey with comment box 05/11: The link to the survey will be in the next CX Times	LP	Closed
091024.19	Caroline to write to Jan Castle with SPC decision on Critical Appraisal 05/11: Ongoing	CM	Open
040924.01	Julie and Rebecca will take on the task of getting SP material displayed in the Curtis Room 09/10: Ongoing 05/11: Ongoing	JU/RSC	Open
040924.02	Anne to check with Wardrobe if any more money waiting to come into account. 09/10: Ongoing 05/11: Ongoing	AS	Open
040924.04	Anne to check previous publicity quote as not sure of exact amount 09/10: Ongoing 05/11: Closed	AS	Closed
070824.07	Meet to discuss how the SPC membership roles will work in the future 04/09: Ongoing, Caroline and Dorothy to meet 09/10: Ongoing 05/11: Ongoing	CM/DH	Open
070824.09	Follow up Anne's letter regarding digitising photographs with the other trustees 04/09: Anne will send the letter again to all trustees and Emma will follow up. 09/10: Ongoing 05/11: Ongoing	AS/ET	Open
070824.13	Emma to update the safeguarding guidance. Care and consideration needed for the needs and ways of working of all people on the team both cast and crew 04/09: Ongoing 09/10: Ongoing 05/11: Closed	ET	Closed

260624.01	Caroline to sort out pre-paid debit cards for people who need to do social media boosts at short notice. 07/08: This is still ongoing 04/09: Still ongoing to choose best provider 05/11: This is ongoing, but will be much easier once the CIO comes into operation	CM	Open
260624.07	Emma or Alice to map the social media community pages and groups through which we advertise productions and events – from the very local Wallingford ones through to ODN, NODA, other amateur theatre groups 07/08: Ongoing action for Emma Trotman or Alice Cornelius 09/10: Ongoing 05/11: Ongoing, Poppy Jackson is taking on social media	PJ	Open
260624.12	Caroline to take to the Board the matter of the external marketing displays looking shabby. 07/08: This is still ongoing. There are grants which we might apply for to help with this. 04/09: This also includes the holders for flyers in the foyer. Ongoing. 09/10: Ongoing 05/11: Caroline has mentioned this, it is a Board matter and not for SPC	CM	Closed
260624.14	Rebecca to create and agree a contract for the running of Encore 07/08: Nick sent a sample contract from LTG which was not really relevant to our circumstances. Will continue with amendments to what we have. 04/09: Ongoing 09/10: Ongoing 05/11: Ongoing	RSC	Open
260624.18	Chair to make annual contact with patrons to tell them what has been happening 07/08: Consider appropriate time to make this contact (AGM time?) and what it can include 04/09: Ongoing 09/10: Ongoing	CM	Open
3.5	Dorothy and Caroline will produce welcome pack for new members 07/08: This is an ongoing action 04/09: Ongoing 09/10: Ongoing 05/11: Ongoing	CM/DH	Open

Table 3: Updates to production manual

Update needed	Where identified
Directors and designers to physically check their designs will work by standing in the auditorium and on stage.	Measure for Measure wash-up
Director and all heads of department need to give clear communications to all within their span of control to ensure everyone knows where they need to be, when, and what they will be doing.	Measure for Measure wash-up
Ensure that if a talk back is arranged the Producer, Director, Cast and Front of House are informed.	Measure for Measure wash-up

Producers to ensure all who have been involved throughout the production get invited to the after-show party	Measure for Measure wash-up
Update share of responsibilities for the programme - Marketing Team will be responsible for the front/back cover and sourcing advertising. The content will be the responsibility of the producer	SPC Meeting 09102024
Current show programmes to insert flyers for following production.	SPC Meeting 09102024
Critical appraisal of productions – it is up to the individual show Director and Producer to decide if they want to employ a ‘professional’ critic over and above the NODA review and any review from the local papers.	SPC Meeting 091024
For Club Room productions, clear written instructions for Front of House staff need to be given prior to the first night and not changed.	Last 5 Years
Publish audition notices further afield than just our own social media and website	Last 5 Years
Ensure that the scope of the responsibilities of the technical leads are clear – for example not just ‘designing’ sound or lighting, but also ensuring rigging of equipment, technical rehearsals, running the show and getting out.	Last 5 Years
Directors/Producers to talk with prospective auditionees and cast members about the importance of volunteering for FOH duties	General SPC discussion
Add cleaning and emptying the fridge to the cleaning list which sits in the production manual.	Breath of Spring
Add templates for risk assessments – get-in/get-out, show running and tech	Breath of Spring
Add budget template	Breath of Spring
Producer need to get photobook made for the archive.	SPC discussion
Show photography needs to include pictures of the empty set as well as photos with cast. This is in case we want to enter a set for the NODA scenic award. These need to be electronic.	SPC discussion

