

Trustees Minutes

Minutes of the 95th Trustees Meeting held on Wednesday 31st July 2019 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 94th meeting on 19th June
- 4 Matters arising from 94th meeting not covered elsewhere
- 5 Items to and from the Board
- 5a Response from Tessa Hennessey
- 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), R Dewell, J Wright, J Utley (minutes), E Leadbetter, G Wright SP Committee), J Grimshaw (Board), J Jeskins

Apologies:

D Lisburne

Minutes of 94th meeting 31 June 2019

Minutes agreed and signed off by the chairman

Matters arising from 94th meeting not covered elsewhere

None

Items to and from board

The board has been working on the shutdown in August. Katie Price has put out a request for volunteers; she is in the process of making a list of jobs to be done. Julie G added If anyone can think of other jobs needing to go on to that list, please get in touch with Katie

Julie G reported that the Health and Safety booklet needs to be filled by everyone who worked back and front of stage. Julie G will be putting this in the newsletter and email.

It had been noted that the Stage Manager of Private Lives was not on the membership list and not on the volunteer list, this made it difficult to contact her about health and safety matters. It was generally felt that Stage managers should be encouraged to become members. John W suggested it should be added to Producers manual. Roger D asked if register was kept of those who have filled in the booklet. Julie G said yes.

Response from Tessa Hennessy

Nick M reported that an email had been sent and then a discussion had taken place with Tessa as stated in previous minutes. As Tessa is away 3 weeks she would prefer not to meet until 18th September, this needs to be agreed. The board and trustees need to be specific about what we want her to cover.

Nick M asked can we spend up to 6 hours of Tessa time or £1000 for advice from Tessa. This was approved

Roger D said he felt he had completed his action.

Items to and from Sinodun Players Committee

It was agreed that the Sinodun Players should to go ahead with a training weekend on the 3rd November run by Michael Corbidge. The Sinodun Players Committee will ask him to focus on Shakespeare acting speaking.

Gloria W reported that there was some confusion about Encore using a room during Private Lives. People should always look and check on room booker. Also Gloria had suggested using a white board in the rehearsal room with information on what is happening each week in the rehearsal room, club room and on stage. It was asked who would update it. Gloria W said this still needs to be addressed. Eric L asked if changes to sp move in had been made. Gloria W said lots of changes had been made because of cinema screen being moved forward. There needs to be more cooperation between cinema and the Sinodun Player as it depends on each production; she had discussed this with John Warburton. Gloria W reported that Fiona and John Evans had been successful in getting the Leader funding for the moving head lamps

Gloria W said she wanted to make the trustees aware the committee was proposing that they buy a Mac computer. This would be kept in the Corn Exchange to be used for things such as

media, membership info etc. Gloria W said best to have two separate computers one for the Sinodun Players and one for the board.

Financial matters.

JW reported on our bank balances. Lloyds bank account now closed.

Letter was written to Nat West by John W requesting refund of charges that were made in error.

Trustee accounts are now with Haynes the accountants. Haynes is still waiting for the Sinodun Players Treasurer to put in her accounts. John W stated he has offered to assist her.

More work is still to be done around the Issues with VAT. Keith Y has liaised with a VAT adviser.

Funding for Gloria W, Julie G and John W to attend LTG is needed. An apartment is booked at a cost of £250. This was approved.

Fund raising

The Leader fund will give 80 per cent towards the cost of moving headlamps. The Trustees need to approve up to £9,000 to be spent. Agreed a formal quote is needed. John J asked if there was a timescale. Pointed out this needs to be done as quickly as possible as we have to pay up front before we get the funding from Leader.

AGM

Nick M will provide list to newsletter of those who are coming off the Trustees and the Sinodun Players Committee and those posts that need to be filled. The Sinodun Players have 5 posts up for election and 3 Members standing down. Trustees Nick M is standing down. John J & Julie U said they would stand for re-election. There are 3 posts for election in total. Nick M pointed out that the Trustees need to think about who should be chairman.

Any other business

Roger D said concerning the teams to run departments in the Corn Exchange this had good teams but Front of House still needs team to be in a better position so a meeting had been arranged.

Concerning Drama Festival - a group forum had been arranged to discuss how it can move forward.

John J. asked about planning permission for the development at the back of CX. There is a planning meeting August or September. Notification will be sent.

Eric L said the new Cams still did not appear to be working properly. There had been real problems in Private Lives. He conceded it may be an operating error. If so training was needed. Perhaps it would be better that each production Stage Manager should receive training.

Date of Next Meeting

18th September. If Tessa can attend the board will be invited to attend for the first hour.

Julie U will attend the Sinodun Players Committee meeting on 6th August.

John J will attend the Board on 5th August.

Debi L will be asked to attend the Board on 2nd September, otherwise John W will attend.