

## Trustees of Sinodun Players CIO

(Charity Number: 1210415)

Minutes of the 15<sup>th</sup> meeting held on 10 March 2026 at 7:45 pm.

1. **Apologies:** Mike Baker, Emma Trotman, apologies from Martin Parr for the second half of the meeting.
2. **Attendees:** Will Lidbetter, Martin Parr, Anna Garland, Minaz Beddall, Nick Morley, Martina Platts. Julie Grimshaw (CXWL Board), Caroline Malnick (SPC).
3. **Minutes:** Agreed and signed.
4. **Matters arising**

**Foyer display screens and exterior lighting:** Martina gave a short update on progress. New foyer screens have been installed. The recent lighting test went well. Good progress has been made on the design, and the planning application should be made in April.

**Stonework façade:** the CX board has approved the outline expenditure. A survey is being carried out before obtaining a quote for the work and the implementation of the repairs. There is water ingress behind the stonework abutting 4MP – Andy Pearson is in contact with Lesters to inspect.

**Additional wheelchair space:** The CX board has discussed this. Unfortunately, it is not possible to increase the number of wheelchair spaces.

**WWG update:** Julie asked for confirmation of the wording to describe the CX for the WWG event on the 14<sup>th</sup> of June. The main issue is that CX should not be described as a charity in their marketing material. CX can however receive donations towards the stonework despite not being a charity. Anna provided Julie with revised wording to send to the WWG organisers. CX will sell wristbands (entry tickets) for cash on behalf of WWG.

### 5. Data Protection and IT

Martin reported on the ongoing work to review the SP/CX security and IT systems, and their purpose. A project with phased pieces of work is proposed. Phase One would involve an IT security assessment (cost c.£200); a move to Microsoft 365 using a charity licence, for mail delivery and filework (incorporates improved security) (c.£2500); replace network infrastructure (c.£3500) to reduce vulnerability and improve protection. This is a one-off implementation costs of c£6200.

Phase Two would be an ongoing externally provided support package, specifically for 5 devices/super-users of mission-critical applications (e.g. the till). Current costings are

in the region of £5000-6000 per annum, which is a high ongoing cost. Martin is working with Chris Wales and Roger Dewell to seek to reduce these annual costs.

Minaz confirmed that the only way we can get insurance that covers IT risk is to implement Multi-factor authentication (which Microsoft 365 provides). Introducing MFA on our current systems, though technically possible, may cause failure and create more problems than it solves.

The next steps were agreed as:

- Martin, Chris and Roger to continue to seek to reduce the annual ongoing costs.
- The trustees approved in principle the initial investment costs of c.£6200 - a rationale for this expenditure is attached as an appendix to these minutes.
- A proposal will be made to the next CX Board. **Action:** Martin to prepare this and circulate to Board and Trustees.

There was a discussion about the shared cost (with CXWL) for implementation and ongoing support; these will be shared. The ongoing support cost will be shared automatically with SP via rent payments which are calculated through a cost allocation arrangement with CXWL. The project and ongoing support costs should be invoiced to CXWL as they are VATable.

#### **6. Items to and from the CX Board**

- Elaine Hornsby, Marketing Director resigned wef 28 February 2026; Andy Pearson has been appointed as Building Services Director.
- Form of Contract and Form of Tender for Façade lighting project circulated and agreed.
- Reduced price agreed for repair of the cinema screen.
- CCTV cameras now in place – Andy Pearson is the only person with access to the images, 2 further people will be trained and a privacy protocol will be put in place. Neighbours on Wood Street are very supportive of the installation.
- CX alarm systems – the cost of migrating the comms box from analogue to digital is approximately £300-£350. No action is needed until 2027.
- Front of house – investigating the possibility of adding a waiting list function to the OSCAR system. This will eliminate the need for manual paper lists.
- Marketing link-up with 5 Little Pigs restaurant – in progress for a one-off event, the restaurant has issued a press release advertising it.