Table 4: Agenda discussion items

Item	Discussion	Action
1	Apologies for absence Dorothy Hirsch (DH), Len Pannett (LP), Sandy Milton (SM)	
2	Approval of previous minutes Minutes approved with amendments.	
3	Previous actions We discussed actions from previous meetings. See Table 2: Actions from previous meetings above for details. Matters arising <ul style="list-style-type: none"> We need to contact the Trustees about any incoming shows booked in after 1 June (CIO incorporation) 	

	<ul style="list-style-type: none"> Sue Forward wanted to record special thanks to the Wardrobe people who helped her when she had covid Caroline has taken payment of members for services to the Trustees and it is on their agenda for the next meeting. <p>Actions arising</p> <p>051124.01: Sarah to contact John Warburton with date of 16-20 September for 'The Inheritance' in the Club Room</p> <p>051124.2: Rebecca to write to Dave smith and ask if we can book time in with the appropriate people to measure up the Club Room in both imperial and metric.</p> <p>051124.3: Caroline to ask Julie Grimshaw about 3D models of theatre space</p>	<p>051124.1</p> <p>051124.2</p> <p>051124.3</p>
4	<p>Reports</p> <p>a) Chair</p> <p>CM reported back on the board meeting which she attended.</p> <p>Chair's report</p> <ul style="list-style-type: none"> Board have now completed all their shredding to make room for the archives. Proposed Drama Festival dates have been booked in. 10th 14th June. <p>HR</p> <ul style="list-style-type: none"> Julie G recently attended a Seminar on new laws for H&S and HR. Along side the Code of Conduct and Grievance Policy we need to create a Harassment Policy and Stress Policy. We need a co-ordinated distribution date for the Code of Conduct and Grievance Procedures to be send to volunteers and members (Volunteers don't receive Postmaster). CM and JG to ask Chris Wales IT Support the best way to do this. Further to the recent fire evacuation, we will be installing an additional sounder for the Control Room. <p>Front of house</p> <ul style="list-style-type: none"> Still awaiting draft documentation from Matthew Atton of Opus Properties, with a proposal to formalise the existing relationship regarding storage of waste bins at 5-6 Market Place. <p>Volunteer update</p> <ul style="list-style-type: none"> There are now 4 new house managers and 1 box office working shifts with 2 more house managers and 3 box office expected to complete training by December shutdown. The situation with house manager availability is now more stable. <p>Marketing</p> <ul style="list-style-type: none"> There is an ongoing issue with a lack of film advertising posters for the small frames. There have been a number of instances during the past 3 weeks where there were only posters for live performances, resulting in some frame being empty. Julie G has remedied the situation for the time being. <p>QR coded tickets</p> <ul style="list-style-type: none"> An outline plan has been discussed looking at processes and responsibilities of moving to QR coded tickets using Oscar Scan. Details 	

