

## Ilminster Entertainments Society Ltd

**Minutes of Trustees Committee Meeting: Monday 15th March, 2021**

	<i>Action</i>
<p><b>1. <u>Attendance 7.30pm</u></b> Meeting took place via Zoom video conferencing at 7.30pm</p> <p><b>Present:</b> Malcolm Young, Chris Williamson, Jacqueline Wanstall, Heidi Morgan, Charlie Carrington, Brian Perkins, Peter Schofield, Nicola Griggs</p> <p><b>Apologies:</b> Lyn Lockyer</p>	
<p><b>2. <u>Minutes of meeting of 8 February, 2021</u></b> The Minutes were agreed, signed and uploaded to Website prior to meeting.</p> <p><b>Matters arising:</b></p> <p>a. <b>Covid-Committee:</b> MY thanked JW for her report. The Committee voted unanimously that it would not be feasible to re-open the theatre with the 2m and 26 person rule for the One Acts and Drama Festival so will await lifting of covid restrictions on 21st June. *The Trustees agreed that Lucy Driver could restart the Friday and Saturday Youth Theatre groups after Easter. *JW suggested a small group go in to Spring clean the Theatre in addition to Karen's normal cleaning to make it more welcoming.</p> <p>b. <b>Documentation:</b> will be discussed later in Meeting.</p>	
<p><b>3. <u>Roof repairs:</u></b> Two quotes received for guttering, first from Joe, which is cheaper than the 2nd from Paul. CC hopes to meet with Joe tomorrow to discuss his proposed repairs and compare with Paul's. Emergency exit cannot be accessed due to scaffolding behind door so CC will contact lady in house behind theatre. CC advised that rain is coming in from a hole in the paint room roof and will get Joe to quote for that. MY asked CC to advise him once Jim is notified that we are not taking Paul Tribble's quote, as he wants to contact Jim to finish the rendering of the Ashcombe Court wall before the end of the month. Warden wants to plant a border there.</p>	<p>CC</p> <p>CC</p>

<p><b>4. Treasurer’s Report:</b></p> <p>*JW reported that Barry Welsh has volunteered to take over as Treasurer and he is a retired Accountant. CW and JW to meet to review Treasury team’s job description, will then talk to Barry to confirm he’s on board.</p> <p>*No income apart from 100 Club and donations this month.</p> <p>*Insurance Company confirmed roof is wear and tear. Water ingress could be covered but excess makes it unfeasible.</p> <p>*Charity Bank have advised reduction of interest rates to 0.35% but we will stay with bank anyway.</p> <p>*CC has booked boiler, heating system and automatic fire alarm and fire extinguishers to be serviced in May. They will invoice JW direct by email.</p>	<p>CW/JW</p>
<p><b>5: Program Committee:</b></p> <p>*CW sent out Minutes from last week. Jo Neagle is stepping down as moving away and was thanked for her contribution.</p> <p>*Confirmed Tom’s Midnight Garden as December Production, Charlie and Sally to direct. Will put out another call for proposals for 1 or 2 productions for Autumn, although September timing is awkward.</p> <p>*The SFD Drama festival is now cancelled. However there is the opportunity for Valda’s play ‘Tone Clusters’ to go forward to the next stage of the the All England Festival (held at The Merlin Theatre, Frome). We will organise a rehearsal performance at the theatre in June for the SFD to come and watch to decide if it will go on to Frome.</p> <p>*Terms Of Reference: these are now updated. CC has put them into new format and will send to Trustees for comments and approval. MY pointed out issues; ‘complimentary’ mis-spelled; change to ..“Or agreed fee”; 6 meetings a year discussed - agreed on 50% of meetings instead. Discussed problem of 3 or 6 year term limit losing experienced members all at same time. CW to rewrite rules with more flexibility. Audience Representative to change every year?</p> <p>*BP reported that Angie at Cottage Flowers is hoping to have a show nearer Xmas depending on Covid situation.</p>	<p>CW</p> <p>CW</p>
<p><b>6. 100 Club:</b></p> <p>NG reported no change in player number. The draw was held and Mark Wanstall and Peter Hill were the lucky winners.</p>	

<p><b>7. AOB:</b></p> <p>*JW thanked CC who has made a donation to the Theatre this week.</p> <p>*CC reported talking to Tuff re Bar documents, has also worked on Other Hazards and Hazard Risk Assessment documents; has talked to Lucy re YT and Safeguarding documents; is also producing an Index which he will send to us, we choose items we want to look at, check them and sign off on, probably in next few weeks. Agreed.</p> <p>*CW intending to issue newsletter for members to advise possible re-opening in Autumn, make another push for 100 Club and for play proposals. Wants input from us as well. CC to submit piece on roof repairs. DG to do a bit about old production photos. Deadline next Monday 22nd.</p> <p>*BP queried whether bar will open when schools are in? MY said we only supply FOH Manager, lighting and staging. Bar not safe currently for holding children due to ongoing works.</p> <p>*MY asked JW to check whether Greenfield or Kingsbury may not have had their refund for last year's deposit. JW to check.</p> <p>*CW: It was felt that more time was needed to consider LD's Proposals for the organisation of YT from September and the theatre's application to become a Centre for Arts Awards so LD would be invited to attend next month's meeting.</p>	<p>CC</p> <p>JW</p> <p>CW</p>
<p><b>Next Meeting: Monday 12th April, 2021</b></p>	
<p><b>The Meeting closed at: 8.05pm</b></p>	