

Ilminster Entertainments Society Ltd

Minutes of Trustees Committee Meeting: Monday 11 January 2021 at 7.30pm

	<i>Action</i>
<p>1. Attendance: Meeting took place via Zoom video conferencing:</p> <p>Present: Malcolm Young, Chris Williamson, Brian Perkins, Charlie Carrington, Peter Schofield, Nicola Griggs</p> <p>Apologies: Gaye Phillips, Lyn Lockyer, Jacq Wanstall, Dave Goodall, Heidi Morgan</p>	
<p>2. Minutes of meeting 14 December, 2020: The Minutes were agreed online and uploaded to the website by CW.</p> <p>Matters arising:</p> <p>a. Guttering: All roof and downpipe work completed. Joe Hannam reported the new leak is from the flat roof, not his repairs, advised it is wear and tear and previous poor workmanship and unlikely to be covered on insurance. He has patched the area over west end of Foyer, and promised a report. The north side guttering is fine. Possibility that a new flat roof is needed once report received which MY to forward to Committee.</p> <p>b. Bar: CW will circulate ideas for the alcove and general lighting to the Wednesday group but suggested a Bar meeting when conditions allow.</p>	MY CW
<p>3. Treasurer's Report: JW had circulated treasurers report and no questions arose from them.</p>	
<p>4. 100 Club: NG reported we now have 34 members/tickets signed up. Lottery earnings: £325 less £40 fee and £100 for the first two winners: Patrick Knox and Michael D Crook. CW to report in Newsletter and FB to push the Lottery again. JW to pay the winners by BACS and do the return for SSDC. Next draw: 8th March. MY thanked team.</p>	CW JW
<p>5. Old Bakery Update: MY reported no success with final grant application, due to priority for Covid causes, but will request SSDC councillors for assistance from £23m Arts Support budget for the Octagon. MY will re-assess funds needed to complete Old Bakery works, approx £150k. BP has been including Old Bakery in Theatre check-ups. MY thanked BP and CC.</p>	MY
<p>6. Programme Committee:</p> <p>a) CW had emailed previous directors re possible 3 productions for Autumn and 2 possible one-act plays for SFD, decisions to be made at next week's meeting.</p> <p>b) CW to contact Vin Cunningham re costs of holding a summer event in Dillington House. CC offered his garden in June/July, which could hold 50 people.</p> <p>c) Philip De Granville has proposed new dates for SFD Drama Festival - May or early June - which will be confirmed at their 18th January committee meeting. These dates pencilled in.</p>	CW

<p>d) Bethany Goodman wants to perform 'Bronte' on 30th April but BP said theatre would not be sorted out by then.</p> <p>e)The Literary Festival could be held in first half of November for one weekend only to tie in with our Xmas production, all subject to prevailing conditions, but possibility of abandoning for 2nd year.</p>	
<p>7. Documentation Update: CC has written the first draft of Document Control Procedure and been checked by BP, hopes to have it ready for appraisal next week. CC will need to link this to the storage on P-Cloud. Suggested work with the FOH documents (these are already written), with at top document (this is the signed/approved document), this points to the checklists etc. as appendices, which are easy to change depending on need. JW and CW will get Treasury docs to them. MY thanked CC and BP.</p>	<p>CC</p> <p>JW, CW</p>
<p>8. AOB:</p> <p>MY said LD to hold a play reading on Friday and zooms on Saturday, not expecting to be paid for these.</p> <p>BP reported that:</p> <p>a)Tuff and Sam are remaining in UK the foreseeable future due to Covid so no need for a new Licensee just yet.</p> <p>b)A green recycling bin outside the Warehouse entrance is constantly being anonymously filled and moved so it is now inside the courtyard.</p> <p>c)The name for the signing-in area will now officially be referred to as the Stage Door.</p> <p>d)The courtyard is full of leaves so BP will sweep up. NG suggested bagging them and she could take to Chard Recycling.</p> <p>MY: any response to requests for names for the Old Bakery? Only Louise's use of 'Banana' and Peter's suggestion of The Warehouse Theatre Studio, which devolved into The Studio at The Warehouse or The Warehouse Studio, in the meeting. CW will email for suggestions again.</p>	<p>BP</p> <p>CW</p>
<p>Next Meeting: 8th February, 2021 at 7.30pm</p>	
<p>The Meeting closed at: 8.15pm</p>	