

<p style="text-align: center;">ILMINSTER ENTERTAINMENTS SOCIETY LIMITED MINUTES OF TRUSTEES' MEETING – 13 NOVEMBER 2023 at 7.30pm</p>	<p style="text-align: center;">Action</p>
<p>Present: Lucy Driver, Lucy Bunyan, Krissie Isaac, Malcolm Young, Guiseppina de Novelis Rodney Barge, Dave Goodall, Brian Perkins, Vern Dunkley.</p> <p>Apologies: Claire Curtis</p>	
<p>1. Minutes of meeting of 11 September 2023 were approved.</p>	
<p>2. Matters Arising:</p> <p>a. OB Update (MY)</p> <ul style="list-style-type: none"> • Still some gas & electric works to be finalised. • MY requires help to get the floors cleared in order to have them screed & building inspector in. • MY getting more quotes for carpentry works. • Kitchen shutters for fire regs to be fitted. • Go out to YT parents & members to see if we can get a painting & clearing party in. • Suggested date 25/11/23 as no YT on. <p>b. Utility contracts (CW)</p> <ul style="list-style-type: none"> • MY to look at water • LB to look at insurance • DG to look at gas & electric • Internet/Phone – DG thinks he's done this but will check. <p>c. Wardrobe hire fees (KI)</p> <ul style="list-style-type: none"> • No current process in place. • Agreed KI would draft process inc who cleans & we can review at next meeting. • Suggested free or discounted to members as a benefit <p>d. Pay increase for cleaner (LB)</p> <ul style="list-style-type: none"> • Completed. <p>e. Redistribution of jobs done by Charlie Carrington (RB)</p> <ul style="list-style-type: none"> • BP & RB have taken most roles between them. • RB agreed to take on H&S role. • RB agreed to look into boiler servicing & ensure this is kept upto date • Query re cleaning supplies ordering – LD will look into & organise. • LB suggested central list of who does what so requested everyone to email jestreasuryteam@gmail.com with their jobs & she will collate list. • Alcohol Licence – VD to take on. Tuff here until approx. Spring 24. • LD to ask husband if he would help with bar stocking going forward. <p>f. Keys (DG)</p> <ul style="list-style-type: none"> • Key audit required. • Communication to go out to all who have keys to update log & decide who actually needs keys. • Other options for key storage being looked into (eg key safes) <p>g. Chaperones training (CG)</p>	<p>MY</p> <p>LD</p> <p>MY LB DG</p> <p>KI</p> <p>RB LD LB LD</p> <p>??</p>

<ul style="list-style-type: none"> • Agreed for this to go ahead. • CG to be co-opted & added to mailing list. 	CW/ LB
3. Treasurer's report (LB) <ul style="list-style-type: none"> • As report came in late minimal time to digest, on first view all looks positive. • Suggest other Trustees digest & send any queries to LB. 	
4. Programme Committee (LD) <ul style="list-style-type: none"> • YT One Acts production date change to 16/17 May due to school production clash. • No other queries from minutes. • VD not receiving lists. MY to ensure distribution list is upto date. 	MY
5. Front of house & Volunteer Matters (GdN) <ul style="list-style-type: none"> • Panto rota going out shortly. • Bar area most difficult area to cover. 	
6. Fundraising (MY & LD) <ul style="list-style-type: none"> • Ukelele club, Ilminster Belles Concert & Choir all booked for IES fundraising. • MY suggested Jazz Concert & has been approached by potential sponsor. Cost is £250. All agreed to this. MY to look at dates. • Suggestion of an Open Mic night? a. Quiz night (GdN) <ul style="list-style-type: none"> • Suggested social night rather than quiz night on 01/12 as easier to organise as short notice. Agreed. • GdN to put together bulletin to be sent out ASAP. 	MY GdN
7. Publicity report (?) <ul style="list-style-type: none"> • Sent out via email post last meeting. • Query re Home Hardware selling tickets as still not set up. MY to visit him again & find out if now done. • Panto – Nicola has done window. • Query where the posters have gone? 	MY
8. Youth theatre update (LD) <ul style="list-style-type: none"> • No updates at this time. 	
9. AOB <p>Rodney</p> <ul style="list-style-type: none"> • 1st Aid boxes now updated. • Query who has current certificates? Will look into • LB agreed to do course if needed for chaperoning <p>Vern</p> <ul style="list-style-type: none"> • Query re planned usage for OB • LD confirmed various inc rehearsals, wardrobe, small/experimental shows, YT, social etc • Query re Rapunzel & who's show. • LD confirmed IES in collab with Theatre4All. They have a large following so bringing in fresh faces & new director. <p>Krissie</p> <ul style="list-style-type: none"> • Query re committees – LD confirmed programme, publicity & Trustees. <p>Brian</p> <ul style="list-style-type: none"> • Raised concerns re Cottage Flowers hire, no key to access, access to bar, 	RB

<p>flames on stage, Urn leaking.</p> <ul style="list-style-type: none">• VD agreed to price up new Urn.• General agreement needed to ensure more IES reps in for large groups to cover whole area (min 2)• Need to clarify our fire risk assessment for future events.	VD
<p>10. Date and time of next meeting – 11/12/2023 7.30pm The meeting closed at 9.15.</p>	