

## **Trustees of Sinodun Players**

**(Charity Number: 1210415)**

### **Minutes of the 13<sup>th</sup> Meeting held on 10 December 2025 at 7:45pm**

1. Apologies – Emma Trotman, Martina Platts
2. Minutes – No actions, copy signed
3. Matters Arising
  - No Board Minutes Secretary but alternative arrangement made
  - Policies – The meeting approved Anna’s proposal that she and Will carry out an initial audit of what policies we should have, including those highlighted by the Charities Commission, against what we hold. Following steps would include making sure they are up-to-date, in the right place and being adhered to.
    - Roof Leaks – Spend approved. Board now dealing
    - Screens and Exterior Lighting – Screens moving forward
    - Trustee Priorities – Draft document circulated
    - CCTV – Stalled, Trustees to keep a watch
4. Board Report - Will to circulate Financial Report.
  - No improvement in cinema audiences generally.
  - New Chip and Pin machine needed on trial from Savoy
5. SPC Report

#### **Treasurer**

- Still looking at which QB reports are most useful to present to the SPC.
- £1000 donation was received from 1155 Fireworks. SPC to decide how this money will be spent.
- Crisis at Christmas has finally been paid their donation from 2024 Punchbowl.

#### **SP Productions**

- Caroline has had to take on the role as Producer for *Murder, Margaret and Me (MMM)* the late spring production. Auditions were taking place and the licence hadn’t been applied for. This has now been actioned.
- Budgets for both *MMM* and *The Underdog* were approved by the SPC. Both productions are keen to organise the hire of the projection equipment.
- The budget for *The Unfriend* is imminent.

#### **Incoming Shows**

## Complete

- *Acoustic Ballroom*. 168 tickets sold. £15.00 and £12.00 concessions. £698.00 (30% split) less £69.46 card processing fees. £628.54.
- *Pink Floyd*. 162 tickets sold. £19.00 ticket price. £850.00 hire fee less £85.05 card processing fees. £764.95.
- *Jazz Divas*. 167 tickets sold. £20.00 ticket price. £920.00 (30% split) less £75.29 card processing fees. £844.71.
- *Bootleg Shadows*. £19.00 ticket price. £595.21 (30% split).

## Confirmed Bookings

- *Wallingford Winter Blues and Jazz*. 20<sup>th</sup> -22<sup>nd</sup> February 2026. Contracts have been completed and tickets are on sale. £20.00 (70:30 split).
- *Abba Sensation*. 6<sup>th</sup> November 2026. £22.00 ticket price.
- *Lucy Fleming Letters to the Moon*. 18<sup>th</sup> April 2026. £20.00 ticket price.
- *Guy Masterson one man show Animal Farm*. 10<sup>th</sup> October 2026. £18.00 with £15.00 concession.
- *A Head full of Coldplay*. 14<sup>th</sup> November 2026. £21.00 ticket price.

## Awaiting Confirmation

- *The Witch Who Couldn't Sleep*. Children's matinee show. Waiting on confirmation on a date in either October or November 2026.
- Mountaineer Simon Yates *Touching the Void*. A Talk. Waiting on confirmation for 9<sup>th</sup> April 2027.
- LP confirmed any future visiting BBC Radio production will be a venue hire and contracted with the Corn Exchange.

## Marketing

- Panto tickets are now 80% sold.
- Tickets for all 2026 SP Productions will be on sale on 15<sup>th</sup> January 2026.
- Len asked about possibility for concession rates for blue light card holders and armed forces veterans. SPC had mixed feelings. Where does the list end?
- SPC agreed that the SP Production ticket prices will remain the same for 2026.
- New volunteer recruitment flyers are in production to replace the yellow ones currently being used.
- SPC agreed a post panto open day on Saturday 7<sup>th</sup> February 2026.

## AOB

- Len suggested asking members if they could consider leaving a legacy to the Sinodun Players.

- SPC agreed the purchase of one or two more sum up machines. Needed for selling programmes in the auditorium and selling panto sweets. Each unit to be labelled clearly to avoid confusion. Current sum up machine information is currently linked to Sam's phone. Suggested that a dedicated phone is purchased. Sam is investigating.
  - Organogram has been updated.
  - SP's are now required to complete their own PRS return. Caroline has been in touch with PRS to register an account with them. A quarterly return rather than an annual one has been suggested. SPC Agreed.
  - Member Benefits – To be discussed at a future meeting.  
Season Ticket – This could be considered for 2026  
Safeguarding issue raised is an H&S issue, so for Helen.
6. Finance Update –Panto Budget formally approved.
- MMM and Underdog Budgets also approved
  - Financial Strategy Discussion (see below)
  - Grant Funding Policy approved

MB and AG had produced the next iteration of the finance strategy that included i) a new proposed draft budget for 25/26, ii) a proposal that the reserves policy be raised and iii) further proposals for designation of reserves in line with our charitable aims.

The figures are up for debate but the aim is that the designations will help focus future decisions on the charity's expenditure.

The main points discussed:

The annual budget should aim to spend all income on furthering charitable aims rather than create more surpluses in the next 3-5yrs. New expenditure lines were added to the annual budget including IT, training (both operational SP and governance) and Capital Expenditure.

The reserves policy should be raised to £100k to allow SP's to take advantage of unknown future opportunities (eg. 4 Market Place)

The remaining reserves (over and above £100k) should be designated to focus future discussions.

Trustees were asked if any further expenditure lines should be considered.

Actions: Mike and Caroline to supply MB with the developed Capex programme to inform next iteration of budget

Martin to pursue quotations for outsourced IT contract

MB and AG to look at numbers against proposed new expenditure lines and designations with above information in mind.

7. Data Protection – Look to upgrade to industry standard; M365 or Google
  - Martin awaiting quote from local trusted IT provider
  - ICO – SP CIO now connected to CX for reporting
8. Safeguarding – Emma unable to attend meeting and nothing raised.
9. AOB – Nothing raised
10. Next Meeting – Trustees – 10<sup>th</sup> February
  - Board – 2<sup>nd</sup> February – Nick to attend
  - SPC – 4<sup>th</sup> February – Mike to attend

Will Water

10 February 2026