

## Ilminster Entertainments Society Ltd

**Minutes of Trustees Committee Meeting: Monday, 13 December, 2021**

	<i>Action</i>
<p><b>1. <u>Attendance 7.30pm</u></b></p> <p><b>Present:</b> Charlie Carrington, Chris Williamson, Jaqueline Wanstall, Brian Perkins, Lucy Driver Nicola Griggs</p> <p><b>Apologies:</b> Valda Darnell, Dave Goodall</p>	
<p><b>2. <u>Minutes of meeting of Monday, 16th November, 2021</u></b></p> <p>The Minutes were agreed, signed and CW will upload to Website over Xmas.</p> <p><b>Matters arising:</b></p> <p>a) CC reported no further leaks despite storms but will chase builder to see if he has been in to do repairs. Will get key back if he has been.</p> <p>b) BP said one dimmer pack repaired just need trips or poss new consumer units. New ones still on order. Gobos already ours.</p> <p>c) Waste bottle collection is sorted. The new container unit has taken all bottles from last two productions &amp; still space available. CC has reported collector wants £10 cash in hand for each collection and this needs to be accounted for. JW suggested keeping £100 from bar sales in January ready for this and ask him to collect on Wednesdays for payment. Cardboard and plastic bottle collection to be discussed with him later as well as. CW taking some of plastic tonight.</p> <p>d) Seaty and FOH: CC still to discuss with Tuff how bar stock control works. JW asked about deep cleaning coffee machine and who organises coffee stock as Peter no longer doing it. Possibly ask G to include in FOH duties or include in Sunday morning strike. CW advised there's a stock control aspect on new Card readers and will test it on bar stock in New Year.</p>	<p>CW</p> <p>CC</p> <p>CW</p> <p>CC</p> <p>CW</p>
<p><b>3. <u>Treasurer's Report (JW):</u></b></p> <p>CW had sent round reports. Also received £30.35 donation from Xmas tree. Lighting costs will go under Repairs and new large items will go into Fixed Assets. Next month CW will update all the production once all details are in. More monies moved into Savings Account. It was agreed for BP to buy new trips.</p> <p>JW has set BP up to do online banking, but will chase up card reader etc for him and will give him a lesson. Still working on CC's access.</p> <p>JW will do submissions for Charities Commission over Xmas period.</p>	<p>CW</p> <p>JW</p> <p>JW</p>

<p><b>4. Programme Committee Report (BP &amp; LD):</b>  PC are meeting on Wednesday to discuss One Acts. 2 are ready to go, the license has been removed for third one -“Chairs”. Also they will select person to head the committee.  NG raised advertising in the Window for the incoming shows - Around The World in 80 Days &amp; Jersey Boys - there is a banner for latter. LD to chase MY for more material.  BP raised question of our celebrating Queen’s Jubilee in June, such as open day, costumes etc. Will ask Committee on Wednesday.  CW said Scot would like a producer for his play.</p>	<p>LD  BP</p>
<p><b>6. Fundraising (LD):</b>  No Fundraising Committee at present and some parents would like to get involved with their ideas. CW has had a few people come forward to help with publicity, which may also help with fundraising. Will arrange meeting for January. MY still willing to help.  IES advertise in Free press, A4s, with banners and window but should recommence with What’s On and Radio. Budget could be found but need extra team. Also need Gaye’s list from MY to resurrect leaflet drop around town, pubs etc. CC suggested closer ties with Literary Festival and Arts Centre. Also need to find a photographer to assist.</p>	<p>CW</p>
<p><b>7. Theatre Defibrillator:</b>  MY’s email attachment stated that if we go ahead very soon cost will be £1100 but renewal date will come round quicker. It would be sited in alcove on Brewery Lane. Trustees agreed to go ahead and CC will contact Claire to order it.</p>	<p>CC</p>
<p><b>8. 100 Club(NG):</b>  Xmas Draw was held on stage on Saturday. Winners were Michael D Crook and Margaret Woollen, the latter will donate back her prize but would like to be a theatre guest at a future production. JW to withdraw funds anyway and put it back in as a donation. Thankyou to go in newsletter for her. CW to keep a note of donors for AGM.</p>	<p>NG  CW</p>
<p><b>9. Youth Theatre (LD):</b>  Has broken up for Xmas Holidays and Film Club was held. Play On is cast, both adults and children. Spy Fry is going ok and rehearsing, Rachel sorting out chaperones and licenses. First Book Club was successful.</p>	

<p><b>10. AOB:</b>  <b>BP</b> spoke to Tuff: they are potentially giving 6 months notice at end of December, so leaving in June, which is deadline for new Licensee. <b>CC</b> has tried to call MY's contact and will try again. Ideally Trustee would be a Licensee too, with possibly a Manager to run it and do stock control. Also can have three people on a license.  <b>NG</b> raised issue about lighting of the Window, especially in winter months. Rosa to advise who is paying for that and we will organise donation for cost.  <b>CW</b> has given wardrobe petty cash.  <b>JW</b> said PHS are up and running now and asked <b>BP</b> to advise if they don't show.  <b>JW</b> wants to set up date for a business meeting, so moving Trustees to 17th January for same night. <b>CW</b> to set up publicity meeting before this and <b>LD</b> to arrange one for parents for Fundraising. <b>JW</b> to ask <b>G</b> if she'd be willing to be co-opted. <b>CW</b> to resurrect events spreadsheet and send out.  <b>BP</b> asked if Cleaning Lady works on specific days - these vary depending on shows. She needs updated events list for 2022.  <b>CC</b> will send out a Newsletter in New Year, asking for pieces from us.  <b>LD</b> to do a bit on Book Club. <b>CW</b> said it may be a task for Publicity group eventually. <b>DG</b> looking into membership software so more than one person has access for sending emails. Discussed introducing social theatre group - leave to publicity team to organise.</p>	<p><b>CC</b>  <b>NG</b>  <b>BP</b>  <b>CW</b> <b>LD, JW,</b> <b>CW</b>  <b>JW</b>  <b>CW</b> <b>DG</b> <b>CC</b></p>
<p><b>Next Meeting: Monday, 17th January 2022</b></p>	
<p><b>The Meeting closed at: 8.55pm</b></p>	