	<p>to be circulated in the near future. Still looking at after panto to introduce this new system.</p> <ul style="list-style-type: none"> • Still waiting for the grant funding from the SODC for the code readers. Expecting payment imminently. <p>House manager cinema vouchers</p> <ul style="list-style-type: none"> • Cinema vouchers are currently being overprinted so that it is clear they are only to be used for films only and cannot be used for on-line bookings. • There was a request from one regular house manager for the Board to consider if the vouchers could be redeemed against SP shows not just cinema. • Currently there is no distinction between house manager shifts, so all shifts, including SP shows, count towards the total for house manager s free cinema ticket rewards. The cost of this in terms of lost revenue is covered by the CX. • To consider this request we would have to separate house manager shifts for SP Shows from cinema, NT Live etc. This would be very labour intensive. Also, a voucher used against an SP show would be 100% of the seat price. Ultimately an SP decision but the view of the Board was not to endorse running two separate voucher systems. CM agreed. <p>New Bar Manager</p> <ul style="list-style-type: none"> • The Board agreed that Will Lidbetter would take over as new Bar Manager in the new year. As there was no current Bar Manager Role description, Will agreed to write one. <p>Cinema</p> <ul style="list-style-type: none"> • All of the recent films shown have made a reasonable profit except for The Goldman Case which made a small loss. <p>Late show admissions</p> <ul style="list-style-type: none"> • A discussion about issues arising due to late arrival to live, NT and ROH shows. The Board agreed that there should be no late admissions. A request to update the website posting for these shows asking customers to note the start time and to arrive in good time as late admission will not be allowed. Pantomime will be excluded. <p>b) Treasurer</p> <ul style="list-style-type: none"> • Anne had sent round her usual reconciliation in advance of the meeting. Anne noted that Wardrobe is shown as an expense because it is money raised by Wardrobe to be used for Wardrobe and doesn't fit on the SPC balance. • CX Ltd has been taking time calculating card fees from Box Office which is slowing down our receiving revenue from SPC shows. <p>c) Health & safety</p> <ul style="list-style-type: none"> • The Health and Safety team does a walkround of the site every month to check for issues. • Breath of Spring wash-up noted some items to add to the production manual – these have been added to the table above. • Breath of Spring wash-up noted general cleanliness back stage was not of a good standard. Bins were not emptied and there was a lack of toilet 	<p>051124.4</p> <p>051124.5</p>
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	<p>paper in the dressing room WC. Anne will take these issues to the H&S meeting.</p> <p>d) Artistic</p> <ul style="list-style-type: none"> • The 'Handbagged' licence has been withdrawn. The AT has asked Chris Harris to suggest another play which would fit well with the programme. • Team is working on an indicative timeline to guide directors. This will include checking on availability of licence. • To add to December agenda – AT's process for choosing plays <p>e) Membership</p> <ul style="list-style-type: none"> • Caroline has printed off 50 copies of the membership form. We don't want to do too many as there will be more changes when the CIO comes in. <p>f) Publicity/Marketing</p> <ul style="list-style-type: none"> • Reconciliation of last year's marketing budget showed an overspend. This was attributed to extra materials for the open day. • The marketing team will be spending money on shows before the budgets are put together. The marketing team will give the figures to Producers so they are in control. • If we become VAT registered we will need to charge VAT on advertising in the programme. 2 x companies have already taken advertising for the year. They pay by programme so can be informed when the change comes in. • Panto trailer is out – thanks to Sue and Jolyon Forward. • Positive feedback from using new photographer. • Social media will be playing a bigger role. • We will continue to use banners and investigate the possibility of using banners in Didcot and at roundabouts round Wallingford. • Emma Trotman and Poppy Jackson will liaise with ODN. • Caroline suggested the CX and SP Marketing Teams should get together to look at marketing holistically for the whole theatre. <p>051124.4: Marketing Team to give Punchbowl a push in publicity.</p> <p>051124.5: Marketing Team to ensure social media trailers are sent to webmaster (Sarah E) for the website,</p> <p>g) Website and development group</p> <ul style="list-style-type: none"> • Website up-to-date as far as Sarah is aware. As always, people should let Sarah know if they want updates to the website. • Sarah is working on a fillable web form for membership. <p>h) Social & fundraising</p> <ul style="list-style-type: none"> • Julie and Caroline are finalising raffle prizes for the quiz • Caroline thanked Julie for organising the catering for the day in memory of Eric Leadbetter. • Julie will do a picture quiz for the Christmas Card Evening, using pictures of people as babies. <p>i) Encore Report</p> <ul style="list-style-type: none"> • Nothing to report. 	
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	<p>j) Technical report</p> <ul style="list-style-type: none"> Report in Appendix A at the end of this document. <p>k) Trustees (Minaz Bedall)</p> <ul style="list-style-type: none"> Trustees now doing some parallel running of CIO and Charity There needs to be a campaign to get members to opt in to the CIO, membership transfer cannot be assumed. Fiona Smith will work with Caroline and Dorothy. This will coincide with membership renewal. There will be a new bank account with a bank which specialises in charities. They also do payment cards which will be useful and could close out a long-standing SPC action. Standing orders will need to change. The old account can be kept open to catch payments from people who haven't caught up with the change. <p>l) Programming Team</p> <ul style="list-style-type: none"> Lady Susan has sold 73 tickets. To date Varnish had only sold 6. Caroline was in communication with the team for them to decide whether to go ahead or not. ABBA Sensation was nearly sold out. <p>m) Wardrobe</p> <ul style="list-style-type: none"> Nothing to report <p>n) Archives</p> <ul style="list-style-type: none"> Nothing to report 	
5	<p>Correspondence and items agreed since last meeting</p> <ul style="list-style-type: none"> Panto budget was circulated by email Breath of Spring production review to go to the website. All to look at the timeline which has been circulated and make comments 	
7	<p>Corn Exchange Times input</p> <ul style="list-style-type: none"> Audition dates for 'Entertaining Angels' (December) Musings Punchbowl Christmas Card Night Quiz 	
10	<p>Any Other Business</p> <ul style="list-style-type: none"> The Board has agreed to open on Christmas Shopping Day (1 December). <p>051124.6: Rebecca to get in touch with Rose about decorating the Foyer for Christmas</p> <ul style="list-style-type: none"> Wardrobe would like another unit at Lesters. SPC agreed to this. Any props which go in should be listed 	051124.6
11	<p>Date of next meeting</p> <p>See Table 6 below.</p>	

