

Trustees of the Sinodun Players

Minutes of the 69th meeting of the Trustees held on Tuesday 27 October 2015 in the Corn Exchange at 7.30pm.

Present: N Morley, K Spence, J Utley (DC), G Wright, J Wright, L Van der Vord, J Jeskins, Debi Lisburne, K Yapp (Board)

Action

1. Welcome and briefing for new trustees including positions of responsibility

All have read the Charity Commission's "Essential Trustee". The Trustees' Responsibility is to protect the assets of the charity.

It was noted that there is liability insurance for SP Trustees; the Limited Company has a policy to cover officers of the society, trustees and volunteers.

New Trustees enquired whether there were any training courses for Trustees. KS will enquire KS

An explanation was given of how the Trustees work with the Limited Company and the Drama Committee (DC).

Positions of Responsibility were identified:

Chairman – N Morley

Financial Trustee – J Wright

Charity Commission/Minutes/Corresponding Trustee – K Spence

Secretary – Liz Van der Vord

2. Apologies for absence

None

3. Decisions/Discussions since last meeting not covered elsewhere

Agreement unanimous by email to co opt John Jeskins.

4. Minutes of 68th meeting on 10 September 2015

Approved and ready to be uploaded to website.

5. Matters arising from 68th meeting not covered elsewhere

None

6. Items to and from the Board:

(Minutes of meeting from September not received)

There are two main revenue streams for the Board – ticket sales and bar income.

It was noted that JW resigns from being the bar licence holder on 15 November and D Simmons will be taking over.

7. Items to and from DC: September meeting held on 11 September

Budget.

JU

There is concern that the DC holds too much money. It was suggested that Treasurer Anne Stammers would get a yearly running cost to bring to Trustees. Anything else will be transferred for the Trustees to manage. AS is to be given a deadline of the next Trustees meeting.

There are also concerns over the level of financial control the DC has. JU to advise who are the signatories for the accounts currently controlled by AS and amounts in the accounts.

Rules for the Constitution. Individuals on the DC will consider the rules and suggest new headings/additions/suggestions. DC

The next meeting will be Wednesday 4 November. LVdV and DL will be attending the DC meetings.

Sue Forward has resigned from DC.

There is concern that risk assessments are not being sent in time. There should be two for each show; one before rehearsals start and one before the show goes on stage.

The Trustees expressed concern that the budget for the Cherry Orchard was not received until 2 weeks before the show opened. The budget should ideally be received before any money is spent.

8. EGM follow-up

Since the EGM, JW and NM have asked Tessa Hennessy about the responsibility for the submission to the Charity Commission of the revised constitution. 40 working days + to respond. Tessa Hennessy will put together a draft response.

The minutes of the February EGM will need to be approved at the next AGM.

9. Loan Account

Further meetings need to be held face to face to clarify issues which are still unresolved. Trustees agreed to continue meeting to explore options.

10. Update on draft constitution

See earlier.

11. SP production governance

Budgets and risk assessments. This item was discussed under item 7.

12. Email correspondence

– who deals with any general email coming to the Trustee email account?
LVdV agreed to do this

– OCVA payment. This has now been paid and Trustees will be responsible for this in future.

13. Trustee representation on Board

This will be spread around the Trustees. KS to attend on Wednesday 28 October. Another trustee to attend November's meeting.

14. Items brought by the Chair

None

15. Any other business

Philip Burton and CX times.

NM

There was a letter included in the most recent CX Times that Trustees felt needed comment. NM to include a response to this article and let Trustees see it before submission to the editor..

It was resolved to amend the bank signatories. LVdV, KS and NM to be signatories to the bank account. Anne Stammers and J Warburton will be removed as account signatories.

Proposed: J Wright, all agreed.

16. Date of next meeting

8 December at John and Gloria Wright's house. DL sent apologies.

Meeting closed 9.44pm

N Morley
8/11/15