

## Trustees of the Sinodun Players

### Minutes of the 117<sup>th</sup> Meeting held on 9th May 2022 at 7.45

#### **Actions highlighted in blue**

**Present:** Martin Parr, Christine Blackburn, Enid Stevens, John Jeskins, Will Lidbetter, Minaz Bedall, Nick Morley, John Evans

**Apologies:** Caroline Malnick

**Minutes of meeting 14<sup>th</sup> February 2022:** These minutes were approved.

#### **Matters arising not covered elsewhere**

The Trustees agreed to accept Nick Morley and Minaz Bedall as new Trustees.

**Will shall add the details of Minaz and Nick to the Charity Commission website**

#### **Items to and from the Board**

Greg has been in long negotiation with the Town Council and SODC re funding for lighting the façade of the building. The Board have decided to finance a mock-up to stimulate them into action.

Cinema revenue is only 60% of pre-pandemic levels, so just covering costs at present. Ways of increasing capital reserves were discussed by either more shows, music, live stream and/or more purchasing of capital equipment by the SPs. It was agreed that this was best done mostly via the Trustees rather than the SPC.

**Christine will prepare a draft pro forma process for this.**

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

Marketing – work is being done to update the layout/presentation of posters etc

Signing in and out needs to be improved.

Stage Project – A short term solution of updating and recovering the stage during the August shutdown is being explored.

The Trustees approved the appointment of a new Director to the CX Board, Elaine Hornsby.

#### **Items to and from the SPC**

The budgets for Nell Gwynn and Encore productions have not yet been received. They can be approved by email.

Bruce is preparing a marketing plan for all SP shows rather than each being done independently.

The Artistic team report that they are low on proposals for plays. This year has been especially full, catching up after the pandemic, so next year there will be longer gaps between productions

The Risk Assessment process is being reviewed by the SPC, and the Trustees look forward to seeing their recommendations.

#### **Financial Matters**

Money from the Panto receipts has been transferred to the Trustees.

**Christine will prepare the accounts for the Auditors after 31<sup>st</sup> May, and will circulate them to the Trustees for approval after they have been signed off by the Auditors.**

#### **Little Theatre Guild Expenses**

Nick absented himself for this discussion. He is currently Vice Chair of the LTG and asked the Trustees to cover his accommodation expenses. The Trustees agreed to do so upon presentation of receipts, normally up to about £700 per year, until his tenure as Vice Chair ends in just over two years time. If he then becomes Chair the decision will be reviewed. As part of this arrangement he will be asked to report matters that are of interest and/or useful to the SPs and Board, to save the cost of sending someone else as well as a delegate.

**Martin will inform Nick of this decision**

#### **Identified Risks**

Items for reflection highlighted were:

4. Not seeing show budgets on time.

7. Safety – we do not have show specific risk assessments in place.

**Martin will ask the two Chairs for an update on show Risk Assessment, and the general situation regarding Health and Safety.**

2. Trustee vacancies – can be deprioritised as it is not a current problem

#### **AOB**

The Safeguarding policy was updated to a 2022 version. There were no changes suggested, so the Trustees agreed the format as written.

Looking ahead, some pre-AGM items were aired, including the fact that John Jeskins and Enid Stevens will be standing down. Suggestions for new Trustee members can be aired in the coming meetings.

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

**Trustees - 20<sup>th</sup> June, 25<sup>th</sup> July**

It was agreed that the start time will be **7.45** from now on.

**Board – 6<sup>th</sup> June, 11<sup>th</sup> July - Martin to attend**

**SPC – 8<sup>th</sup> June – Christine to attend**