

## Trustees of the Sinodun Players

Minutes of the 98th Trustees Meeting held on Monday 11 November 2019 at the Corn Exchange, Wallingford at 7.30pm.

### Agenda

- 1 Apologies for absence: none
- 2 Decisions/Discussions since last meeting not covered elsewhere
- 3 Minutes of 96 and 97<sup>th</sup> meeting on 18 Sept '19 and 24<sup>th</sup> Sept  
Both sets were approved and signed
- 4 Matters arising from 96<sup>th</sup> and 97<sup>th</sup> 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
- 12 Any other business
- 13 Date of next meeting

Present: Julie Utley (Chair), J Wright, Roger Dewell (Board), E Leadbetter, D Lisburne (minutes), G Wright(SP Committee), J Jeskins, Enid Stevens

Apologies: None

#### **Minutes of 96<sup>th</sup> meeting 18 Sept 2019**

Minutes agreed and signed off by the chairman

#### **Minutes of 97<sup>th</sup> meeting 24 Sept 2019**

Minutes agreed and signed off by the chairman

Minutes of AGM: No comments. To be approved at next AGM

#### **Matters arising from 96<sup>th</sup> and 97<sup>th</sup> meeting not covered elsewhere**

None

#### **Items to and from board**

Oliver has a list of expenditure over the next few months.

- 1) ~£5k from Henley Theatre Services to buy new house lights – centre aisle (old ones are burning out due to never actually going off). Oliver knows of another company that may supply the same cheaper, and with a chandelier system to lower (£780 ea). *Decided:* Oliver can go ahead with replacing the centre aisle lights, and can do so anyway if it's less than £5k.

- 2) Trustees would like to see a Lighting Strategy, before any further approval for more than £5k will be forthcoming. Trustees are concerned about total amount of money being spent on lighting.
- 3) Oliver is also asking for approval of a further £6-7k for completing the proper electrical installation of the moving head lights – this is *approved*.

Board is looking at J Herring's plans for the façade. Much discussion and general agreement that we could improve the front of the building with regard to display of posters, lighting up the outside of the building at night. However, we need a member of Trustees on the 'working party' which is looking at this plus a member of SPC. JH wants to organise a meeting between Trustees and Board and maybe asking the architect to come along. Questions were asked as to why we need an architect in the first place – rather a graphic artist and a lighting engineer who specialises in outside lighting.

#### **Discuss Response from Tessa Hennessey**

Tessa recommended that we look at the MOU annually. *Decided* to discuss at our next meeting when and how to organise a joint/joint/joint meeting to review.

#### **Items to and from Sinodun Players Committee**

Reviewing signatories for the 2 bank accounts. Eric has now been added onto the general a/c. Membership is B Wood and A Stammers – GW wants a 3<sup>rd</sup> person on it. SPC is looking at how to increase membership e.g. giving up claiming Gift Aid in favour of giving favours to members e.g. £2.00 discount for up to 4 people for shows, excluding Panto. Could give discounted benefits to members e.g. attending training courses. Xmas card night: problem with NT Live on same night so the social evening will start at 9.00pm or so. Club Room is too busy to offer it for outside hire. SPC have been asked to ask individual directors whether they will release the 1<sup>st</sup> Sat night of get-in for a film show. Wallingford School are asking for help with lighting their shows. SPC want to help. Safeguarding – is being tightened at the start of Panto, and to include crew. Chaperones need to know the extent of their responsibility. 8 Dec event for Dennis Wood, 12.30 – all invited. Greg is looking at a plaque. Queen's Award for Vol Service, inspection on Fri 22 Nov by Deputy Lieutenant of Oxfordshire: GW has suggested 2 from each committee. Eric asked why some key cast members had not been informed about the wash-up for Blood Wedding. GW will investigate.

#### **Financial Matters.**

JW needs to change the signatories on the bank a/c –JWr has forms. Eric to replace NMorley as on-line, Enid to replace NMorley as cheque signatory. Has done updates for Charity Commn, Need Eric's new address to notify the Commission – they need to be informed.

#### **Fundraising**

##### **Theatres Trust Grant proposal**

Email from Fiona dated 11 Nov re this. Deadline is 29 Nov. Seeking Trustees approval to go ahead and apply to them for auditorium architectural lighting. *Approved* subject to confirmation that no matching funds are required or any other financial conditions attached, and does include installation. Roger Dewell to send Fiona an email now checking this. (*Done via email during this meeting*).

**LTG**

Nothing to report.

**Any other business**

**COUNTING VOTES AT AGM**

There was confusion as to whose votes can be counted at AGM. Nothing about this in our Constitution – could we put it in the Rules? We can amend the Rules – and then approve them at next AGM. *Confirmed* that Trustees accept definition of Quorate is 10% of members entitled to vote.

**DATES OF MEETINGS**

**13 January**

**9 March**

**11 May**

**13 July**

**14 September**

**22 September AGM**

**Date of Next Meeting: 13 January**

**Date of next Bd Meeting: 2 December preceded by Open Forum at 7pm Eric will attend. *NB: This was subsequently changed to 9 Dec to accommodate Les Mis screening***

**Date of next SPC: 4 December D Diacon will cover (*D Diacon ill, J Utley covered*)**