#### **7. Items to and from SPC**

- The Artistic Committee has reached out for play submissions and panto ideas for 2027 and is awaiting responses.
- Dorothy Hirsch has reported that Membership Mojo is working well. The next test will be the membership renewal prompt, which will go out during April.
- There will be a performance, for parents, of the Encore Easter Workshop in the auditorium on 10 April.
- The large archive cupboard in the Dennis Wood studio has been cleared and will now be disposed of.
- SPC approved Ann's purchase of a more industrial-strength shredder.

- SPC approved the Marketing team's purchase of a small hard drive to store programme designs.
- Wardrobe and workshop delivery income should be charged and reported as VATable.
- The recent Voice Workshop was attended by 17 people.
- The budget for The Unfriend was circulated and approved by the trustees.
- Quickbooks – a payment of £600 made in December has been posted as uncategorised income as the source is unknown. The accounting software is being used to report and reconcile all bank transactions online – this is a trustee requirement.

## 8. Finance Update

Minaz shared the YTD actuals and FY forecast. SP will potentially make a £21,000 investment this financial year in new technical equipment for live shows (mixing board). This will result in an SP loss of £30,000 for the year – it is considered acceptable because it is a result of agreed capex investment.

Minaz is still progressing with opening the Flagstone investment account; she has the required trustee details (which she will delete when no longer needed).

CXWL Company Board member verification with Companies House may require SP trustees to be verified as well (because SP own the share capital). This is being investigated.

## 9. Trustee Roles

Will discussed the need for succession planning, based on who needs to stand down as a trustee at the AGM in September (because of length of service), who intends to stand down, who is willing to stand again, and who is willing to continue standing.

Minaz said that she intends to hand over the responsibility for the Finance trustee.

Will confirmed that he will continue as Chair.

Martina confirmed that she will continue as Secretary.

Regarding length of service, Nick and Minaz will have completed 4 years in May 2026, and Anna and Emma will have completed 4 years in September 2026. However, all current trustees were elected as SP CIO trustees for a 3-year term starting on 1 October 2025. It is a constitutional requirement that one-third of the SP trustee board stand down each year, which is presumed to be two of the current eight trustees. **Action:** Trustees were asked to consider their personal positions well in advance to plan for the AGM, scheduled for Wednesday 30 September 2026.

**Action:** Will to circulate the skills audit that was prepared in 2025. He recommended that we find a new Finance trustee and a trustee with Community /Membership/People engagement skills. Minaz suggested that any advertisement for the Finance role should position it as part of the CXWL/SP Finance team.

## 10. Membership

Will discussed the need to go out to the CX/SP/SPC community generally to get ideas on membership, voting and fundraising involvement. We need to encourage volunteers to become members of the Sinodun Players and to consider a membership package (possibly with different membership levels).

**Action:** Will to prepare a short article for the CX Times (copy date 5 April) seeking ideas. It will also include the opportunity for new trustees. Julie to share the CX Marketing and Community Engagement role job description with Will.

## 11. Any Other Business

**Working with SOHA:** Anna met with Jackie Logan, Residential Involvement Manager of SOHA. She would like to get SOHA residents involved with the CX/SP/SPC and was very interested in the number and types of volunteer opportunities for engagement. The opportunity for an Open Day or tour of the CX and what it does was discussed. **Action:** Caroline will put this on the SPC agenda. We are all keen to encourage and welcome a broader community as part of our charitable Outreach activities.

**National Planning Policy Framework:** A consultation document on the impact of this national framework on theatres had been circulated by the Theatres Trust. Feedback was deadline for 10 March. **Action:** Will to submit a short response based on the Theatres Trust blueprint.

**AGM:** Scheduled for 30 September.

## 12. Next Meeting:

SP Trustees: Tuesday, 14 April, 7.45PM in the Dennis Wood Studio

SPC : Wednesday 1 April – Mike attending.

CXWL Board : Tuesday 7 April – Martina attending.

Will letter  
14 April 2026