

ILMINSTER ENTERTAINMENTS SOCIETY LTD

Minutes of Trustees Committee Meeting: Monday 9th March 2020

1. Present:

Malcolm Young, Jacqueline Wanstall, Brian Perkins, Dave Goodall, Charlie Carrington, Kate Murdoch, George Montague, Heidi Morgan, Gaye Phillips, Nicola Griggs.

Apologies: Christopher Williamson, Rachel Hunt.

2. Minutes of meeting of 13th February and Matters Arising:

An amendment was made: Under the *Old Bakery, 2nd item*, it was Jacqueline Wanstall and not Rachel Hunt.

The Minutes were agreed and signed as an accurate record.

Matters arising:

- Paragraph 2. No further progress on the guttering due to the weather and the need for it to be dry to carry out work.
- The Bar is now much better. MY offered congratulations and thanks for the fantastic job done by the team.
- FOH. No-one has responded to the request for volunteers for IMEX to date. It's worth doing.
- Publicity: MY offered thanks to CC for getting the newsletter out.
- Valda is not willing to take on Publicity Officer as is not good with admin so this post needs to be filled.

New item: MY brought up this evening's news about the impending requirement for anyone with colds to self-isolate. We need to be aware that large audience numbers at performances, various schools attending the Youth Theatre and the warmth of the auditorium could be a breeding ground for Coronavirus. We need to be ready to take action if needed, such as cancelling performances. Will possibly get license monies refunded but also need to refund outside hirers, though JW said we would deal with this as and when. BP asked for thoughts on deep cleaners for the theatre generally.

3. Treasurer's Report

- February's Figures- JW emailed out the February figures and suggested sending out the balance sheet every 6 months instead of monthly. Agreed.
- Bar Renovation- on track for the £5,000 budget.
- EPOS till- JW and Tuff discussed the type of till required and costs. CW wants a touch screen and stock control type, which costs £609 to buy, plus license and support for £46.80 per month thereafter. Bookers sell basic tills for £78-128 and as we do not take enough money to warrant a touch screen it was decided that JW will buy one from Bookers. She will also look into Izettle which costs £30 plus 1.75% of transactions with no monthly fees, and Sum-up.
- Show Figures- figures for One Acts are now out; taking £3,618.92 with costs of £1110.54, giving a profit of £2,509.28. The One Acts are usually more expensive to put on.
- Charitable structure - at the last meeting CC suggested reviewing our insurance, by changing to a Charitable Incorporated Organisation. JW found that it is a very complex issue to transfer over and would need professional advice. It may affect our grant applications so feels it's not the way to go at present. If an individual is sued we are not covered on our current insurance but JW will look into Trustees and Directors Insurance and associated costs. Public Liability will not cover us personally. We will take a vote at the next meeting.

4. Secretary's Report

- No report from CW apart from noting the next meeting date of 13th April needs to be changed as its Easter Monday.
- BP reported that Membership numbers are the same.

5. Old Bakery

Nothing has happened since last meeting apart from MY and KM meeting to discuss grant applications.

6. Other Building Works

- Waste disposal - DG said we are legally bound to dispose of our waste and Council may check on us. Currently we are disposing of it ourselves. Biffa is the only company that will collect glass bottles only for £20 per fortnight, but DG will check price again and collection dates. The other rubbish goes in black bins as normal. The cardboard collection person and the man with a van will be checked out for other rubbish collection options.
- No maintenance to report.

7. Programme Committee Report

- MY sent around the 2020 programme dates. Paula had just emailed out Minutes of the Committee meeting but not everyone had received them yet. A Directors' Meeting will be held on 29th April to look at Xmas and ideas for next year.
- DG pointed out that the Cottage Flowers event is not in his diary. They only require a FOH manager and Gaye has volunteered.

8. Publicity

- GM has nothing to report.
- DG advised 250 bar mats for advertising specific performances could be ordered for £10. Should we do this, especially for the comedy nights, and deliver to the local pubs? It was agreed for him to order these and a volunteer to distribute.

9. FOH

- HM asked how we are to know when incoming shows need a programme volunteer? MY responded that it was up to the show organiser but DG said they normally show up expecting us to provide one. It was agreed to put a paragraph in the contract that no programme volunteers will be provided.
- Coffee bar: coffee volunteers get very bored and disappointed with lack of sales at shows. HM asked Tuff if the coffee machine could go in the Bar, the volunteer being with other people, which he is happy to do but DG said it needs plumbing in and an immediate decision taken as plumbers working Tuesday. JW to look at sums for coffee sales.
- It was agreed to do a trial run with 2 volunteers at the coffee bar and serve ices from there too. A pipe to take the coffee machine to go in the Bar anyway, on the off chance it is moved in the future.
- An advertising board to be organised to direct customers to the coffee bar and ices.
- HM to trial a volunteer to do both programme and tickets.

10. Youth Theatre

- MY raised the honorarium issue for Lucy Driver on whether to pay her for the half 3rd term and wanting to know where the report is. Some differences on what was expected and when. BP, as chair, replied they were waiting to review The Fantastic Mr Fox, then assess whether the children's acting skills had improved. It was agreed to pay Lucy the £500 pro rata honorarium for the last term anyway. DG proposed, NG seconded.

11. AOB

- Members' website. CW said members had enquired as to when the Members Area would be up and running. DG said there is a lot to add but the Minutes are already there, so he will grant access to members and add more material when he has time to do so. About £600 was overpaid for the photocopier lease instead of circa £400 so BP asked if anyone knew of a friendly solicitor to help resolve the issue with the company.
- BP said we need to buy a touch screen monitor for about £150 as current one will be transferred to the new building. This was approved and JW to sort monies for BP.
- Card payments for the Bar issue was raised by GM. The purchase of a new till is delaying this. A second card machine is possibly needed for the Coffee Bar as well.
- If the Coffee Bar is to sell ice creams HM suggested using empty pots or obtaining dummy boxes for displaying the flavours.

The meeting closed at 8.45 pm

Next meeting: Monday, 6th April, at 7.30pm.