

Trustees of the Sinodun Players

Minutes of the 100th Trustees Meeting held on Tuesday 10 March 2020 at John & Gloria Wright's house, Wallingford at 7.30pm

Agenda

- 1 Apologies for absence
- 2 Minutes of 99th meeting on 13 Jan 2020
- 3 Matters arising from 99th meeting not covered elsewhere
- 4 Sign-off authorities for finance
- 5 Report on CX Façade joint meeting
- 6 Items to and from the Board
- 7 Plan to revise MOU
- 8 Check status of Lighting 5-year plan
- 9 Items to and from SP Committee
- 10 Financial Matters
- 11 Any other business
- 12 Date of next meeting

Present:

1. Apologies: Enid Stevens and John Jeskins

2. Minutes of 99th meeting 13 January 2020

Were approved and signed

3. Matters arising from 99th meeting not covered elsewhere

New Health and Safety officer – Vince Kerrigan. Raymond has stepped down.

Signatories – still in progress

Theatre's Trust grant application was not successful.

4. Sign-off authorities

Article from the Board re this was discussed. Main change is giving Oliver authority as Technical Manager. Concern (and the Trustees would like to suggest) that people should be reminded to get 3 quotes for work above £2k ideally and necessarily for quotes above £4k. Trustees have been informed about the new sign-off authorities and are happy that these rules be adhered to.

5. Report on CX Façade joint meeting

Exterior lighting of the building and modern banners would be a good idea to pursue. Greg Ryder is pursuing this for the Board. Roger Dewell has written to John Herring informing him that due to other more pressing priorities e.g. planning application at Lloyds, this is now on the back burner and we will not be pursuing this at present.

6. Items to and from board

Board now has Terms of Reference for all functions of the Board, these will be filed by Board under Terms of Reference – on the new server. A new volunteer has been found to help Ric Harley and Julie Grimshaw with admin for FOH. Gail Slinger. Board is looking at succession planning especially Financial Director (Keith), and H&S Director (J Herring has resigned). Eric briefed the meeting on the Open Forum points that had been discussed before the Board meeting, especially the wiring of the emergency lighting (which did not come on during a power cut that night!). Discussion about the 5 seats which the sound desk takes up – have been a couple of times when these seats have not been blocked off, but the seats had been sold. This has a financial impact on the takings.

7. Plan to revise MOU

John Wright and Katie Price have arranged to meet to discuss revisions. They will put forward recommendations to the Board and Trustees and then to SODC.

8. Check status of Lighting 5-year plan

Board has approved the purchase of new House Lights. The old ones are stage lights which will be reused on stage. Then an (expensive) programmer will need to come in to re-programme the Paradigm controls. No lighting strategy yet. Board will remind Oliver of this request to provide one.

9. Items to and from Sinodun Players Committee

Mike Rowbottom and Julie G are investigating which songs require us to pay PRS;
Encore: Diana plans to take an academic year 2020-21 as maternity leave and is currently investigating a replacement.

10. Financial Matters.

JW reported on the various balances and changes in signatories.

11. Any other business

Planning meeting: The planning committee (JW, Gloria W, J Evans and F Smith) met with Tim Taylor of Foot Anstey – our newly appointed solicitor – planning specialist. Today, long discussion, then went to Carrolls for meeting with the Lesters. Informed us they are intending to appeal. We will conduct our own survey for sound levels (recommended by T Taylor).

12. Date of Next Meeting: 11 May 2020