

ILMINSTER ENTERTAINMENTS SOCIETY LTD

Minutes of Trustees Committee Meeting: Monday 13th January

1. **Present:** Charlie Carrington, Dave Goodhall, Rachel Hunt, Heidi Morgan, George Montague, Kate Murdoch, Gaye Phillips, Brian Perkins, Jacqueline Wanstall, Malcolm Young
Apologies: Nicola Grigg, Christopher Williamson
2. **Minutes of meeting 3rd December 2019 and Matters Arising:**
Minutes were agreed and signed
 - Holes have been made in the back wall for the new bar area
3. **Maintenance and H/Safety**
 - Guttering is still an ongoing issue. It appears that the gully between the rooves is not large enough to cope with the runoff and is overflowing. Suggestion of putting in a new down pipe which will run out into the disabled alley to cope.
 - Waste disposal not addressed other than taking it ourselves to the recycling centre.
 - Although back yard will accommodate 2 cars for outside productions to use sensible parking to be advised so that all exits are free (crash bar doors). Hatched lines could be painted on ground to clearly indicate no go area. Show stage manager to highlight the fact to incoming shows. **Heidi** to add this to list of show manager expectations.
 - Environmental Check went well not another for another 3 years. Outcome the fridge temperature needs to be recorded at each performance **Heidi** will add a section to sheet for recording.
4. **Treasurer's Report**
 - **December's Figures-** Please see attached for December's Profit and Loss Report, Balance Sheet, and the Financial Year-To-Date figures.
 - **Show Figures-** Beauty & the Beast took a total of £3811, the expenditure was £981, making a profit of £2830. For November, the Comedy Night took £921, making a profit of £21, and Opera Sulis took £1144 making a profit of £476.
 - **Companies House and Charity Commission Reports-** we have now successfully submitted our Annual Report and Financial Statements to both Companies House and The Charity Commission.
 - **Insurance Renewal-** after reviewing the current insurance policies, we realised we were under insured. This has now been rectified, with all figures now updated. Despite the rise in the amounts we are now insured for, we have still managed to negotiate £500 off the renewal price with NFU Mutual.
 - **E-ON-** This contract is up for renewal in March.

5. Secretary's Report (incl Membership)

- **Membership** - now up to 234 with a few more to come in for one act casts.
- **Secretary/Publicity** - comments from members have been received regarding the lack of a newsletter, also that the website does not seem to have been updated since Beauty and the Beast.
- A number of documents have been collated for the new Members' area (minutes, adjudications, resources) which with the full theatre Diary will give us a good start. **DG** stated that the website would update this Thursday 16/01/202. Regarding the newsletter **DG** will collate contributions and then send out. "What's On" should be out Thursday or Friday 16 or 17/01/2020

6. Old Bakery

- Building update – Virtually all outside works completed. Now inside stud walls and staircases. Money currently there but will run out shortly and works will stop.
- Fundraising – Arts Council stated too much had been asked for but if smaller specific projects with a breakdown as to cost were submitted these would be reviewed and assessed, no guarantee given that money would be forthcoming but more likely to be considered for a grant. Still 2 pledges to come later this year.
- **BP** suggested that areas might be named after pledge donors eg The Gooch stage.

7. Programme Committee Report

- Meeting next Monday - will be reviewing Beauty and the Beast, any comments to pass on? Who was this production aimed at? It was not clear of age suitability.
- Jane Eyre (dir by MY) will replace Entertaining Angels as the June production, Irene no longer able to direct in this calendar slot, will be looking to direct in 2021 instead.
- Struggling for Producers volunteers, will be discussing solutions next week. **DG** to include a mention in Newsletter for producers.
- Comedy nights booked for May and November.
- Ilminster Ukulele Band will perform in September with proceeds being donated to the Fund Raising Appeal.
- Yeovil Band quite happy to play at the theatre – had been minus a band leader.

8. **Publicity**

- Nothing from **GM**
- For £45 Steve will produce a pull out for the Ilminster News of What's On at the Theatre.
- **Gaye** requested more small flyers would require 100 for each production.

9. **Front of House**

- Environmental Check went well not another for another 3 years. Outcome the fridge temperature needs to be recorded at each performane **Heidi** will add a section to sheet for recording.

10. **Youth Theatre**

- Older group are enjoying rehearsing for the 1 Act Play Evening
- Other groups working well. Has been some drop out due to children having other commitments.
- **BP** would like an extension for producing report of progress as the Fantastic Mr Fox is not being performed until March.

11. **AOB**

- Bar – waiting to hear requirements for back wall. Damp seems to be a paint issue ie not the correct paint being used. Work starts Wednesday 15/01/2020. Will be ready for February production.
- KM – Deborah Johnson would like to use the theatre for group photography sessions, there could be raffle prize or photos of plays or perhaps building photos as pay back.
- RH – has been asked if there will be a memorial to Ken Christie a former member of the Society who had given much of his time and expertise into the conversion of parts of the building, as well as acting and directing. Still up for debate although it was suggested a small display of photos might be there for next production.
- GM – Could there be alternative (veg) products for milk to cater for vegans. HM to purchase a carton of soya milk.
- BP – a) reported that cast members had brought alcohol into the bar after Beauty and the Beast which caused concern with Tuff as the bar does make a profit .
b) May Bank Holiday is Friday 8th not Monday 4th.
c) Theatre Alibi in Exeter is selling off its wardrobe, lighting equipment and other pieces of equipment.

- In absence CW thanked everyone who had helped with Beauty and the Beast
- JW – as yet not received a deposit or contract from Ilminster Belles
- HM – would like a list of stage managers
- MY – thanked GM for clearing the weeds down the side of the theatre.
- DG – requested a projector for 1 Act Plays as 2 of them require back projection JW agreed funding for same.

The meeting closed at 8.30pm.

Next meeting 10th February at 7.30pm.