

Trustees of the Sinodun Players

Minutes of the 87th meeting of the Trustees held on Tuesday 29 May 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 86th meeting on 4 April 2018
- 4 Matters arising from 86th meeting not covered elsewhere
- 5 Items to and from the Board
- 6 Items to and from SP Committee
- 7 Financial Matters
- 8 Fundraising
- 9 Little Theatre Guild
- 10 GDPR Training
- 11 Society Rules
- 12 Any other business
- 13 Date of next meeting

Present: N Morley (Chair), J Wright, J Jeskins, J Utley, K Spence (minutes), G Wright (DC), O Hemming (Board).

- 1 Apologies for absence**
D Lisburne, R Dewell
- 2 Decisions/Discussions since last meeting not covered elsewhere**
None
- 3 Minutes of 86th meeting on 4 April 2018**
These were approved and were signed by the Chairman, ready to be uploaded to the website.
- 4 Matters arising from 86th meeting not covered elsewhere**
None
- 5 Items to and from the Board**
Health and Safety. John Herring and team are doing a good job and have nearly finalised the H&S policy manual. There should be a nominated person responsible, so the policy has been rewritten with the Board collectively responsible. A number of changes need to happen in the future e.g. a change to infrastructure will need to be agreed with the Board or its representative. All the truss work will be safety checked by a Henley Theatre rep who is LOLER qualified. There has been much discussion about fire exits and training of ushers. PEEP (personal emergency evacuation plan) needs making. Fire Officer will come in on 7 June to check the premises. There was to have been a training evacuation on 26 May, but that has

been deferred until after the Fire Officer's visit.

There is still an issue with the fire alarm system; the unit is faulty. Monarch needs to fit additional sensors.

Security alarm system is also faulty/has issues because of cabling. The control panels may be replaced with wireless alarm detectors.

Heating control system. Control system was not on summer mode recently. It is working. There are still issues.

Sound survey. Carrolls has accepted recommended changes to methodology of sound survey, which should take place shortly. Lloyds Bank will be reducing its footprint though remaining in the town.

Bar – card payment system for bar has been ordered and will arrive shortly. The Board is investigating contactless payment for the box office.

Use of glass bottles in auditorium and washable plastic glasses will be discussed further.

Final payment has now been received from SODC. A letter of complaint has been sent to SODC which has not been acknowledged. The Board has not received any comments either.

6 Items to and from Sinodun Players Committee

Ginny Avery is to resign from Encore. She will let them know after Odyssey. The committee is making enquiries about finding a replacement.

Social event – pop up picnic and play petanque. Planned for a Saturday later in July.

GDPR – Board and SP Committee are working together on the privacy policy. From June 2018, the membership list will be under restricted access.

Password needs amending for members' area on the website; it has not been changed for some years.

All the Encore data will be brought in house.

The organogram will be updated.

The SP logo needs redesigning.

A lighting design and set design course is planned for 25 August and 9 September. It will cost about £600 and the committee is deciding what charge to set for attending. The expectation is that people will attend both the introductory and intermediate course.

The committee had discussed Showtime and any impact on rehearsals for pantomime 2019. It was agreed that Showtime would go ahead in November.

7 Financial Matters

SODC money for the roof repairs has been received into the Trustee account.

Pantomime money and Lettice and Lovage has been received. This money needs transferring to the Trustee account for Corn Exchange.

The Board had agreed at its May meeting, after consultation with Haines & Co, than an additional share issue should be made to its Shareholder.

An ordinary resolution had been prepared as below:

That the directors be unconditionally authorised under Section 551 of the Companies Act on behalf of the members of the Company to allot ordinary shares

in the company provided that

- the aggregate nominal value of the shares to be allotted does not exceed £400,014

- this authority will expire on 31 May 2018

The Trustees were in agreement with this.

The SP Treasurer has had all the necessary information to May 2017 to make a Gift Aid claim.

John Warburton will attend the car rally cheque presentation.

8 Fundraising

There will be a garden party on 9 June at John and Jane Herring's house.

9 Little Theatre Guild

Nick Morley, Julie Grimshaw and Caroline Wilkes have formed a sub-committee to plan the LTG southern regional AGM in October here in Wallingford. They have a meeting with the George Hotel to discuss room availability.

Judy Dewey will give an Agatha Christie talk for the LTG meeting which will be a repeat performance from earlier in the week, exact date to be agreed.

10 GDPR Training

A number of committee members attended the very good workshop on 5 May 2018 at the Corn Exchange.

The Board has a draft privacy policy web page and once it is acceptable to publish, they will send emails to patrons and members and volunteers alerting them to the policy.

11 Society Rules

Rules document has been circulated and there were no comments. No further input is needed until the AGM^M in September.

12 Any other business

Julie Utley to attend the Board meeting on 11 June.

13 Date of next meeting

25 July and AGM on 26 September.

Meeting finished 8:50pm

N Morley
25/07/18