

## Trustees of the Sinodun Players

Minutes of the 83rd meeting of the Trustees held on Tuesday 24 October 2017 at John and Gloria Wright's house, Wallingford at 7.30pm.

Present: N Morley, J Wright, J Utley, D Lisburne, R Dewell, K Spence (minutes), G Wright (DC), O Hemming (Board), K Yapp (Board).

		Action
<b>1.</b>	<b>Apologies for absence</b>	
	J Jeskins	
<b>2.</b>	<b>Decisions/Discussions since last meeting not covered elsewhere</b>	
	<p>Increase to T Hennessy's hours agreed by email due to complications with SODC loan terms and conditions.</p> <p>There was email discussion about how we should recognise the proposed new Vice Presidents. A presentation certificate is to be arranged, which N Morley will.action.</p>	NM
<b>3.</b>	<b>Minutes of 82nd meeting on 12 September 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 82nd meeting not covered elsewhere</b>	
	None.	
<b>5.</b>	<b>Items to and from the Board</b>	
	It has been suggested that we should book films for more performances, but have some of the additional showings during the day. This is because getting films for only one or two days is difficult. It was noted that staffing might be an issue. E Harley looking into the staffing with J Pinniger.	
<b>6.</b>	<b>Items to and from DC</b>	
	<p>Accounts. A Stammers is now at home and convalescing following her recent hospitalisation. Everything that was required for the accounts has been delivered to the accountants.</p> <p>A financial process has been drafted. Expenses/mileage to be added. J Evans was requested to provide SODC with an up to date safeguarding policy, so that has now been updated. It was noted that this policy should be given to Encore parents.</p> <p>There was discussion on the need to have a policy on photography (which will need to be prepared), particularly of young people with hard copy proof that parents have given consent. We need a mechanism for removing and destroying photographs. This information should be included in the production manual. New regulations mean we must gain consent for any details to be retained, including photos.</p>	DC

<b>7.</b>	<b>Financial matters</b>	
	<p>J Wright gave amounts in our accounts and the roof fund. All monies needed for the roof repairs are held in the NatWest account. The Trustee main account is the Nationwide account. Transfers have been and will be made to the Board when appropriate.</p> <p>On 19 October, the Drama committee account contained over £10,000, which needs reducing to £10,000. We have recently received £1000 as gift aid. B Wood is working with A Stammers to catch up with the backlog of gift aid.</p>	
<b>8.</b>	<b>Roof Project</b>	
	<p>The project is still 3 weeks behind schedule despite everyone's best endeavours. We are currently working to a completion date of 8 December. There are a number of issues, but it was noted that Francis construction are being very helpful.</p> <p>We now have access to the control room and ante room and might soon be able to remove equipment currently in the Curtis room. Planning is ongoing for the use of the various spaces and what will be stored where.</p> <p>The contract price is approximately £519,000. O Hemming and one other director need to sign contract to go to SODC. There are still queries outstanding. The final forecast figure is £534,000, but we may be able to reduce this figure. With nearly £400,000 via the Trustee accounts, the £170,000 SODC grant, four personal loans of £120,000 in total, Trustee funding and £7,500 projected gift aid, we have just about all the money we need for the project. N Morley and K Spence declared that they were two of the people who had promised personal loans.</p> <p>The grant agreement from SODC was finally received on 24 October (the day of this meeting). However, still not finalised. Now a liability clause that they will not go after personal assets of Trustees or members, only assets we control. Thanks to Tessa and Hedges – which has cost us all £5,500. First tranche of money might arrive soon, but subsequent payments might take longer.</p> <p>The Board and Trustees acknowledged the huge debt of thanks to John Evans for the time spent on the SODC grant application.</p> <p>For additional funding, it was noted that our local SODC councillors have access to funding up to £10,000, which might not have been spent on other projects. K Yapp is to explore this further</p> <p>K Yapp reported that a VAT audit was held last week. We received a £25,000 refund within a week, claimed to the end of September. Claims are made quarterly.</p> <p>There has been a good response for assistance to help with the get back in.</p> <p>It would be prudent to have a backup plan for another venue for pantomime, in the very unlikely event that the building is not ready for next year. The Masonic Hall was suggested. N Morley to investigate further.</p> <p>Fundraising. Meeting with N Morley and Fiona Smith. Trustees agreed that Caroline Bucklow could investigate possible paid assistance. The JustGiving site is still open – for which we are paying £40 a month. We can add another campaign to the open site, which was set up by O</p>	<p>KY</p> <p>NM</p> <p>JW</p>

	<p>Hemming with the roof campaign by K Price. We now have a new campaign, the phase 2 fundraising.</p> <p>J Wright to progress.</p> <p>D Lisburne put forward a proposal for asking money for naming seats. It was suggested that we would open the opportunity to members only to the end of December and then open to the public in 2018.</p> <p>Publicity could be by Postmaster, 3 rings and CX Times and on the website from 1 January 2018.</p> <p>A promotional video could be prepared?</p> <p>The Board would like to receive D Lisburne's proposal finalised and sent to them which would be for approval by Board and Trustees. There is a Board meeting on Monday 6 November. Following agreement at the Board meeting, the proposal can be reported in the CX Times.</p> <p>All Trustees supported the proposal as suggested by D Lisburne. J Wright agreed to run the financial side.</p> <p>M Wheatley had also suggested that we should raise money by naming seats, so N Morley will feed back to him that this proposal is being prepared.</p>	<p>s</p> <p>DL/JW to progres</p> <p>NM</p>
<b>9.</b>	<b>Little Theatre Guild (LTG)</b>	
	<p>G Wright, J Wright and N Morley attended the LTG southern regional AGM in Romsey which we are hosting next year. There were 24 people representing 12 different theatres out of 40 in southern region. We would like to encourage more attendees next year when we host. N Morley and G Wright to work on this for next year.</p> <p>All three SP attendees agreed it was a very useful occasion with a lot to learn from other members.</p>	NM/GW
<b>10.</b>	<b>Any other business</b>	
	<p>A special general meeting will be needed to approve the accounts and make the presentation to the Vice Presidents. One possibility is 12 December before the Trustee meeting. The meeting could be held in the CX foyer at 7.30pm followed by the Trustee meeting. N Morley will prepare a notice for the CX Times.</p> <p>J Wright commented that a substantial spend was proposed on house lights and he considered that there have been issues around prioritisation of expenditure.</p> <p>Following further discussion, Trustees agreed that, in the event that the lighting is correct, Trustees will advance money to the Board to buy lighting to reduce costs for pantomime.</p> <p>A controller is also needed. It is in the budget but needs Trustee approval. There are alternative systems available but they are not as good for our needs. Trustees agreed the Board could make the purchase.</p>	NM
<b>11.</b>	<b>Date of next meeting</b>	
	<p>12 December. The March meeting will now be held on 4th April.</p> <p>N Morley to attend the Board meeting on 6 November, and R Dewell to attend the 4 December Board meeting.</p>	

Meeting closed at 9.48pm