

## Trustees of the Sinodun Players

Minutes of the 80th meeting of the Trustees held on Tuesday 9 May 2017 at the Corn Exchange, Wallingford at 7.30pm.

Present: N Morley, J Wright, J Jeskins, L Van der Vord, J Utley, D Lisburne, K Spence (minutes), K Yapp (Board).

		Action
<b>1.</b>	<b>Apologies for absence</b>	
	Representative from the DC.	
<b>2.</b>	<b>Decisions/Discussions since last meeting not covered elsewhere</b>	
	CXWL issue of preference shares to SPs was agreed by email.	
<b>3.</b>	<b>Minutes of 79th meeting on 20 March 2017</b>	
	These were approved and were signed by the Chairman, ready to be uploaded to the website.	
<b>4.</b>	<b>Matters arising from 79th meeting not covered elsewhere</b>	
	AGM venue. The Methodist church building is available on 26 September for £17/hour. We will book it for 2 hours from 7.15pm to 9.15pm.	KS
<b>5.</b>	<b>Items to and from the Board</b>	
	<p>The focus of the last Board meeting was the roof project.</p> <p>The Board has gone ahead with the contract for reupholstering the seats. The chairs will be removed by the refurbishment company on 12 June, refurbished and stored: contract cost about £12,000.</p> <p>There is a team of people working on auditorium décor which includes the colour scheme.</p> <p>There is a work schedule now in place for get-out. Key dates are 3 June and 11 June. Volunteers will be wanted to remove everything from most of the building. Everything will be stored in the club room (except for certain costumes for which a storage unit is being hired).</p> <p>During the period of the works, except for the foyer, the building will be a construction site for the roof contractors only. To prevent unauthorised access, the lock on the Mousey Lane door is being changed and most keys will be withdrawn. The Contractors will use the rear doors in the workshop as their main entrance. An area of the workshop will be sealed off with our equipment behind it.</p> <p>The project start date is hoped to be 3 July. It is noted that funders generally do not expect work to have started. There will be a presentation to SODC on 14 June with a decision expected on 28 June. No work will be started before this date. Scaffolding was due to have been erected during June, but this has been put back.</p>	

6.	<b>Items to and from DC</b>	
	<p>There was some discussion about the budget for pantomime, including paying for musicians who are not members. The only rule is that members do not get paid for partaking in a show. The show does not yet have a producer and the budget is not well advanced.</p> <p>The proposal is that there will be no children required in the pantomime for 2018. Ginny Avery had presented to the DC at their April meeting about the importance of productions and the involvement of children, particularly in panto.</p> <p>Trustees support the DC and would encourage directors to use children in productions.</p>	
	<p>Complaints Procedure – the Charity Commission return requires us to state whether we have one or not. At present, we do not.</p> <p>E Phelps has investigated this with various bodies; school, NODA, LTG but it is still ongoing.</p> <p>N Morley will check whether J Grimshaw might be preparing something for the Board.</p> <p>D Lisburne to circulate some possibly relevant information from NODA.</p>	<p>NM</p> <p>DL</p>
7.	<b>Financial matters</b>	
	<p>J Wright updated Trustees on the current monies available in the various accounts. The figures did not include grants promised or gift aid or any money held by the DC.</p> <p>There had been discussion at the last DC meeting about a limit for the DC Treasurer and how much could be paid in a single on-line transaction. A figure of £1,000 when making internet payments was discussed.</p> <p>It was suggested that invoices above a given level should be countersigned as pre-authorised for payment.</p> <p>Trustees agreed that the DC should discuss this further at their next meeting because neither the chair nor vice chair was at the meeting when this issue was discussed.</p>	
8.	<b>Roof Project</b>	
	<p>The fund-raising is continuing well – the Barn Dance and Car Rally are the latest recent events. The fund-raising committee was commended for the huge amount of work they have put in.</p> <p>Although many grant-giving bodies have not yet responded, there have been two recent awards.</p> <p>There is £24,000 in Trustee funds currently not assigned for the roof project. Trustees agreed that this sum could be used to guarantee the roof project.</p> <p>Trustees agreed that the financial position, including loans and guarantees in case of no further grants, was such that they would release funds to the Board to allow the project to go ahead.</p>	

<b>9.</b>	<b>Formal agreement of Memorandum of Understanding (MoU)</b>	
	Trustees unanimously agreed to formally adopt the Memorandum of Understanding.	
<b>10.</b>	<b>Little Theatre Guild</b>	
	<ul style="list-style-type: none"> <li>• National Conference Report</li> <li>• Southern Regional AGM 2018</li> </ul> <p>LTG National Conference in Horley was attended by J and G Wright. It was a good conference with opportunities to network. J Wright noted particularly that the Horley theatre requires all their actors to volunteer in the work of the theatre. They all had a smart black uniform which looked very professional.</p> <p>National council for voluntary organisation (NCVO) has a number of best practice documents for governance issues which could be considered for a source of a complaints procedure.</p> <p>LTG year book is a useful document and of particular interest is page 9 which has a list of LTG grey papers on a wide range of possibly useful information.</p> <p>Regional AGMs. October 2017 AGM will be in Romsey. 2018 AGM to be held at the CX, Wallingford, based around a production weekend. The dates are 19-20 October 2018.</p> <p>There is no one able to take G Wright's place at short notice this coming weekend at the LTG relationship meeting in Bristol.</p>	
<b>11.</b>	<b>Any other business</b>	
	Board meeting 12 June. J Wright to attend.	
	Board meeting in July. L Van der Vord to attend.	
<b>12.</b>	<b>Date of next meeting</b>	
	25 July	

Meeting closed at 9.18pm

*N Molyneux*  
2017/17