

Trustees of Sinodun Players CIO

(Charity Number: 1210415)

Minutes of the 17th meeting held on 12 May 2026 at 7:45 pm.

1. Apologies: Apologies were given by Emma Trotman, and by Mike Baker for the first half of the meeting.

2. Attendees: Will Lidbetter, Martin Parr, Anna Garland, Minaz Beddall, Nick Morley, Martina Platts, Mike Baker, Gloria Wright (CXWL Board), Abi Thornton (SPC).

3. Minutes: Agreed and signed.

4. Matters arising

Trustee roles: Minaz reported that the agreed advert had been posted with Reading Volunteers, Oxfordshire Volunteers and in the CX Times. No applications have been received yet. Trustee roles will be promoted at the Corn Exchange Open Day on 6 June.

A correction was received from Emma Trotman regarding her willingness to stand as a trustee next year. Emma confirmed that she is happy to continue in her role as a trustee, if required, during 2026-27.

The list of trustees in the Sinodun Players website/newsletter section is out of date.

Action: Martina to email Heather at newsletter@sinodunplayers.org.uk with current trustee names, email addresses, telephone numbers and identification of the Chair and Secretary.

Records Management: Will reported that he had been in touch with Gerry Bolton, who runs the archive for the Corn Exchange. A secure records cabinet is available for storing hard-copy records. **Action:** Anna to contact Gerry regarding the storage of the documents, which must be maintained in hard copy, following the transition from SP to SPCIO.

Data Protection and IT: Martin reported that there is now a plan for the new computing system work to proceed. He has advised Chris that either a competitive tender process or a robust justification for the proposed supplier is required to comply with CXWL and SP due diligence requirements. **Action:** Martin will continue to follow this up with Chris, who has been dealing with significant business and personal commitments.

5. Items to and from the CX Board: Gloria reported that:

- Jose Wood Memorial event will take place on 26 May; no fee will be charged.
- Gloria addressed recent reports in the Wallingford Herald and Oxford Times suggesting that Corn Exchange Wallingford Ltd was experiencing financial difficulties. She explained that income is currently down year-to-date by approximately £25,000. This is because cinema income is down and last year there was no rent income from the SPs. The focus of discussions with the Wallingford Herald journalist had been the external lighting and

banners planning application, intended to make the Corn Exchange building more attractive externally and encourage greater audience attendance. It is hoped that the public will support the planning application.

- **Five Little Pigs:** The tie-up event was very successful, resulting in an almost full house for both afternoon and evening performances.
- **Stonework Renovation:** David Barrington (DB) has provided a survey and estimate of approximately £18,000 (including VAT and scaffolding) for repairs to water damage, erosion and substandard earlier repairs. The CX Board intends to proceed with the full programme of quoted works. DB has advised that listed building consent is not required. A general contractor will be appointed to oversee the repairs, scaffolding and painting works. It was agreed to retain DB for the stonework services at approximately £2,300 (plus VAT). DB will source and manage contractors for scaffolding and painting works.
- **Corn Exchange External Lighting and Advertising Project:** Implementation costs for the lighting and banner project, including brackets, railings, and painting, are being obtained. It is expected to be in the region of £35-40,000 plus approximately £6,000 for Creation Logistics support during implementation. The CX Board has agreed that self-funding was appropriate, given that both CXWL and SPCIO currently hold sufficient funds. The intention is to complete this work immediately following the stonework repairs, hopefully during August (depending on receiving planning permission), so that scaffolding can remain in place. Funding arrangements were discussed further under the Finance Update later in the meeting.
- CCTV recording system has been installed in the Warburton Room with appropriate backup power.
- A heater for the workshop has been approved at a cost of £1,000.
- Wheelchair access from Mousey Lane and Wood Street is being investigated.
- The Drama Festival has been reduced from five nights to four due to only eight entries.
- The CX Board has decided that refunds and resales for unwanted purchased tickets will no longer be offered. Tickets may still be exchanged for another performance date. This policy applies to productions, cinema and live events.
- President John Warburton has very generously donated £2,000 towards the stonework renovation and has encouraged others to donate if able.
- The Corn Exchange has been invited to attend the Mayor's Sunday event on 17 May. David and Jean Simmons will represent the Corn Exchange and Sinodun Players.

6. Items to and from SPC: Abi reported that:

- **Production Manual:** The SP Production Manual is being updated as it is significantly out of date. Abi is overseeing this work, which may take one to two years to complete. Anna advised that she has started an audit of policies and procedures and would like to share it with Abi, as it will assist with the Production Manual review.
- **Health and Safety:** SPC is seeking someone able to deliver and certify ladder training. Concerns have been raised about the security of the gun locker, and options to improve it are being explored. Legislation governing stage weapons is changing, and SPC will ensure compliance. A recent fire drill involving approximately 45 attendees was successful.
- **Productions:** There have been 20 applications for new productions in 2027, which was considered an excellent response. Applications are currently under review.

