

Trustees of Sinodun Players

(Charity Number: 1210415)

Minutes of the 12th Meeting held on 11 November 2025 at 7:45pm

Present: Mike Baker, Minaz Beddall, Anna Garland, Will Lidbetter (Chair), Nick Morley, Martin Parr, Martina Platts, Sam Rhodes (SP Committee Rep), Emma Trotman, Stephen Williams (CXWLtd Board Rep).

1. Apologies: Caroline Malnick (SPC)

2. Approval of Minutes for previous meetings (10th meeting held 2 September 2025 and 11th meeting held 2 October 2025):

Following circulation for comment from Trustees, the minutes (which incorporated Trustee comments) were approved.

Will thanked all the trustees for their work in the 2024/25 trustee year and particularly Martin Parr as chair. He welcomed Martina to her first meeting.

3. Matters arising not covered elsewhere

ACTIONS FROM PREVIOUS MINUTES:

- CXWLtd secretary – position is still open. **Action: Gloria**
- Building maintenance role – complete and closed
- Copyright information – **Action: Emma will meet and discuss with Dale (photographer) to agree copyright**
- SP Rules, SPC approval, posting on website – complete and closed
- Closing SPADs bank accounts – complete and closed
- Actions arising from Charity Commission feedback on SP CIO registration – **Action: Will and Anna will audit the various existing SP policies, where they are held and what gaps exist to be filled. They will revert to the trustees with a plan**
- Accessing CIO account on CC website – complete and closed
- Data breach – Martin gave an update.

The ICO advice was generic, including to reflect on processes; also contacted Little Theatre Group for best practices and advice on training. Personally identifiable data is no longer available on search engines and access to the old membership database will be closed asap. Martin, Chris Wales (webmaster), Val Kent and Roger Jewel met to discuss actions.

- **Val** supporting Diana Christie with Encore membership – who need to become SP members and be added to Membership Mojo database
- A Data Protection Officer is probably required for SPC or SP as a whole – **Roger is investigating**
- Chris seeking further help on IT issues; **Mike Baker and John Winters** offered support. **Chris** will do a data asset audit, review with Roger and Martin and over time, move to cloud-based systems. To include check on whether website is fit for purpose

- **John will report quarterly to trustees on IT infrastructure and data protection**
- **Action: Martin to track actions on data audit, IT strategy and infrastructure and report back to trustee board periodically**

4. Items to and from the CXWLtd Board:

Stephen reported that

- Dividends on preference shares for the last 3 years had been paid to SP
- SP had paid the first quarterly rent to CXWLtd
- CX External Lighting Project – After a supplier selection exercise, Creation Logics have been selected as design consultant at a fee of £18K, for design work to obtain planning permission (valid for 3 years from date of obtaining). A grant proposal for £18K for the design work has been submitted to SP trustee board. CXWLtd wish to proceed with this design work independent of any action on 4MP. Two decisions are required from the trustee board:
 - Approval of expenditure of £18K (beyond delegated authority of CXWLtd which is £5K)
 - Approval of the grant proposal submitted.

These were discussed under the Finance agenda item (minuted below).

- Trustees raised maintenance issues related to the roof on the Mousey Lane side– to be paid for from normal CXWLtd funds. Plus another roof leak above ladies dressing room. **Action: Will to raise with Julie Grimshaw**
- Minaz advised that a Grant for the digital display screens is still in SP account. CX must claim it before March 2026. A named responsible person needs to be identified. **Action: Stephen to feed this back to the CX Board and revert.**

5. Items to and from SPC:

Post-hoc payment for training course

Trustees discussed an SPC request for reimbursement for a set design course attended by an SP member. Minaz commented that the request was in line with the charity's objects and culture. It was agreed to reimburse 50% of the cost (£285). This should not be taken as a precedent; in future years a budget will be set and pre-attendance approval should be obtained for any SPC expenditure on training. The trustees thanked the member for attending the set design course, which is a scarce skill. **Action: Sam to feedback to SPC and arrange payment.**

Encore Membership

- Val Kent (Youth Liaison Rep) to email the Encore parents via Diana Christie about SP Subs, referring to the Encore T&C's about SP Subs and confirming the SP membership period (1st June to 31st May). Once subs paid Encore members to be added to Member Mojo with an Encore member tag.
- **Request for consideration:** Could Encore change their membership period from 1st September to 31st August, in line with school year? **Agreed by trustees.**

New SPC Committee:

- New SPC Reps: Poppy Jackson, Val Kent and Abi Thornton.
- Anne Stammers - Treasurer
- Sam Rhodes - Marketing and Vice Chair
- Dorothy Hirsch - Membership Secretary
- Julie Utley - Social and Fundraising
- Sarah Enticknap and Len Pannett - Artistic Team and joined by Poppy.
- Val Kent - Youth Liaison
- Abi Thornton is without portfolio but invited to join Incoming Show Programming Team.

SP Website

- It was discovered that the documents on the SP Website could be accessed without using a password. SE has now password protected all menu items.
- Discussion about whether SP need a new website server. Looking into different servers and/or WordPress training courses.
- Since Mailchimp is being used to generate CX Times, not so easy to produce a pdf of the newsletter.

