

## Ilminster Entertainments Society Ltd

Minutes of Trustees Committee Meeting: Monday, 19th July, 2021

	<i>Action</i>
<p><b>1. <u>Attendance 7.30pm</u></b></p> <p><b>Present:</b> Malcolm Young, Chris Williamson, Heidi Morgan, Jaqueline Wanstall, Brian Perkins, Charlie Carrington, Peter Schofield, Dave Goodall, Nicola Griggs</p> <p><b>Apologies:</b> no apologies received.</p>	
<p><b>2. <u>Minutes of meeting of Monday 21st June, 2021</u></b> The Minutes were agreed, signed and uploaded to Website prior to meeting.</p> <p><b>Matters arising:</b></p> <p>1. <b>First Aid Training:</b> 9 members have signed up for training. Thursday Club, Cinema and Meeting House were asked, 2 recruits from there who will be invoiced £40 each.</p> <p>2. BP suggested getting a Defibrillator and it was agreed to look into one for outside. MY will ask the Defibrillator fundraising group for information.</p>	<p>JW</p> <p>MY</p>
<p><b>3. <u>Treasurer's Report (JW):</u></b></p> <p>*June income from 100 Club, YT Arts Award fees and summer school, £8k Business Interruption Award, and £4K grant towards roof repair from Charities Aid Foundation.</p> <p>*PHS Rep has still not confirmed in writing that we don't have to pay for lockdown period.</p> <p>*We are now signed up for Amazon Smile.</p> <p>*CW &amp; JW met with Barry who has agreed to take over the cash handling, starting with Pantomime. References received.</p>	
<p><b>4. <u>Housekeeper:</u></b></p> <p>Replacement required for Karen (3.5-4 hrs/wk at £12/hr). HM has contacted the Council Offices cleaner who will await our advert. CC to put job description together. HM to advertise in P.O and Facebook.</p>	<p>HM, CC</p>
<p><b>5. <u>Programme Committee Report (CW):</u></b></p> <p>*Everything sorted for this year. Irene's readings are next week.</p> <p>*Tone Clusters has won the finals of Western Round and is off to Bridlington for the All England Finals. MY mentioned grants might be available to cover the expenses. Valda wants it publicised- HM to send photos to Ilminster News and CW to check wording by 7th August deadline. CW said group also want to open the rehearsals to an audience, for donations, for which he will organise a license, the only available date is Tuesday 3rd.</p>	<p>HM</p> <p>CW</p> <p>CW</p>

<p><b>6. <u>Publicity:</u></b>  DG to organise posters. HM to talk to Steve at Ilminster News and book Seavington adverts.  Our publicity still needs a manager.</p>	<p>DG, HM</p>
<p><b>7. <u>Old Bakery:</u></b>  MY asked Jim Ellis for separate costs for each part of the OB works, eg electrics, toilets, etc for fundraising purposes but only received a quote of £186k inc VAT, and not totally inclusive. £41k is ready to spend, £20k of which must be accounted for to Gooch and Housego. A pledge of 20k by Garfield Weston runs out in September - MY to ask for extension due to covid. MY investigated costs of some separate items and discussed priority of works with Trustees if they were done in stages - the electrics/water are first. A project manager is needed, some potential suggestions will be followed up.  MY to arrange new fundraising committee, maybe with previous members. £1k received from Arnold Clark Foundation and £1300 so far from 100 Club.</p>	<p>MY  MY</p>
<p><b>8. <u>Forward planning:</u></b>  CW asked for interest in joining a meeting to discuss such future issues, eg Harriman's departure, and report back to trustees?  CC, BP, HM, JW volunteered and date to be advised.</p>	<p>CC, BP HM, JW</p>
<p><b>9. <u>AOB:</u></b>  <b>Bar:</b> DG said the bar will be open on time. Discussed requirement for track &amp; trace and mask wearing by customers and volunteers, JW to print and laminate 2 NHS QR codes for FOH. HM to email volunteers to encourage them to wear masks on duty.  <b>Arts Awards:</b> a very successful term, LD wants to continue to the next level in September and is now qualified for silver and bronze awards. She would like guidance on charging for these - JW &amp; CW to help and MY to send them LD's paper.  <b>Duke of Edinburgh Award:</b> Demetrius Driver to volunteer an hour a week for the award, firstly weeding front of theatre. One of Wednesday Group to sign his form.  <b>Thursday Group:</b> have cancelled their program apart from Xmas event but donated £200 to Theatre.  <b>AGM date:</b> JW needs 3 weeks to get documents ready so aiming for 30th September, tbc.  <b>100 Club Draw:</b> Jean Cording and Hillary Durrant are July's winners. 3 new players since June Draw, 42 in all.  <b>T-shirts:</b> BP asked if LD could quote for Warehouse logo'd t-shirts, 6 large, 6 medium.  <b>Panto:</b> a new Group without funds who are concerned about paying invoice up front. DG will contact them during rehearsal tomorrow. Tuff to organise bar stock for Panto performances.</p>	<p>JW HM  JW, CW MY  JW  LD  DG, Tuff</p>

