

Trustees of the Sinodun Players

Minutes of the 66th meeting of the Trustees held on Thursday 4th June 2015 in the Corn Exchange at 6.30pm.

Present: J Grimshaw, J Jones, N Morley, K Spence, J Utley, G Wright, J Wright

1. Apologies for absence

There were no apologies for absence. Photographs were taken of all Trustees for the Organogram

2. Decisions/Discussions since last meeting

John Van der Vord had resigned as a Trustee on 26th April 2015.

All Trustees had been asked to provide 2 certified copies of identification for our legal advisor.

3. Minutes of 65th meeting on 20th April 2015

Several amendments were suggested to clarify items. JG to amend then publish.

4. Matters arising from 65th meeting not covered elsewhere

A copy of the Minutes of the EGM held on 25th February 2015 had been sent to Chris Harris.

These were now to be published.

5. Items to and from the Board

The Minutes of both the March and April Board meetings had now been circulated.

The Trustees were sad that JW had resigned from the Board. The Board were considering options for his replacement.

John Evans accepted an invitation to join the Board as Marketing Director which would free up Erica Harley to oversee Programming. This appointment was endorsed by the Trustees.

6. Items to and from DC

The minutes of the April meeting of the DC had been received. The minutes of the meeting held on 5th May required some minor amendments following the DC meeting on 3rd June and would be circulated as soon as possible.

The plays for the next year had been decided, the DC were now in discussions with the Directors prior to the announcement being made at the AGM.

The wording on the Membership form had been changed and a small number were to be printed as further amendments may still be required.

All members of the Sinodun Players receive priority booking for SP Productions only.

7. **Friends of CX**

The Board would like to put to the Trustees the following outline for Friends of the CX:

Anyone can become a Friend of the CX as long as they give either a certified number of hours voluntary service or give a monetary donation to the Corn Exchange.

If someone is involved in an SP production, as technical support or back stage they should be encouraged to take up membership of the SPs.

If someone is mainly involved Front of House, as at present, they can choose whether they wish to be become a member of the SPs or not.

Back stage crew duties do not class as duties for Friends of CX unless for an incoming show.

Duties carried out will be Electronically recorded on the new FOH database.

The Non-Director Trustees voted as follows for the Board to continue to define the details of Friends of the Corn Exchange: 3 for 1 absention.

8. **200 club**

The 200 Club is currently making £250 per year. It is a lot of effort for the small amount of money raised and the small prizes awarded.

It was unanimously decided that it would carry on running with a cut off date as 31st May 2016, with new payments being pro-rata.

9 **SP Constitution & Memorandum of Understanding between SP and SP Ltd.**

A Sub Committee comprising R Cleverley, JG, B Wood and JW are to compile a New Constitution and Memorandum of Understanding; the Drafts of which are to be ready for the next Trustees meeting. JG had read through the Charity Commission New Model Constitution and is of the option as was BW previously that the new model constitution should be the top level document and the MoU and the Rules / Byelaws documents are what describe the detail for running the charity. The drafts will be discussed prior to presenting to Tessa for opinion / correction. Once the Lawyers, Trustees and DC are happy with the Constitution and Rules and Byelaws, and the Lawyers, Accountants, Trustees and Board are agreed on the MoU these will be presented to the Membership for approval.

10. **Upcoming Changes**

JG and JJ are definitely stepping down as Trustees as both have served 2 terms of 3 years and do not wish to put themselves forward for a further term

Three members approached to be co-opted as Financial Trustee have declined the offer.

The surplus of cash in the DC account still needs to be transferred into the Trustees account. NM & JW to talk to Anne Stammers.

JW to talk to the accountants regarding the new SORP.

New signatories are required on the Trustees accounts. It was decided at the meeting that J Van der Vord should now come off as should JW. NM, KS and GW to be added.

11 Update on Share Purchase

10 shareholders had been contacted and share certificates received or are on their way back.

We now had details for the Next-of-Kin of the last remaining shareholder and NM had spoken to her.

Katie Price is organising the dividend payout and purchase, and will update the Companies House Register.

12. Joint Meeting of 11th May.

A joint meeting of the Trustees, DC and Board held on 11th May to discuss various topics was a very useful meeting and should be held more often. The notes of the meeting had been circulated to the DC and Board.

13. Email Correspondence.

A statement on the accounts being 'Qualified' had now been removed from the Charity Commission website.

14. Items brought by the Chair

Critchley's Accountants have said that the Trustees should secure and seek interest on the loan as a minimum, but that the level of Rent paid by the Charity should also be reviewed.

15. Any Other Business

P Burton sent a letter about the content of last month's CX Times and our duties as Trustees. JW had replied.

JJ reminded all present that the Drama Festival comprising 11 shows will be running from Monday 15th to Friday 19th June and the SP Production would be on Tuesday and Encore on Wednesday.

16. Date of Next Meeting

Monday 20th July – 7.00pm

Meeting closed 8.10pm