Incoming Shows (SP Programming Team)

- Acoustic Ballroom and Pink Floyd Tribute were sold out shows; Upcoming Jazz Diva's only one or two single tickets left. Bootleg Shadows tickets sales slow so far and to be marketed.

2026 Shows

- Abba Sensation - 6th November 2026; Lucy Fleming Letter to the Moon -18th April 2026; Simon Yates *Touching the Void*, Guy Masterson one man show Animal Farm and two standup comedians - all in process

Marketing

- Generally, ticket sales for all productions are slow, though Panto already 50% sold.
- Analytics only way to understand which marketing strategies work.
- Need to expand pool of designers. Preferably volunteers but paid professional graphic designer if needs be.

Social and Fundraising.

- Recent Set Design Workshop was very well attended. (Grant monies used for this)
- Still have grant funds to use by March 2026.
- Varied suggestions for future fundraising events:

Workshop

- David Simmons stepping down from leading the workshop team. David has called a workshop meeting for Saturday November 15th to discuss the programme and plans for 2026. He will endeavour to continue to fulfil his commitments to the pantomime.

CX Times

- Jean Simmons has stepped down as CX Times Editor. Heather Trevis has taken over the role.

6. 4MP

Discussion took place on 4MP (see confidential separate minute).

7. Priorities for 2025/26

These include:

- 4MP
- IT infrastructure and cybersecurity

- Governance, written policy audit and refresh, acting on advice from Charity Commission when granted CIO status
- Finance strategy going forward
- Membership benefits
- How SP is perceived and what we are for (with membership, with audiences, with Wallingford community).

Action: Will to draft short statement on priorities and trustee board agenda for 2025/26.

8. Finance

Minaz reported that there was a typo in the signed 2024/25 SPADs financial accounts.

Action: Minaz will correct and file with the CC.

A final invoice (£1100) from Blake Morgan was approved for payment.

CAF Bank has 3 signatories for changes to the bank account – Minaz, Anna and Anne Stammers. It was agreed that this would not change.

Action: Minaz to encourage current users to renew their internet bank account access.

Financial strategy discussion paper

Minaz answered various questions about the balance sheet items including:

- The unrestricted funds (£1,037,165 at 31 May 2025). These are not liquid funds but represent the value of the SP as a charity.
- Free reserves, liquid funds available to be spent (£255,493 at 31 May 2025).
- Reserves policy (currently £65,000), the funds to be reserved, not spent but available if needed.
- CXWLtd also have liquid funds of approx. £180,000.
- SP can also designate funds in the accounts for future projects.

A strategy is needed for allocation of funds to projects and topics (for example bursaries, training) and associated processes. The trustees felt it was important to be proactive about setting a financial agenda for the charity going forward.

Stephen commented that CXWLtd were scoping the cost of replacing their cinema equipment which was old and would need to be retired soon. This would use up some of their liquid funds.

Action: Minaz and Anna to prepare a draft financial strategy and what funds could be allocated to in 2026 – for discussion at December trustee board. This will be based on the priorities statement Will is preparing.

Grant proposal for CX External Lighting Project

Minaz thanked the project team for the quality of the proposal submitted for this grant. It will be appended to the minutes as an example of what is required in a grant proposal. Mike explained that the total project cost would be £100K (or £110K including contingency). The £18K was the proportion of the Creation Logics fees attributable to design work (estimated) – their total fee is £24K. The board asked various questions

about ongoing costs, security and the total project costs. If and when the project proceeds to installation phase, fund raising is likely to be required.

The trustee board approved the £18K grant to the project. Anna Garland abstained from the vote. Bruce Williams is named as the responsible project manager; any deviation from the £18K fees must be advised back to the trustee board.

Action: Minaz to send grant acceptance letter to Bruce and Stephen for signature and return. She asked Stephen to follow up with Gloria signature on two previous smaller grant acceptance letters.

The trustee board gave unanimous approval to CXWLtd Board for the spend of £18K on the design work (required because it exceeds their delegated authority of £5K).

9. Safeguarding: Emma had nothing to report in relation to safeguarding.

10. Any Other Business:

Mike advised that quotations were being obtained for CCTV in and outside the CX plus for lighting in Mousey Lane. Use of CCTV externally requires the CX to have a person responsible and registered with the Biometrics and CCTV Commissioner. This is to control access to footage, and ensure that equipment is operating correctly. This should be a member of the CXWLtd Board.

Action: Mike to send Will the relevant notes; Will to raise at the CX Board in December.

11. Date of Next Meetings and Attendees – all in Curtis Room unless otherwise stated

Next Trustee Meetings at 19:45:

Wednesday 10 December (Martina sends apologies; an alternate will need to prepare minutes)

Next Board Meeting at 19:30:

Monday 1 December - Will

Next SPC Meeting at 19:30:

Wednesday 3 December - Mike

Attachment: CXWLtd External Lighting Project grant proposal

Will Will 10 December 2025