

## **Trustees of the Sinodun Players**

Minutes of the 62nd meeting of the Trustees held on Thursday 16<sup>th</sup> October 2014 in the Corn Exchange at 8.00pm.

Present: J Grimshaw, J Jones, N Morley, K Spence, J Van der Vord, J Wright

### **1. Apologies for absence**

N Morley welcomed the new Trustees J Van der Vord and J Wright onto the committee.

Apologies were received from G Wright and the new Chair of the Drama Committee J Utley

### **2. Decisions/Discussions since last meeting**

The cost of the Solicitors advice and Counsel fees relating to the Data Protection incident totalled £1,782.00 inclusive of VAT, this was paid from the Trustees account.

The new Chair of Drama Committee and new Chair of Trustees had sent out a request to all members to support the production of Oh What A Lovely War.

### **3. Minutes of 61st meeting on 15<sup>th</sup> September 2014**

These were agreed as a true record of the meeting.

### **4. Matters arising from 61st meeting not covered elsewhere**

A response had been received from the Charities Commission re our request. This matter is on-going. They have requested some documentation from us. J Grimshaw to organise.

N Morley had arranged to meet C Pratt to discuss the legal response. NM to ask Sarah Enticknap to put the legal advice in members' area of the website – water marked confidential – for members use only not for publication or reproduction.

### **5. Items to and from the Board**

JG to circulate the September Board Minutes.

OH has asked for a joint meeting re responsibilities and liabilities and having acceptable control over Health & Safety issues. Both House & Garden and Oh What a Lovely War could have caused significant problems. The RA and a set inspection must be carried out by a competent person. We should find out what other volunteer run theatres do.

### **6. Items to and from DC**

The Budget for Oh What A Lovely War has increased due to music and scaffolding. The sales forecast is far too high. The new Financial Trustee will be chasing the budgets. The Rules state a production should not go ahead without a budget. The Trustees role is to check a budget is produced and being managed.

The question whether C Harris should still be allowed to direct a play next year was

discussed at some length during the last DC meeting. Artistic Committee to speak to C Harris in early November to ask for details of his team and costs and for him to hold early auditions.

The Drama Committee is resolving this issues regarding Publicity Material for OWALW.

7. **Finance Matters**

B Wood and J Van der Vord have arranged a meeting to hand over the Financial paperwork on 17<sup>th</sup> Oct. B Wood to hand the Charity Commission / Minutes / Correspondence files to J Grimshaw.

8. **AGM**

Review of the Draft Minutes. Any corrections to be passed to J Grimshaw. Minutes to be published in the next November Newsletter.

N Morley to meet individually with C Harris, C Pratt, P Burton and T Twentyman and report back at the next meeting. NM had already received a letter from C Harris and copies will be sent all the Trustees in due course.

9. **Items brought by the Chair**

Trustees Responsibilities.

K Spence to attend DC meetings.

J Grimshaw to take minutes and liaise with charity commission.

J Jones to check pigeon hole for post and respond to general emails.

J Van der Vord to handle accounts.

J Wright - Board Liaison

10. **Any Other Business**

Trustee representation on the Board – Up to 3 trustees can sit on the Board. The Board require someone to have responsibility for Front of House and have asked NM if he would do this. NM is happy to take up the post.

As NM is Chair of the Trustees would there be a conflict of interest? Board happy. The Chair of Trustees cannot be Chair of the Board.

The Trustees hold the majority of shares in the Ltd Co on behalf of the Charity. The Trustees are the representatives of the shareholders therefore members should be happy to have the Chair of the Trustees on the Board. Alternatively would it be better for the Board to recruit from people who are not already in positions of responsibility.

A vote was held Can NM join the board as a trustee? This was passed with a majority.

Both NM and the Trustees will monitor the situation and if the workload is too high will delegate.

CX times – Is to report items from the DC and members input. Plus it should contain a report from Ltd Co and the Trustees. The question had been raised by a member – Was there a conflict of interest with the Editor of the CX Times also being a

Trustee? The Editor was appointed by the Drama Committee. It was unanimously agreed that there was no conflict of interest.

In answer to a question raised at the AGM only 1 item was refused for publication. Some things had been cropped due to being too long and some mistakes were made, things misplaced or lost. If the Editor felt that a topic had run its course he would inform the correspondent.

Should advance booking for matinees be open to associate members and volunteers?

Currently only Full members can act, vote, and get privilege advance booking.

To be passed back to the DC to make the decision.

Photos to be taken of all Trustees and displayed in the Curtis Room.

*Who is organising this?*

11. **Date of Next Meeting**

Monday 8<sup>th</sup> December 6.30pm.