

Trustees of the Sinodun Players

Minutes of the 116th Meeting held on 14th February 2022 at 8.15pm via Zoom

Actions highlighted in blue

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

Apologies: John Warburton has tendered his resignation due to pressure of his other commitments.

Minutes of meeting 13th December 2021: These minutes were approved.

Matters arising not covered elsewhere

The Board has agreed that the spending limit without Trustee sign-off remains at £5K.

The CO2 levels have been monitored, and are staying within the expected range.

The destratification system is in place, and the Hepa filters have been installed backstage.

There appears to be no paperwork regarding the conversations with HMRC regarding incoming shows and VAT exemption for charities. We may need to approach HMRC, but Caroline would like to be party to the content of this conversation.

The Budget for The Constant Wife has been received and approved.

Trustee Vacancies

The Trustees expressed sadness at the passing of John Jones, one of our Trustees, and a valued member of the SPs for many years, who will be greatly missed.

There are currently therefore two Trustee vacancies.

Will shall inform the Charity Commission.

Martin suggested two people who might potentially be willing to be co-opted on an interim basis until the AGM. The Trustees were in agreement with these suggestions. The Trustees did consider whether to contact the membership in case there might be others interested in joining the Trustees. However, in view of the fact that no additional names came forward at the AGM in September, and there will be further Trustee vacancies next September, it was agreed that these two people would be approached at this point.

Martin will invite both to the next Trustees meeting.

Identified Risks

Will has compiled a list of possible risks that the Trustees might wish to consider from time to time. This allows a more proactive approach to anticipate possible problems, rather than responding after the event. This list can be monitored and reflected upon regarding whether any risk status has changed, why, and in what way.

We would need to make the Board aware of this list so that we can be provided with information re some of these points as things emerge and situations change.

It was discussed that it would be good if this list could be kept in a secure area for reference and ongoing editing, maybe on a section of the CX server which would be secure for the Trustees.

Items to and from the Board

Roger Dewell has resigned his position as a Director due to pressure of work. The situation with the lack of Directors is now critical, in particular the need to find a new Finance Director, in addition to H&S and Front of House Directors.

The surface of the stage is disintegrating and could become a hazard before too long. The Board is taking advice from outside contractors about replacing the top of the stage, as it is not felt this can be done in-house. The Board hope that this work can be done during the August shutdown in order to avoid having the theatre dark for any period of time.

All screens in the Foyer (bar and box office) will be removed at the end of February.

The Board, together with SPC, are looking to support Wallingford Town Council's plans to celebrate the Queen's Jubilee, with events (planned by Ros Lester) taking place on Sunday 5th June.

Ken is talking to Wallingford School to see if we can get any interest from older pupils in learning about the technical side of the theatre.

Mike Baker has taken on the role of Technical Manager.

Gloria and Julie will attend the Queen's Garden Party to represent the SPs and the CX.

Items to and from the SPC

The SPC reluctantly decided that they would not arrange a Drama Festival this year.

Bruce is working on proposals to adopt a more holistic approach to marketing the SP productions, rather than each done on a one by one basis as currently happens.

Following conversations with Greg, Bruce will join him in discussions with the Council regarding the lighting of the façade of the CX.

Financial Matters

The BFI payment of £35K has been sent to the Trustees from the Board to be ring fenced for a period of time in case we are asked to return it, in view of the insurance payout received.

Christine will arrange for this to be transferred from the current account at the Co-op to the Nationwide account, by John Wright and John Jeskins.

All forms are now in the post for the change of signatories at the banks, after the wrong forms were initially sent.

There was some discussion about the amount of money now held by the Trustees, but it is clear that there will be major expenditure needed on the building in respect of various projects in the near future.

AOB

Christine has not yet attended any of the Finance meetings with the Financial Director and Chair of the Board. The Trustees wished to understand the terms of reference of these meetings.

Christine will contact Ken about the meetings, and Katie Price, who takes the minutes, for clarification of the terms of reference.

It was noted that any request for transfer of money should be done in writing via the Chairs, and the decision discussed by the Board/Trustees.

We have been approached by members of a Climate Resilience Group who are looking to buy or rent the building previously used by Barclays bank. They plan to develop an open community space. Since this is one of the suggestions that have been mooted for the future development of the CX, it was felt that we would like to part of that conversation, and Martin and Gloria have arranged to meet them.

Martin will ask Jean to remove John Warburton's name from the Trustees list on the Newsletter.

Date of next meetings and Attendees:

Trustees - Monday 25th April, Curtis Room

Board - 7th March & 4th April (Open meeting) - Martin will attend both

SPC - 2nd March & 6th April - Christine will attend both

