

Trustees of the Sinodun Players

Minutes of the 119th Meeting held on 25th July 2022 at 7.45pm

Actions highlighted in blue

Present: Martin Parr, Christine Blackburn, John Jeskins, Will Lidbetter, Minaz Beddall, Caroline Malnick, Julie Grimshaw

Apologies: Enid Stevens, Nick Morley,

Minutes of meeting 20th June 2022: These minutes were approved.

Actions carried over:

MP will write a piece for the newsletter about the trustee role

Financial Matters

Large cash balance in the account. This is mostly due to the £50k legacy donation (for which funds have cleared) and the BFI monies still on hold.

Agreed: Legacy donation will be assigned to a project that is already identified and a public but anonymous thank you will be made in the newsletter.

All thanked CB for her work on the Equipment Purchase Request Form and accompanying process. All agreed the form provides two purposes 1. Create an SP's asset register 2. Provide a mechanism for signing off larger purchases.

Agreed: All asset purchases require an EPRF even if the amount can be signed off by SPC's/1 trustee. Only purchases over c.£5k need to come to the trustee meetings for majority sign off but form must still be completed. This also helps to remove asset purchases from particular live show budgets as this distorts the profit margin.

Further work is required on exact thresholds for sign off and how monies move once sign off achieved (vis a vis the VAT issue - CX being VAT registered and SP's not). A sub-committee meeting will be held on 1st August with 3 x chairs and 2 x finance heads to agree a way forward.

Remove JJ as a signatory

MP to activate access to bank account

Meeting to complete procurement work (CM to contact Gloria and Ken)

CB to ensure all relevant people have access to EPRF

AGM

There has been some relevant interest in the two trustee posts that will become vacant at the AGM and other avenues for generating interest were discussed (see actions).

SP's accounts are with Haynes. The reports included in the accounts remain largely unchanged from last year. There was a question over whether these need updating to satisfy a Charities Commission submission.

AGM format broadly discussed. MP will chair the meeting. CM will give a report. MP will chair the open forum supported by CM and Gloria Wright (GW). There is support for introducing a social element to the AGM by providing canapes and opening the bar to encourage informal discussion afterwards. A trustee meeting with newly and re-elected trustees will take place in the Curtis room directly after AGM where new roles will be distributed and new trustees welcomed. Roles that need allocating include:

Chair, Finance, Charities Commission liaison, Safeguarding and Secretary.

WL to look at CC submission and cross reference with last years audited accounts to see what is required this year

CM to look at feasibility of opening the foyer and bar for AGM

WL to post an advert on Wallingford Piper and other local networks for vacant trustee positions

JG to send a note via 3 rings to volunteer network inviting them to enquire about the trustee roles

OX10 Event

MP attended this event and was able to speak with members of town council and the OX10 group about plans for Wallingford and how resources might be distributed in support of various planned ventures.

Identified Risks

Agreed: Risks related to Covid measures, emergency covid funding and imminent external development could be closed.

3 further risks were discussed.

Volunteers: There are sufficient volunteers signed up but it is the regularity with which they volunteer and the distribution of work which is the problem. A discussion was had about whether all members of the SP's should be required to volunteer. A further discussion was had about trying to widen the pool of volunteers from the community and not rely so heavily on SP membership. Needs monitoring

Safeguarding: JJ has brought the SP procedures, policies and training up to date. JJ is the only trustee that has completed the requisite safeguarding training and since he is stepping down this will need to be addressed as a priority.

Long term funding: bar and cinema revenue is not where it was. Need to establish whether this is growing trend or a hangover from covid closures and restrictions.

Items to and from the Board

Various expenses have been requested and CX will complete the EPRF for consistency

Expenditure on Health and Safety training for CX was approved by MP during meeting being under £1k.

Items to and from the SPC

Wardrobe – Trustees thanked CM for her management of the wardrobe project and great progress has been made with one of the containers now completely emptied. CM will be asking Jan for all the remaining wardrobe keys tomorrow as Twelfth night team need access.

An SPC laptop has been given to Geraldine so she can take over archives.

AOB

All thanked JJ and (in her absence) ES for their commitment and service to the Trustee team. They will be missed!

Date of next meetings and Attendees:

Trustees – 14th September (straight after AGM) , **10th October**

Board – 5th September (AGM) – Martin & Minaz to attend

SPC – 3rd August – Christine to attend, **7th September**