

ILMINSTER ENTERTAINMENTS SOCIETY LTD

Minutes of Trustees Committee Meeting: Monday 10th February 2020

1. Present:

Malcolm Young, Jacqueline Wanstall, Brian Perkins, Charlie Carrington, Gaye Phillips, Nicola Griggs

Apologies: Dave Goodhall, Heidi Morgan, George Montague, Kate Murdoch, Christopher Williamson, Rachel Hunt

2. Minutes of meeting of 13th January 2020 and Matters Arising: Minutes were agreed and signed.

Matters arising:

- The Warehouse had some great publicity in The Ilminster Press and it was quite inexpensive.
- The subcontractor, Stonemead, examined the guttering problem on the roof, which is very narrow, but thinks he can repair it for £500-600. MY to take photos as he has an idea which he will discuss with Jim and get his price.
- Heidi needs a list of all the FOH Managers.

3. Treasurer's Report

- **January's Figures-** Please see attached for January's Profit and Loss Report, Balance Sheet, and the Financial Year-To-Date figures. The reason we have -£455.44 in Utilities Expenses is due to a refund from E-ON to the sum of £1112.57.
- **Bar Renovation-** As you can see from the reports, so far, we have only spent £240 on builders' fees for the bar renovation. We have £5000 in the budget to cover this project expense.
- **Show Figures-** There is no report on Show Figures for the month of January.
- **E-ON-** We have now renewed the fixed contract for The Old Bakery for another year, at which time we can reassess the usage levels.

4. Secretary's Report (notes from CW)

- Membership is currently at 238 and facebook likes over 600 now.

5. Old Bakery

- Building update – MY reported all works are complete to date. £17k still left in funds.
- Rachel suggested another tour of the Old Bakery, possibly on a social night, but would be at their own risk as the lighting would be poor.
- Jim is to work on the next phase of levelling the floor and laying plywood, putting the services outside and the windows, which will cost £24k, therefore these will wait until the funds are available.
- 12 grants are in the process of submission by MY and KM, though they are more difficult now, due to diversity, mental-health, access questions. No social night until March, MY to put this in bulletin.

6. Other Building Works

- BP has had a quote for the lighting and cabling of £2k incl VAT, not including sockets. The cabling has to go in at the same as the electrics. The old board will be used.
- The seating is not budgeted for. MY will ask local businesses to donate white goods though we will use items we already have.
- Maintenance: the bar work is proceeding. A hippo bag for rubbish arrives on Tuesday. The electrics and water are being sorted and will be ready for One Acts.

7. FOH (notes from Heidi)

- Heidi has been asked if we want a stall at IMEX on Saturday 13th June, normally combined with a Theatre Open day, which Committee agreed to. She is unable commit to the date herself so MY will request volunteers in the Bulletin.
- Raffle: Up until now most of the prizes have been donated (mainly by one person!) and Heidi thinks it cannot be sustained this way, so suggests committing a set amount each show in order to purchase prizes? Perhaps the same things each time or several small prizes or one larger prize (hamper style?). Committee agreed that Heidi be allocated £15 to buy raffle prizes for each show. MY said the Co-op will provide prizes for the next raffle. Notes will be issued on how to run the raffle so there is no confusion about filling in contact details on the back of the tickets.
- Heidi still needs a list of stage managers as has slots to fill.

8. Publicity (notes from CW)

- CW suggested it would be a beneficial idea to rotate editors, and as well as less onerous it may keep it fresher for reading. Dave is happy with this. The next issue is due on 1st March, which Charlie Carrington volunteered to do.
- MY said that Valda is keen to get involved with the Warehouse, she is good with administration and would like to join the programme committee. We do need a Head of Publicity so MY will ask if she would take this on and be the point of contact.

9. Programme Committee Report (notes from CW)

- Minutes have been sent round. CW has spoken to JW about doing something regarding Producers etc at the March Social evening and she has also offered to put a piece in the next newsletter.
- The One Acts have poor sales at present but sales may pick up nearer the time. DG has organised the banners and these will go up next week. JW to chase DG.

10. Youth Theatre

- MY attended The Nutcracker, a parents only audience, and reported it was an amazing show.
- BP reported that the meeting to see how Lucy is going with running the Youth Theatre was postponed until March when Jo comes back.

11. AOB

- Play Reading Group: MY said 5 people responded so possibly start the readings at the April Social Night.
- CC and BP have put up the new lighting circuit board and it's working.
- CC raised the issue of insurance, suggesting the Charitable Incorporated Organisation, which changes the Trustees' position and streamlines operations. CC to send information to JW who will look into it.

The meeting closed at 8.27pm.

Next meeting 9th March at 7.30pm.