- **Marketing:** A new social media newsletter, *Wallingford Waffle*, has launched. CX and SP productions will be included each week.
- **Social Events:** A stage combat workshop will take place on 30 May using grant funding received for SP members. Two applications have been received so far, and additional attendees are being sought. If attendance remains low, the opportunity may be opened to external organisations. Wine tasting event: 12 September; Quiz night: 21 November.
- **Programming:** Two additional summer shows have been added. The Beatles tribute show was highly successful and it is hoped they will return during 2027. A children's theatre event/workshop is planned for the October 2026 half-term.

7. Finance update: Minaz reported as follows:

Cash Management: Some minor amendments had been made to the cash management proposals approved at the previous trustees' meeting (due to subsequent interest rate changes). These proposals have now been implemented. Trustees have given Minaz, in her role as Finance Trustee, authority to make short-term decisions and adjustments to cash management and investments where necessary.

2025/26 Financial Position: Actual 2025/26 year-to-date figures: Income: £136,109 and Expenditure: £120,259. This favourable position is largely due to technical equipment budgeted for live shows not yet being purchased during 2025–26. Forecast for 2025–26: Income: £152,374, Expenditure: £139,076 and therefore forecast net income over expenditure: £13,298.

2026/27 Budget: A draft budget for 2026–27 was presented: Total forecast income: £148,840, Total forecast expenditure: £265,995 and forecast deficit: £117,155.

There was discussion regarding the budget, particularly around marketing expenditure. Minaz will discuss with Sam Rhodes how SPC marketing costs are currently tracked. A decision will then be made regarding whether marketing expenditure should be split between general SP marketing and individual show marketing. Minaz will consult SPC regarding the proposed budget.

It was agreed that £5,000 would be included for a bursary scheme in 2026/27. This would be used to test the bursary scheme, which will be developed during the 2026/27 FY.

The funding of the Corn Exchange's external lighting and advertising project was discussed further, as this is a contributory reason for the projected deficit. It was agreed that £45,000 would be included within the budget as a grant towards the CX external lighting and advertising project. It is intended that the project cost will be shared between CXWL and SPCIO. CXWL/the project team will need to prepare a grant proposal for the implementation cost of the lighting/banners/brackets once costs and suppliers are known – targeting July meetings.

Action: Minaz will update the 2026/27 budget and bring it forward for approval at the June meeting.

8. Membership

A proposed membership event is scheduled for 25 July.

Action: Will, Anna, Minaz, Abi Thornton, Rick Harley and Dorothy Hirsch have formed a committee to consider proposals regarding membership engagement and recognition of volunteering contributions, and to organise this event. They are meeting to develop proposals, consultation arrangements and the event.

9. Use of Generative AI in SP Productions

Martin had circulated draft guidance on the use of Generative AI within Sinodun Players and the Corn Exchange Theatre. The guidance was generally well received, and it was agreed to incorporate it into the updated Production Manual. It was recognised that Generative AI is already being used within productions. The intention is that SPC will determine how and where AI may be used appropriately, while adhering to agreed-upon guidance.

It was emphasised that responsibility for any copyright breaches rests with the individual using the generative AI tool, not with SP Trustees, the Corn Exchange Board or SPC.

Action: Abi to circulate the draft guidance to SPC for feedback. Martin received feedback during the meeting and will prepare a second draft. Training on generative AI will be provided alongside the implementation of the new computing system. Martin will arrange the circulation of the revised policy in the CX Times and on the website.

It was emphasised that, given the rapid pace of AI development, the guidance will require review every six to twelve months.

10. Any Other Business: Anna confirmed with Abi that SOHA residents would be invited to the Corn Exchange Open Day on 6 June.

11. Next Meeting: All meetings to take place in the Curtis Room at 7.30 p.m. unless otherwise stated.

- CX Board – Monday 1 June (Will attending)
- SPC – Wednesday 3 June (Mike attending)
- SP Trustees – Monday 8 June 7.45PM (moved from 9 June to 8 June due to several attendees being unavailable on 9 June or 15 June). Anna, Nick and Martina gave apologies for 8 June.

M Baker

08 June 2026

Appendix to SP trustee board minutes 12 May 2026: Guidelines for use of Generative AI in the Sinodun Players and Corn Exchange Theatre (v1.3)

These guidelines were produced by Sinodun Players with the help of Gemini AI and approved by the Sinodun Players Trustees.

