

Trustees of the Sinodun Players

Minutes of the 120th Meeting held on 13th October 2022 at 8pm

Actions highlighted in blue

Present: Martin Parr, Nick Morley, Will Lidbetter, Anna Garland, Emma Trotman, Anne Starmers (SPC rep), Elaine Hornsby (Board Rep)

Apologies: Minaz Beddall, Christine Blackburn

Welcome:

Martin Parr welcomed everyone and, for the benefit of Anna Garland and Emma Trotman, outlined how the Board of Trustees, The Board and the Sinodun Players Committee (SPC) interact and work together.

He emphasised that the Trustees have oversight of the Board and the SPC. He said that the Trustees have overall governance and emphasised that their role is not to get involved with day to day operations.

Martin checked that Anna and Emma had received the key Trustees documents which he had circulated prior to the meeting. They confirmed that they had.

Minutes of meeting 25th July 2022: These minutes were approved.

Financial Matters

Christine Blackburn had provided an email of issues to note at the meeting.

Martin read them out:

1. We have to sort out signatories on the Co-op and Nationwide accounts following the AGM and trustee member changes.
2. Martin needs to activate his token with the Coop.
We are currently unable to make any payments out because Christine is the only one with a valid working token, and we need 2 people to process payments.
3. The Wardrobe Sub committee on the SPC is looking to open an account with Lloyds bank to use until the reorganisation has been completed.
This is to process receipts for sales of items NLR and payments for items to help with the reorganisation and storage.
Lloyds bank need a letter of proof of the validity of the sub committee from the accountants, this has been requested, and will be passed on as soon as it is received.
4. The signed hard copies of the AR has been returned to Haines for their signature and this will be returned to Christine in PDF format for filing with the Charities Commission. I will pass it on as soon as it is received.

Martin and Christine to sort out signatories on Co-op and Nationwide Accounts

Martin to activate his token with Co-op

Christine to pass letter from accountants to Wardrobe Sub Committee as proof of validity

Christine to pass PDF of AR to Will Lidbetter for filing with Charities commission

Identified Risks

Risk related to BFI Grant having to be repaid was discussed.

It was agreed that the risk of having to repay has diminished.

If Cinema revenues decline through the Winter (as a result of the 'long tail of covid') the Board will need the BFI Grant and the Trustees should arrange to disburse it back.

Risk related to Trustee Competence was discussed – to be monitored

Nick Morley pointed out that there are now 7 Trustees and so there are no spaces on the Trustee committee. He said that it is not possible to co-opt others onto the Trustee committee.

Martin expressed the wish that the committee should reflect a broader demographic.

Martin commented that:

Minaz provided competence in fund raising,

Emma provides competence in safe guarding but should attend further training to increase her knowledge (previously John Jeskins had been the only trustee that had completed the requisite safeguarding training and since he has stepped down Emma's training will need to be addressed as a priority),

Will provides some knowledge of data protection,

Christine provides financial knowledge, and

Anna provides some legal knowledge.

It was felt that the Trustee Committee and SPC competences are well covered but that the Board may need to check that its members cover all the necessary competences.

Emma to undertake further safeguarding training - discuss with John Jeskins

Emma and Anna to read short guide sent out by charities commission

Risk related to Volunteer Competence was discussed – to be monitored

It is difficult to get volunteers to cover matinees.

It is particularly difficult to get House Managers who have to take on a lot of responsibility while a film or show is taking place.

It was noted that the Board is looking into the issue of volunteers and it was agreed that the trustees should be kept informed of the board discussions.

Board to keep Trustees informed about how to attract more volunteers – especially House Managers

Project Saxilby was discussed – to be monitored

Board is progressing project

Project was announced at the AGM

Project Group to be led by Corn Ex Board

Fund Raising Group to be set up – **Minaz to lead this group. John Evans to be approached**

Will mentioned that Susie Wilmot (a contact through the church) raises funds for charity

Lesters have yet to come back with figures

Need to remain focussed on messaging

Nick suggested a Joint Meeting of all committees to inform and update everyone

Trustee Board to oversee management of the project

Trustee Board to monitor risk to reputation of Corn Ex and SPC within the town, financial risks of project, risk to reputation with volunteers.

Noted: Project may change function of the Trustee Board

Martin to connect with Amanda from OX10 group

Items to and from the Board

Board Minutes had not been circulated at the time of the trustee meeting

Martin had attended the board meeting and said that much of the meeting had been about the vacancies amongst the Directors and a possible vacuum of leadership. However, he believed that these issues may have subsequently been resolved.

The board had discussed staffing the Cinema and matinee performances and the shutdown (not all items had been completed)

The Finance Director had reported that the figures looked better than expected for August 2022.

Martin commented that the trustees would, in principal, pay for the work to be done on the stage. However, a formal request and written business proposal must be received from the board.

Items to and from the SPC

Wardrobe – Trustees thanked CM for her management of the wardrobe project and noted that great progress has been made with one of the containers which is 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

SPC is awaiting Panto budget

Bank account for wardrobe team to be set up

Anne Starmer reported there is a concern about the safeguarding policy for 16-17year olds. Ellen Phelps had advised it should be the same for anyone under 18 years. NODA and the Little Theatre Guild may be able to provide further advice

Nick asked if all the future plays have got licences – Anne said that she thought not – there is a question over licences for Sheila’s Island and The Welkin

Emma to investigate our Duty of Care re 17-18 year olds

AOB

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

Nick reported on his attendance of the Little Theatre Guild Regional Conferences and said he could provide Green Papers on various topics.

Nick to provide Green Papers on Safeguarding and on Equality, Diversity, Inclusivity.

Noted: EDI is of particular importance to the trustees – need to ensure we reach out to entire population of Wallingford


Emma and Anna to provide headshots to Julie G

Date of next meetings and Attendees:

Trustees – 1st December 8pm

Board – 7th November 7.30pm Martin to attend

SPC – 2nd November 7.30pm Anna to attend. (Subsequently mover to 6th November 7.30pm Christine attended)


16.2.23