

Trustees of the Sinodun Players

Minutes of of the Trustees held on Tuesday 26th October 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 89th meeting on 11th September
- 4 Matters arising from 89th 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 AGM
- 12 Any other business
- 13 Date of next meeting

Present: N Morley (Chair), J Wright, J Utley (minutes), R Dewell, E Leadbetter, D Lisburne, J Wright, G Wright(SP Committee), O Hemmings (Board).

Apologies: John Jeskins, Roger Dewell.

Minutes of 89th meeting on 11th September

Minutes agreed and signed off by the chairman

Matters arising from 89th meeting not covered elsewhere

With regards to the Councillor grants It had been agreed that the fundraising committee could request £1000 per Councillor . The deadline for applications is December. Debie stated that more information for the letter of application was needed from John Wright as the council wanted more detail about our finances. Nick Morley said this information had already been sent to John Evans. Debie said she had not seen this email. Nick Morley said he would talk to John Evans about what is still needed before the next fundraising meeting. It was agreed that before the letter goes out the trustees need to have sight off it. Debi stated she would take ownership of the application. She will would pursue this when she gets back. She will then submit it to the trustees before sending in.

A discussion took place about having an asset register of assets owned by the Sinodun Players and the board so a track can be kept of assets.

Items to and from board

Oliver stated that it was business as usual . Health and safety was on going. With regards to the auditorium the safety handles had been installed. Progression was being made with magnetic catches on all doors. The board were pushing first aid training with Anna Matthews. This is open to all volunteers.

Discussion around replacement chairman for board ongoing. Three potential candidates. Snagging work dragging on for roof particularly concerning covering for duct on stage. The drawing for the heating control system and ventilation, after being sent, nothing has been moved forward. Still no information on how the full flow system works. John Wright stated that when there are full houses it is too hot and the heating is still on. It is either too hot or too cold obviously system is not working properly.

Oliver reported that the planning application sound survey had been done and a response send to the architect.. Carrols agreed that they will address the issues raised.

There had been a discussion about providing a more varied programme more theatre etc . It was generally agreed that any theatre brought in does not always need to make money. Debie asked if John Warburton would be receptive to suggestions from other informed people concerning acts.

Oliver reported that there had been a lot of interest concerning the lone working policy and said it seemed to be working well. John Wright pointed out that Ron did not use it when working alone at the front. Perhaps need to pass out information again.

At the volunteers afternoon tea on December 9th Oliver said that the board agreed to pay for catering as the board had some concerns about food regulations with in house catering. Julie Utley said she would look into this.

Items to and from Sinodun Players Committee

Gloria said concerning the logo redesign. This will be put to members to vote on once three or four images had initially been chosen. Gloria to consult to the graphic designer that Debie had suggested.. Gloria reported that she had asked artistic committee to get an image from producers for each production so a flyer can be done advertising productions for the whole year. Aso it had been suggested a vertical banner made for the foyer.

Concerning the vacancy for publicity not found anyone yet, however Mike Rowbottom had agreed to do pantomime. Enid will look through membership for possible candidates.

Concerning the asset register as mentioned earlier. Gloria stated that from time to time directors want a specific thing for production however if needed generally for other production this should not be put down for specific production. Items could be put down as general capital asset. A sticker on item stating date purchased then put on an asset register would be done for these items. Concerning budgeting procedure Anne could open a capital show budget for capital purchase specific to SP.

Sinodun Players would like to ask the trustees for a seat plaque in memory of Carol. All agreed. John Evans to be asked what words would he like on it.

Gloria reported that the studio floor was very slippery. Also the dressing room is just as slippery. Rebecca Cleverley had slipped on it. She had put it in the accident book. Anne raised it at health and safety meeting. Needs to be done with anti slip same as floor in studio.

Gloria reported that the safeguarding policy had been amended particularly with Encore in mind. Oliver asked who should be approached to get DBS checked. Gloria said that Ellen is person to contact.

Rebecca had talked to board about promoting drama festival as there seemed a lack of publicity. Oliver said this is being discussed. Debie suggested we offer free tickets to sponsors for drama festival. This was agreed. Debie will mention it at the fundraising meeting.

Enid was going to put together a welcome pack for new members.

A murder is Announced was a great success. Including the Judy Dewey talk the box office took £6500.

John Herring had suggested about having a permanent Agatha Christie exhibition. This proposal needs looking into further to see how it could be done without impacting on rehearsals etc.

Gloria said that Sinodun Players Committee will be discussing increasing ticket prices.

Financial Matters.

John Wright reported on the state of the finance.

Fundraising

John Wright said that now that the roof has been fixed we should discuss what we are raising funds for. What are our targets. We need to identify specific things that need funding. It was agreed that we should have a meeting to clarify the direction of the fundraising team.

The charity should have business plan as well as Corn Exchange. i.e. what are our aims.

Gloria suggested that one of our aims should be to put in disabled access.

After an initial trustees meeting to specifically discuss fund raising it was agreed that a joint meeting with trustees, fundraising team and the board should take place to discuss strategy.

Nick to go to next fundraising team meeting to discuss the above.

Debie reminded Nick that she would like to step down as chair of the fundraising committee and a replacement needed to be found.

Concerning planned fund raising events. Next event punchbowl , Quiz in February, and Pete Orton and friends had been discussed.

LTG

It was reported that good comments had been received from the delegates. Show entertainment and theatre. 31 delegates had attended. A vote of thanks was given to Nick.

AGM

Went well very positive.

Any other business

Oliver suggested to revert external colour back to blue. Need planning permission to do.

Oliver suggested that the Sinodun Players might want to look at google charity status. Means officers can have email accounts fixed for the positions. Registered as charitable status means free accounts.

Trustee positions.

Trustees voted for Nick to remain chairman and John Wright to carry on as Financial Trustee Julie and Debie to share taking the minutes.

John Wright will be Correspondence Secretary. He will liaise with Kate Spence.

Julie will be safeguarding officer and she will liaise with Sue Brown..

Agreed that Eric will go to the next board meeting on 5th November. 7.30.

Date of Next Meeting

It was decided that Wednesdays was a good day for the majority. Nick will send out suggested dates.