Table 5: Topics held over to next meeting

Topic
Artistic Team process for choosing plays

Table 6: Future meetings (assumed 1st Wednesday of month)

Date
4 December 2024
8 January 2025 (may give way for panto)
5 February 2025
5 March 2025
2 April 2025
7 May 2025
4 June 2025
2 July 2025
6 August 2025
3 September 2025

Minutes Approved:

Ordine Maleviche

4th December 2024

Appendix A: Reports received in writing

CX/SP Technical Report

The main production this month was Breath of Spring. All the technical side of the show worked with no issues on lighting or the communications system and only a couple of small issues arising. One was an unreliable connection between the electric piano and our mixer which is believed to be down to a defective jack plug connector. The other was a defective emergency light which was beeping. In an attempt to resolve this emergency exit lights were left off for one show but this was quickly rectified. The defective EM still needs investigation.

The AGM went well and both the new microphones and the new Cat5 projector cable worked well. The only issue, unnoticed by others, is that the projector required a new lamp source. As a consequence of using up our spare, a pair of spare lamps will be purchased.

We also hosted Rebecca Vaughan's one night show called Lady Susan. Whilst we were prepared to man this as per contract, Rebecca brought her own lighting/sound technician to operate everything. It would have been helpful to know this beforehand but truthfully it made our job easier.

This month we purchased four in-fill loudspeakers from Rob Alderton for use on the front edge of the stage. These are expensive professional units (Rob gave us a good discount) which will serve us well for the larger shows we stage. There is some work to do on our audio system to eliminate a background source of low level hum and to make it easier for people to use.

To my surprise ETC decided to replace the defective tablet control panel for the Paradigm lighting system free of charge. This was delivered but didn't work due to software incompatibility. I contacted ETC technical support and next day an engineer arrived and updated all the software to the latest level and got the tablet working. Whilst here it performed a reset, which we have seen on and off over the last two years. We had always attributed this to different software versions but since now everything is running the latest version this cause can be eliminated. The engineer thought it would most likely be due to a problem on our data network and this is what we'll now have a look at.

The SP keyboard was reported to be defective by The Last Five Years team. After discussion a specialist repairer was located who after looking at the keyboard determined it could be repaired. This was achieved within two weeks and the repaired keyboard has been returned to the studio for panto rehearsals. Obviously only serious use will reveal if the repair has been completely successful.

The grant to purchase 8 new LED lamps has not yet arrived. There may well be a holdup in the administration somewhere between ourselves and SODC. It would be good to unblock quickly that so that the new lamps can be ordered and installed before the pantomime.

There were no issues on cinema to report this month.

Finally we have received the EICR and mechanical reports from Solutions on Stage.
There are a number of C2 issues that need investigating in the near future.

M.Baker
Technical Manager
30-Oct-24