

Ilminster Entertainments Society Ltd

Minutes of Trustees Committee Meeting: 14th December, 2020 at 7.30pm

	<i>Action</i>
<p>1. <u>Attendance</u> Meeting took place via Zoom video conferencing</p> <p>Present: Chris Williamson, Malcolm Young, Brian Perkins, Charlie Carrington, Jacqueline Wanstall, Heidi Morgan, Lyn Lockyer, Peter Schofield, & Nicola Griggs</p> <p>Apologies: Gaye Philips, Dave Goodall</p>	
<p>2. YT update & Trinity College Arts Award, Lucy Driver: LD explained the set up and benefits of this award for the Theatre and children, suggesting their website for further information but answering the Committee's queries. MY to forward the contract to Committee for reference and it was agreed that IES register to be an Award Centre.</p>	MY
<p>3. <u>Minutes of meeting on 9 November, 2020</u> The Minutes were agreed and signed.</p> <p>Matters arising:</p> <p>a. Guttering: MY reported the roof work is a disaster as LD reported bad leaks 10 days ago between the box office and staircase. MY has tried unsuccessfully to get hold of the contractor. JW asked if he belonged to a professional organisation that we could report him to. HM will use her personal contact to email him for a response. PS, CC and MY to go to theatre tomorrow at 10 am to check the roof.</p> <p>b. Bar. MY thanked LL for the costings. Lizzie had made some suggestions for the renovations but visiting was limited by distance and covid restrictions. LL suggested a local Interior Design student might like a project. JW stated the original budget was £5k, £4.5k spent so far and has allocated another £3k which can be reviewed if necessary. CW to look at lighting options over Xmas. PB thanked the committee for the remains of the bar stock.</p> <p>c. 100 Club: NG reported that we have £155 of first Standing Order monies, enough to fund the first draw. Two members being chased for their unsuccessful payments. CW to send out bulletin with 1st February date. MY thanked team for their work.</p>	HM, PS, CC, MY LL CW NG CW

<p>4. Treasurer's Report: November figures were sent out to committee; final accounts for last year are now filed with Companies House and The Charity Commission; insurance paid; electricity renewed. MY thanked JW for all her hard work. CW said LD had been paid for Autumn term but with reduced fee due to lockdown gap.</p>	
<p>5. Program Committee: A zoom meeting was held on Monday. A summer show may be held in June/July, in or outdoors, with a possible return to normal in the autumn. CW to ask Directors if anyone can go ahead with their plays. Somerset Federation of Drama still hoping to hold the One Acts Festival in early May.</p>	CW
<p>6. Documentation: CC advised our documentation system needs organising in all areas to cover ourselves and suggested a sub-committee to find what we need, what we have and what needs improvement. JW to provide her job description, as should other post holders. CW said the docs should go on the website. BP and PS offered to be on sub-committee. MY thanked CC for his work.</p>	JW
<p>7. Old Bakery Update: MY has submitted 3 grant applications, 2 unsuccessful, still awaiting third. Nothing else in pipeline so need to pull out all the stops next year. A £20k pledge expires in September but he will ask for an extension.</p>	MY
<p>8. AOB: CW asked if Minutes can be approved directly after issuing so they can be uploaded to web. Committee to email approval or not - if not they will be approved at next meeting.</p> <p>HM received a letter offering Credit Card for Warehouse. CW replied it could be due to our listing in Companies House.</p> <p>LL will leave Theatre Guild Year Book copies at Theatre.</p> <p>PB has removed fuse from the sensor light at rear door, so it will no longer light up.</p>	LL
<p>Next Meeting: January 11th, 2021</p>	
<p>The Meeting closed at: 8.50pm</p>	