

Trustees of the Sinodun Players

Minutes of the 88th meeting of the Trustees held on Wednesday 25 July 2018 at the Corn Exchange, Wallingford at 7.30pm.

Agenda

- 1 Apologies for absence
- 2 Decisions/Discussions since last meeting not covered elsewhere
- 3 Minutes of 87th meeting on 29 May 2018
- 4 Matters arising from 87th meeting not covered elsewhere
- 5 Items to and from the Board
- 6 Items to and from SP Committee
- 7 Financial Matters
- 8 Fundraising
- 9 AGM
- 10 Any other business
- 11 Date of next meeting

Present: N Morley (Chair), J Wright, J Jeskins, J Utley, K Spence (minutes), R Dewell, G Wright (DC), J Herring (Board).

1 Apologies for absence

D Lisburne

2 Decisions/Discussions since last meeting not covered elsewhere

It had been agreed by email that the Board could spend up to £10,000 on winches and lighting bars to take up the Leader grant.

3 Minutes of 87th meeting on 29 May 2018

These were approved and were signed by the Chairman, ready to be uploaded to the website.

4 Matters arising from 87th meeting not covered elsewhere

The picnic in the Herring's garden was very well received. The petanque on 14 July was also a fun afternoon and much enjoyed by all who attended.

5 Items to and from the Board

J Herring circulated the H&S document at the meeting. There is still no management structure to administer this living document. There is another meeting to discuss it on Monday 30 July 2018. The document will be kept in a H&S cupboard. The intention is to hold quarterly meetings. Many improvements have been made, particularly to fire safety matters but there is still need to make minor amendments to the staircases for additional fire protection. Hand rails will be fitted in the auditorium during summer shutdown. We must carry out a full fire test to test evacuation procedures.

John Herring put forward an idea, for consideration at the AGM, that the CX could

make a feature of our link with Agatha Christie/Midsomer Murders.

There has been a paint store clearout and new tools for the workshop purchased.

The Leader grant for winches is being taken up – 3 on stage, 2 FOH. The cost of £29,000 is much less than the quote. This is all in hand.

Anna (Violet's sister) has volunteered to do first aid training for volunteers.

The working lights panel has been installed (and occasionally works) and operates at the SM position.

There will be a Board meeting on 10 September at 7pm with the AGM to agree the accounts.

New bar till. New till is very, very slow and causes significant issues when we are busy. There is a poor user interface. It was noted that it is good to be able to make card payments, but there are other issues, not all of which are to do with training.

Action: The Board to progress.

Ventilation system. There are still issues which Board needs to investigate. There is room on the back wall of the auditorium to install an air con unit and at the back of the stage. **Action:** Trustees would like Board to investigate this further.

J Wright has been asked by the Board to have a plumber to install a pressurised hot water system in the basement. This would also free up space in the control room.

N Morley and O Hemming have received a letter from Legal Services at SODC about their handling of the grant application. Further action may be required.

Ric Harley is leaving the board in September and an advert has gone out. Succession planning generally is under discussion.

6 Items to and from Sinodun Players Committee

It has been agreed to move away from paper bookings for advance tickets.

We now have 2 more patrons – Sam Spiro and Mark Leadbetter. They would be delighted and proud to be involved and would be keen to be active patrons.

There were some incidents around Odyssey which have been dealt with.

An event is being organised for Dennis Wood in September.

Punchbowl will definitely be going ahead with J Utley organising the acts.

A new Encore Youth Director – Diana Christie – has been appointed. She is very experienced. 3 people were interviewed and she was the most suitable candidate. The database has been passed back from Ginny Avery and Diana has been in touch with parents. G Wright has also been in touch with other theatres with youth groups to see how they manage their activities. Diana will manage payment of fees and the SP committee will handle membership. A contract will be put in place.

Breathe who designed logo for the CX have been contacted to look at the SPs logo which is felt to be outdated. Letterhead is currently for the CX with no SPs reference. Breathe quoted nearly £9,000! A plea went out on Facebook and we already have someone look at logo design.

Website Design. Mike Ward has redesigned the Abingdon website. He and G Wright have been in contact and costs are likely to be very modest. The committee will also consider redesign of the Encore flyer.

Lighting and Set Design Course – currently 12 people, one external person, are booked onto the course. Publicity includes the ODN Facebook page and newsletter.

7 Financial Matters

The bank account figures were given out. We are expecting a transfer from the SP committee but there have been technical issues so we will need to wait a little longer.

The car rally made £1500.

There is an ongoing issue with the fundraising committee and £1000 councillor grants. The terms are very restrictive and are going to end up costing us money. If the SP.s (instead of the CX) buy goods, VAT is charged. J Wright urged caution with applying for more grants.

8 Fundraising

D Lisburne sent a detailed report.

The committee is not fully agreed about a business plan. It is a useful document to support fundraising applications. Board/Trustees do need to be involved in commenting on the report.

Trustees support the committee in their decisions.

It is proposed that the top 20 sponsors will be invited to the Judy Dewey talk before the Agatha Christie production in October. It is felt that there should be some activity for sponsors every 6 months or so.

9 Little Theatre Guild

This weekend is the last meeting to agree paperwork before the regional AGM.

The LTG set-price dinner costs £18.95. Trustees gave approval for N Morley, F Smith, J Grimshaw and C Wilkes to attend the dinner.

An email was received from LTG on 25 July (today). Their AGM is on 29th-31st March 2019. They will be holding a seminar on fundraising/restoration of little theatres and are looking for case studies and suggested we might help. Ongoing.

10 AGM

The Trustees report needs to be written.

SP Committee. 2 people are up for re-election; there has already been a volunteer to take over from Peter Smithson.

Trustees. There will be a vacancy as K Spence is standing down. The 3 year period of office of J Wright and D Lisburne is up but both are willing to stand again.

The AGM will consider the formal approval for change from the "Drama Committee" to the "SP committee".

The formal notification of the meeting has been in the July newsletter; there is no other statutory requirement. Nominations will be required nearer the time. The newsletter will normally be out by 13 September which is sufficient time for nominations.

12 Any other business

There are old boards of previous seat plaques. It was suggested that they could be put up in the Curtis Room so they are publicly accessible. N Morley to contact E Harley to arrange.

Board meeting on 10 September – R Dewell to attend.

13 Date of next meeting

11 September with AGM on 26 September.

Meeting finished 9:15 pm