

Trustees of Sinodun Players CIO

(Charity Number: 1210415)

Minutes of the 14th Meeting held on 10th February 2026 at 7.45pm

1. **Apologies** - Martina Platts & Caroline Malnick
Apologies from Mike Baker for being 15 mins late

2. **Minutes** - No actions, copy signed

3. **Matters Arising**

- **Audit of SP Policies and Procedures**

Anna has started an initial audit of the policies we already have vs the policies we should have according to the Charities Commission. This is ongoing, and no input from other trustees is needed yet

- **Display screens and exterior lighting**

All screens have been ordered. The screens will replace the two small screens already in existence. An additional two screens will be added - one facing the cupboards and another large screen in the window, external facing. Another screen will be placed in the back window on Wood Street after the glass window has been reinforced.

- **An update about the Renovation Project**

First Milestone signed off - the design of the exterior lighting. There were some questions about the design of the rear building. Georgia Willans is now part of the team and is approaching Mark Wood to see if he could come up with a design for the back that is suitable for a residential area, would also suit the CX, and would show all the work we do.

There are difficulties and delays with the SODC planning department. The hope was that the plans could be displayed in the CX foyer for members to view in March, but that's on hold until the SODC planning team has agreed on the designs. Pre-Planning Advice has been submitted. Creation Logics produced a document explaining why the project is crucial to the CX future. This was submitted 2 weeks ago. They have 5 weeks to respond. For many reasons, the clock restarted this week, so it could be another 5 weeks from now.

- **Agree Trustee board priorities 25/26**

It was agreed that this was a useful template to have for reference and to keep the Trustees focused on priorities. It might be a good idea to share it in the newsletter when the time is right to communicate our priorities to the membership.

- **Use of external CCTV at CX**

Everything has been approved by the council and the police. The CCTV computer that's recording overwrites every month. Andy Pearson has been appointed as the Security Officer and has written and

gained approval for the CCTV policy and procedures. Graham Gilgrass is the director with overall responsibility for CCTV. Anyone who wants to view it will go through Graham, who will pass it to Andy for review. The kit is being secured and installed in the Warburton Room in a secure box. We're looking to cover the back of Wood Street and, hopefully, Mousey Lane to the stage door. Mike shared that the system is expandable - we can add up to another 5 cameras in the future, but the priority for now is to get the system running and add a network connection.

- SPC Capex programme budget – also discussed under Item 9 Finance

At the December Trustee Meeting, the CIO's overall Budget was considered. Mike said we need to consider capital items, so he looked ahead for 3 years and created an SPC Capex budget to be included in the CIO's overall Budget.

- Primary expenditure is a new audio mixing desk, as our current one is no longer fit for use and is starting to fail.
- Replacement for loudspeakers in the auditorium - a fix would be looked into first.
- An additional headset for the can system - the first headset would be more expensive, as a new antenna is needed, but after that we could add other cans for £1500.
- Replacement of one computer in the control room

Action: Mike to check with Caroline if there are any additional capital expenditure / equipment to add

4. Items to and From the Board

The board reported a high level of additional expenditure this month, including a reinstatement cost assessment for the Corn Exchange. The insurance premium for 26/27 has been paid, but there may be a further cost if the building valuation differs substantially from the current one.

The board has approved replacing the cinema screen, which is now 20 years old and unreliable.

Analysis of cinema income for 2025 shows it was 2% lower than in 2024. In light of what's happening nationally, this is thought to be an encouraging result for our cinema screens.

The board has approved the expenditure for the new foyer screens and the CCTV. Most of this expenditure is covered by grants received in 2025. The board has also agreed to fund an additional CCTV camera for Mousey Lane. Andy Pearson is the security officer working alongside IT support and our data protection officer.

The board is also obtaining quotations for a survey of the stonework on the façade, which is showing signs of failure in several places.

They have been asked to investigate whether it would be possible to create an additional wheelchair space. They are seeking to provide a fold-up wheelchair for use in the event of an evacuation of someone with mobility issues.

5. Items to and from the SPC

Caroline was absent from the meeting, so there was no full update.

