

Trustees of the Sinodun Players

Minutes of the 77th meeting of the Trustees held on Tuesday 13 December 2016 at the Corn Exchange, Wallingford at 7.30pm.

Present: N Morley, K Spence (minutes), J Wright, J Grimshaw (Board), D Lisburne, A Stammers (DC), L Van der Vord.

		Action
1.	Apologies for absence	
	J Jeskins, J Utley	
2.	Decisions/Discussions since last meeting not covered elsewhere	
	None.	
3.	Minutes of 76th meeting on 26 October 2016	
	These were approved and were signed by the Chairman, ready to be uploaded to the website.	
4.	Matters arising from 76th meeting not covered elsewhere	
	<p>Thanks have been received from the Little Theatre Guild (LTG) following their meeting at the CX last month. They made very positive comments about their visit.</p> <p>It was noted that Trustees have not yet received the cheque from the limited company. J Grimshaw will remind the Board that this should be done as a matter of urgency.</p>	JG/Board
5.	Items to and from the Board	
	<p>D Lisburne attended the Board meeting on 12 December on behalf of the Trustees and had circulated a useful summary prior to this Trustees meeting.</p> <p>Particular points for discussion:</p> <p>Health and Safety has become a major focus. There was a thorough walkround with R Eaton and J Herring. The Board also has a very comprehensive document prepared by their consultant and will now work on training and documentation to ensure users of the building operate safely. Trustees noted that they would support the Board in this.</p> <p>J Evans has worked hard to obtain equipment for a film club but there is uncertainty where it could be held during the works. A number of venues within Wallingford might be considered – the Regal, Centre 70, St Mary's church.</p>	
6.	Items to and from DC	
	<p>The Corn Exchange was open for the Wallingford shopping event on 4 December. It was felt it was worth being open – some tickets were sold for panto and refreshments were sold.</p> <p>Encore. There is some concern where they will go during the roof repairs.</p>	

	<p>There are other issues with the group, which G Wright is working on.</p> <p>The Christmas party will be held next week on 20 December.</p> <p>The DC urgently needs a minutes secretary.</p> <p>200 club. The DC is discussing how it will spend the money and are considering a relay system.</p>	
7.	Financial matters	
	<p>J Wright provided balances for the Trustee accounts. There were no surprises.</p> <p>A Stammers is still waiting to use on line banking. There have been delays with Nat West requesting documentation that is not relevant.</p> <p>The roof fund has received £5300.99 from fund-raising and donations so far. J Wright reports to J Warburton and Fiona.</p> <p>The Trustees discussed the Issue of backups of J Wright's data. G Wright has access and Fiona has a copy. J Wright will also regularly send a copy of his spreadsheet to N Morley. It was suggested that a cloud based backup might be worth considering.</p>	
8.	Roof Project	
	<p>N Morley will arrange a meeting with K Yapp and O Hemming from the Board and J Wright to discuss fundraising finances to ensure processes and responsibilities are clearly defined and agreed.</p> <p>Trustees were somewhat concerned that communication needs to be improved between J Warburton and his team and the Board, Trustees and DC. The Trustees are particularly concerned that they have not, so far, been involved sufficiently in plans.</p> <p>N Morley will discuss this further with O Hemming and J Warburton.</p> <p>It was thought it would be helpful to have some professional assistance for the fundraising campaign. D Lisburne to arrange a meeting with a contact who has wide experience in this field - Ollie Shiell</p>	<p>NM</p> <p>NM</p> <p>DL</p>
9.	Memorandum of Understanding	
	<p>The Memorandum of Understanding details how Trustees and the Board work together. A template for this does not exist. J Wright has prepared an initial document which has been sent to K Price and the Board. Trustees are waiting for feedback from the Board.</p>	Board
10.	Any other business	
	<p>Dennis Wood's 90th birthday. The Board has agreed to give Dennis and Josie a golden ticket to CX or SP shows; this does not apply to bought-in shows.</p> <p>JustGiving. There is a JustGiving page for the charity generally. It would be helpful if this could be for the roof fund. The page is not fully set up yet and needs further work.</p>	

	D Lisburne to attend the OCVA training session for Trustees and fundraising to be held in Oxford in January. J Wright will also attend.	DL/JW
11	Date of next meeting	
	31 January 2017. J Jeskins to attend the next Board meeting on 9 January.	

Meeting closed at 9.30pm

N Morley
31/01/17