

Trustees of the Sinodun Players

Minutes of the 114th Meeting held on 11th October 2021 at 7.30pm in the Curtis Room

Actions highlighted in blue

Present: Martin Parr, Christine Blackburn, Enid Stevens, John Jeskins, Will Lidbetter, John Warburton, Julie Grimshaw

Apologies: John Jones, Caroline Malnick

Minutes of meetings 31st August and 15th September 2021: These minutes were approved

Matters arising not covered elsewhere:

The Charity Commission website has been updated with details of the new Trustees by Will.

The Annual Report and Accounts have been sent to them by John Wright.

*(Reminder note for next year - these need to be signed before binding.)

Items to and from the Board:

The three yearly H&S inspection has flagged up problems in the Wardrobe store. The Board has approached Jan regarding clearance of the space, and the disposal of excess wardrobe items. There is a need for a continuation of the Inventory that has been started, and that processes might be put in place to prevent a similar situation developing in the future.

Julie conveyed a message from Gloria regarding moving forward with the ideas and specifications for the new stage. An additional suggestion was that we might investigate the possibility of installing a ground source heat pump under the stage. John Jeskins reported that when he and Eric met up with Oliver it appeared that little progress has been made so far. This is one of several possible large projects which may be undertaken in the near future, but feasibility studies need to be made before any decisions can be taken.

The Board is currently engaged in succession planning on a number of fronts, and undertaking work on the documentation of the tasks and procedures involved with various roles.

Ken McCrea will be resigning from his position as Finance Director at the end of the year, and the Board is currently seeking a replacement.

The Board asked to be informed of future Trustee meeting dates. [Enid will send these to Gloria and Caroline.](#)

It was noted that the Board have now approved that the next few live shows be available to full houses, without any social distancing, and that the full houses be extended to cinema showings from the beginning of December. Julie Grimshaw has contacted the Ushers regarding these changes. These changes were recognised by the Trustees as now being an inevitable necessity.

Items to and from the Sinodun Players Committee:

The Trustees noted that the Panto budget has not yet been received for approval. [Christine will contact the Producer, Julie Utley.](#)

The Trustees wish to remind the SPC that production budgets need to be sent for approval to the Trustees before spending begins. [Enid will email Caroline about this.](#)

The SPC had discussed documentation regarding processes and procedures, particularly with regard to Publicity, much of which is already covered on the website..

There are two events planned for December, Punchbowl on the 18th December, and a Christmas Card evening on the 21st December.

Role of the Trustees and our relationship with the SPC and Board of Directors of Corn Exchange Wallingford Ltd:

The relationships between the three committees was outlined, in particular regarding the financial arrangements. The Trustees role is generally that of overall governance rather than active involvement. However, the Financial Trustee does have regular meetings with the Chair and Financial Director of the Board to discuss financial matters.

It was suggested that the Trustees familiarise themselves with the SP Constitution and MOU document. [The MOU needs updating and Martin will contact Katie Price, the Company Secretary, regarding this.](#)

Approval of 'Roles and Responsibilities' document:

This document was approved as a draft document that may be modified later on. [Enid will send it to be put on the website](#) as a draft document headed as 'Trustee Roles', since the main intention is to define the roles of individuals, rather than attempt to cover all the collective responsibilities of the Trustees.

Financial Matters:

The forms for the mandate for changes in the signatories to the bank accounts had been brought and were signed.

No money has been transferred from the SPC account this month as there are some outgoings for Panto expected.

Fundraising website:

The Virgin website will close on 30th November, [and Christine will look at how much it has been used in recent months. She will also research alternative possibilities and report to the Trustees via email.](#)

The Fundraising link on the CX website will need to be changed.

Any other business:

SODC had asked for updated details of a Contact in respect of their Charity Lottery. [Christine agreed to be the Contact and will supply her details to them.](#)

Date of Next Meetings:

Next Trustee meetings: Monday 13th December, Monday 14th February.

Next Board mtg: 1st Nov, 6th Dec & Open Forum (7pm start) - Martin will attend both meetings

Next SPC : 3rd Nov, 8th Dec - Christine will attend both meetings