Purpose & Spirit

AI should be used as a "creative assistant," not as a replacement for the creative talent of local artists, members and volunteers. Its primary role is to streamline admin (newsletters or programme copy) and expand creative possibilities for visual storytelling (programmes, posters or set design).

Image Generation (Set Design & Programmes)

- **Originality First:** Priority is given to local photographers and designers. AI imagery should only be used when specific artistic needs cannot be met by community-sourced resources.
- **Copyright Compliance:**
 - Many commonly used Generative AI tools have been trained on copyrighted materials. As a result, it is possible to infringe copyright unintentionally. You should note that risk of legal infringement of Copyright sits with the person using the tool to create material. If in any doubt about the licensing of any images, these should not be used.
 - Where possible use image tools that offer the chance to co-create outputs and can generate "commercial-safe" output (e.g., Adobe Firefly) or platforms that guarantee rights for non-commercial/community use.
 - Never "prompt" for a specific living artist's style.
- **Set Design:** AI-generated concepts for sets or AI imagery that is designed to be used in a set must be reviewed by the director for appropriateness and the workshop's set construction team for safety and physical feasibility before being finalised.

Text & Content (Newsletters, Marketing, and Membership Mailings)

- **Human Oversight:** All AI-generated text must be proofread and edited by a society member. The "voice" of the society and theatre must remain human and grounded in the society's objects, style and local community.
- **Fact-Checking:** AI is prone to "hallucinations." Always verify performance dates, ticket prices, and historical facts before publishing.
- **Mailshots:** do not use AI to process mailshots.

Ethical Safeguards & Risk Management

- **Informed Consent:** Never upload photos of local actors, volunteers, or patrons into an AI model for generation or "face-swapping" without written consent.
- **Diversity & Bias Check:** Review all AI imagery for unintentional bias. Ensure that the generated people reflect the diversity of our community in terms of ethnicity, age, and disability status. Avoid all "stereotypical" representations.
- **Transparency:** If a poster, programme cover or newsletter feature is significantly AI-generated, include a small attribution (e.g., "Graphic created with the assistance of AI").
- **Facial imagery as data:** Facial imagery is sensitive data. Ideally process such material locally, and with proper permissions from individuals whose facial images are being used.

Prohibited Uses

- Do not use AI to generate scripts or "original" plays.
- Do not use AI to create likenesses of real people for deceptive purposes.

- Do not upload material with any sensitive organisational or personal data into AI (generative or non-generative) tools. This includes Personally Identifiable Information (PII) and any confidential financial data. There are unlikely to be any onward controls on the accessing and use of such data. Even with informed consent by owners for certain uses, publication via AI tools makes it impossible to control what the data is used for and by whom.

AI-Enhanced Media Consent & Release Form

Production/Project Name: [Insert Production Name]

Actor/Participant Name: [Insert Name]

Authorization of Likeness

I hereby grant [Sinodun Players] ("the Organisation") permission to capture my image, voice, and performance via photography or video. I understand these materials will be used for promotional and marketing purposes.

Specific Consent for AI Enhancement

I specifically consent to the use of Generative Artificial Intelligence (AI) tools to modify or enhance the captured materials in the following ways:

- **Visual Enhancements:** Retouching, background replacement, or lighting adjustments for theatre programmes and posters.
- **Creative Stylistation:** Applying artistic filters (e.g., turning a photo into a "painting" style for a period piece set design).
- **Promotional Graphics:** Using my likeness as a reference for AI-generated marketing assets (e.g., social media banners).

Limitations on AI Use

The Organisation agrees to the following safeguards:

- **No Digital Replicas:** My likeness will not be used to create a fully autonomous "digital twin" or AI performer without a separate, specific agreement.
- **Ethical Representation:** AI tools will not be used to alter my ethnicity, age, or physical ability in a way that is deceptive or stereotypical.
- **Deceptive Content:** My likeness will not be used in "deepfake" technology or any context that portrays me in a false or defamatory light.

Rights & Ownership

I acknowledge that the Organisation owns all rights to the final promotional materials. This consent is granted on a [perpetual/fixed term] basis and is [worldwide/local]. I understand I will receive no financial compensation for this specific use unless otherwise agreed in writing.

Data Protection

All reasonable measures will be taken to ensure the protection of personal data, in accordance with the Organisation's Guidelines (copy available on request to the Organisation's Data Protection Officer or member of the Board/Trustees).

Withdrawal of Consent

I understand I may withdraw my consent for *future* materials at any time by contacting [Email/Phone], though I acknowledge that materials already published or printed may not be retracted.

Signature: _____ **Date:** _____

(Parent/Guardian signature required if under 18)