Mike raised the issue of allocating donations to specific spending. Greg wanted to provide feedback on how the £1000 from the Wallingford 1155 donation for the bonfire was being spent. He would like it to be used to sponsor someone for a project or training in the arts. It was agreed that this was in line with our charity's objects.

Wallingford Walled Gardens have again reached out to involve us this year. In previous years, they have donated to the Sinodun Players, but their poster states that donations will go to 'Charities - Corn Exchange Ltd'.

Action: Gloria to speak to the Walled Gardens of Wallingford organisers about the poster and the mention of charity and Corn Exchange Ltd.

Action: Will talk to Caroline re Wallingford Walled Gardens and decide how we can be involved

Currently, there are roughly 5 different groups - SPs paying full members, SPs paying patron membership (associate), people who help with productions who aren't members, Encore and CX volunteers. The current situation may create a sense of division between the groups. It's also felt that the benefits of membership may be unclear.

It is hoped that changing how membership of the SPs works will create a sense of cohesion and community. Anna presented an idea for introducing a 3-tiered membership (Bronze, Silver and Gold). Bronze would be a free level, Silver a paid level, and Gold a higher fee. Each membership level would have slightly different benefits.

Action: Anna to summarise and send to Will

Action: Will take proposal to Caroline

6. Data protection and IT (originally agenda item 9 but swapped with finance)

Martin has spoken to another supplier about their IT services, but this was expensive for us. Chris Wales is still tracking down how many devices we have. He's looking at the whole infrastructure (CIO/SP/CX), recognising there's a lot of shared infrastructure. Mike asked that anything technical be included. We now have a single entry for Data Protection that covers the CIO and CX in one entry, following advice received after the recent breach. There is appetite for a move to a cloud-based system, Microsoft 365, which would be sensible. The basic cost is £500 a year, with additional set-up costs.

7. Finance

It was noted that we do not have cyber insurance because we don't have MFA (moving to Microsoft 365 will enable MFA). This presents a current and substantial risk. The Insurance Policy renewal was approved.

Pantomime funds of £36,000 were transferred from CX to SP on 9th Feb for panto proceeds (£1500 more than the show budget).

Mike's proposals for CapEx technical expenditure were agreed, with some items pushed into the next financial year.

All agreed that, for transparency, Encore income and expenditure should now appear in the budget (currently, SPC nets the income and expenditure, and we do not see the income and expenditure)

All agreed it was very useful to now have a budget and forecast to review. When looking at YTD spend, Mike questioned whether other production income was low.

Action: Minaz to talk to Anne (SP Treasurer) about other production income that may be missing from YTD

Minaz to update the Budget in light of the agreed CapEx proposals and further details about other production income

The proposed reserves policy of £100k was unanimously approved, meaning we need to keep £100k of reserves liquid to take advantage of time-critical opportunities or manage emergencies.

Minaz has completed the Flagstone application, which gives access to a suite of accounts, either fixed-term or with X days' notice. Some of the banks are not heard of before, and others are familiar. All are covered by FSCS.

The proposed Cash Management and Investment Policy was unanimously approved.

10. Safeguarding (led by Emma) (10 mins), including:

Children's Licensing for shows has become stricter. Each child now needs an individual licence to perform, which takes roughly 20 minutes per child to complete. Birth certificates and medical forms are required.

3 weeks prior to the performance deadline for submission, chaperone licences also have a 3-week deadline, and DBS for panto takes approximately 1-3 weeks, so it is a lengthy process - need to leave approximately 3 months (point of audition) to sort chaperones out.

11. AOB

Nick said that following their meeting in January at the Corn Exchange, the LTG enjoyed the pantomime and meeting everyone.

Anna said she had represented the CIO at the Community Meet UP run by WfA and will meet with a SOHA representative to understand more about the SOHA project

12. Date of Next Meetings and Attendees – all meetings in Curtis Room, 7.30PM unless otherwise stated

W. A. L. L.

10 March 2026

Tuesday 10th March , 7.45PM Trustees - apologies from Emma

Monday 2nd March CX Board – Minaz

Wednesday 4th March SPC – Mike

Will Walker