

## Trustees of the Sinodun Players

### Minutes of the 118<sup>th</sup> Meeting held on 20<sup>th</sup> June 2022 at 7.45

#### Actions highlighted in blue

**Present:** Martin Parr, Christine Blackburn, Enid Stevens, John Jeskins, Will Lidbetter, Minaz Beddall, Nick Morley, Caroline Malnick, Greg Ryder

**Minutes of meeting 9<sup>th</sup> May 2022:** These minutes were approved.

#### Matters arising not covered elsewhere

Martin has spoken to various people to get an update on the H&S situation in respect of Identified Risks. There is still no H&S Director, and John Evans has been tasked with advertising for this position. Following the H&S course on the 14<sup>th</sup> May it is planned to develop a standard pro forma statement of method for all activities, especially technical ones. H&S for shows will be show-specific, and done much earlier in the process, and to include the set build and assembly on stage.

Will confirmed that he has sent details of Minaz and Nick to the Charity Commission.

#### Actions carried over:

**Christine will prepare a draft pro forma process for money transferred to the Board.**

**Christine will also keep a record of the amounts transferred, and for what items.**

#### Items to and from the Board

There were discussion about updating our brand image and a new cinema and poster design.

New charge-out rates for room hire were set.

Façade lighting and banners – Henley Theatre Services have quoted £10K for a consultancy job of organising the planning, licensing and implementation of this. We initially need to try and secure some money from the Town Council that has been put aside for this. Gloria has written to the Mayor to ask for money. If we initiate a plan they might hopefully respond with some finance for it.

#### Items to and from the SPC

Revenue challenges re cinema and productions – takings are still down so there is pressure on the SPC to act efficiently, maximise revenues, and it affects scheduling considerations, aiming to cut down the number of dark days. There is a detailed get-in schedule for Bedroom Farce, although there is possibly no reduction of dark days.

The process for tighter show risk assessments is being developed.

Bruce has outlined a marketing plan for the whole year's shows. He has been asked to cut it down a bit. The difficulty is measuring return on investment. Difficult to set up a feedback form re How people hear of us in the Box Office software. Possibly experiment for a year and then review.

Wardrobe – Caroline has had several meetings with Jan, and there was a meeting last week of the new team to outline the plan moving forward. Caroline had circulated detailed notes of these to the Trustees prior to our meeting. Jan has still not finished the sorting and disposing or selling of 50%, but after the meeting Caroline now feels stronger is her very difficult task of telling Jan that nothing else can now be taken out of the wardrobe, the remaining stock will be stored in just two units at Lesters, and that the new team will shortly need to take over the management of the Wardrobe. The Trustees expressed their support of Caroline and the team in moving forward with this transition plan and Martin offered to

accompany Caroline in her conversations with Jan, if needed. The wardrobe team have requested the use of the Club Room for the first two weeks of August as a space to sort out the remaining stock. Keith will be asked to rehearse TNight in the DW Studio.

Bedroom Farce Budget

**The Trustees asked that Publicity expenses and Programme income should be included in the overall budgeting. It can then be circulated to the Trustees and signed off by email.**

### **Financial Matters**

There was a problem with some bank with payments not going through.

Christine received an email that was clearly a scam, and Anne had received a similar one.

The accounts are up to date and ready for the Auditors. Christine is still waiting for the SPC accounts from Anne.

**Christine will contact Haynes to check if they combine the accounts with the SPC accounts and prepare the Report, or whether she needs to do that.**

### **AGM**

Suggestions for new Trustee members can be aired in the coming meetings.

**Martin will contact John Evans to ask if the poster for recruitment of Board members to be put outside the CX and on social media could also include an appeal for new Trustees.**

**A piece will be put by Enid in the July and August Newsletters about the AGM, and Trustee & SPC vacancies.**

### **Identified Risks**

Stage Upgrade – Greg reported that we cannot get quote until we know what is underneath, and whether there is rising damp. This will be investigated by us during the shut down.

It was suggested that Trustees can raise any issue they feel needs discussing at the next meeting. This can be circulated so people can prepare their thoughts.

### **AOB**

Martin will attend a meeting where the Town Council have invited people to discuss a 10-year strategy

It was suggested that Items from the Board and SPC might come after Trustee business in our meetings. It was agreed that we should not get too involved in the minutiae of the Board and SPC or discuss in more detail than we need to.

**Short notes from the meetings can be circulated from the attendees to the Trustees.**

**Martin will circulate the approved minutes of the previous Board meeting after each Board meeting.**

**Martin will write a piece for the Newsletter to include mentioning the appointment of Minaz and Nick by the Trustees.**

### **Date of next meetings and Attendees:**

**Trustees - 25<sup>th</sup> July** (John Jeskins, Nick and Enid gave their apologies)

**Board – 11<sup>th</sup> July - Martin to attend**

**SPC – 6<sup>th</sup> July – Christine to attend**

