

Iminster Entertainments Society Ltd

Minutes of Trustees Committee Meeting: Tuesday 12 November 2019

	<i>Action</i>
<p>1. <u>Attendance 7.30pm</u></p> <p>Present: Chris Williamson, Jacq Wanstall, Malcolm Young, George Montague, Gaye Philips, Heidi Morgan, Nicola Griggs, Rachel Hunt & Kate Murdoch (7.35pm onwards)</p> <p>Apologies: Dave Goodall, Brian Perkins & Charlie Carrington</p>	
<p>2. <u>Minutes of meeting 15 October 2019 and Matters arising</u></p> <p>Minutes agreed.</p> <ul style="list-style-type: none"> • Guttering tradesman has not responded to requests to come back and check work. As yet this work has not been properly invoiced or paid for. Alternative contractors being considered. • Bar revamp plans ongoing, still due for Dec/Jan dark period. 	
<p>3. <u>Treasurer's Report</u></p> <p>October statements circulated with Treasurers report. JW reported on positive feedback from the AGM on the reports produced and their clarity..</p> <p>Annual accounts and reports to be updated to Companies House and Charity Commission in the next few weeks.</p> <p>Insurance renewal is due in November, JW and Kayleigh Storey have had a meeting with insurance broker who is a YT father and reviewed and updated our details. He will provide quotes to compare with our present NFU supplier. Details of Trustee insurance and linking our fire alarm to the emergency services to be investigated.</p>	<p style="text-align: right;"><i>JW</i></p> <p style="text-align: right;"><i>JW</i></p>
<p>4. <u>Secretary's Report (inc. Membership)</u></p> <p>Nothing to report.</p>	
<p>5. <u>Old Bakery Development</u></p> <p>The second stage of work has commenced with the garden cleared, foundations dug and the new walls starting to go up. First of 3 stage payments has been made for this. MY in discussions with the builders as to what our remaining funds can afford to start as the next phase.</p> <p>In total over £284k has been raised since the start of the fundraising campaign with another £40k pledged plus a number of new grant applications are being processed. Fundraising is now going to concentrate on commerce and corporate supporters, a prospective letter to be circulated to trustees before going out to businesses around the area.</p>	<p style="text-align: right;"><i>MY</i></p> <p style="text-align: right;"><i>MY</i></p>
<p>6. <u>Programme Committee</u></p> <p>The sub-committee is to meet at the end of the month at which Under Milk Wood will be reviewed. Adjudication has just arrived and will be circulated.</p> <p>It was agreed that Opera Sulis was over-priced and this harmed audience numbers but enough came for the evening to have made a small profit.</p> <p>The Comedy Night was over half full and will also have made profit. Again this brought new audiences in to the theatre.</p> <p>A reading of the one act plays will take place on Tuesday 19 November at 7.30pm.</p>	<p style="text-align: right;"><i>CW</i></p>

<p>7. <u>Publicity Report</u></p> <p>HM to put Beauty and the Beast details in to the next Ilminster Press.</p> <p>The autumn What's On arrived in the theatre for 'Under Milk Wood'. The next one to be ready for the start of the New Year to go out.</p>	
<p>8. <u>Front of House Report</u></p> <p>HM is to update all the job guidelines and ensure laminated copies are available at the box office, coffee bar etc.</p>	<i>HM</i>
<p>9. <u>Youth Theatre</u></p> <p>Youth Theatre Review group have met and arranged observations of current YT. Work on incorporating existing YT constitution into main IES constitution needs to be done. This can then be ratified at the AGM in 2020.</p> <p>GM passed on a suggestion about whether the front doors could be used at the start and end of YT sessions. This was welcomed and the idea will be put to Lucy Driver.</p>	<i>MY</i>
<p>10. <u>AOB</u></p> <p>MY: Social evening on Thursday 21 November at 7.30pm will be a fundraising bingo night, suitable for all ages.</p> <p>MY: Need for a Stage Manager at all our incoming show and some Theatre hire events was repeated. This is not being planned at present. HM offered to email out about this at the same time as FOH requests but needs list of possible SM. CW to contact DG to produce this list.</p> <p>MY: Following some comments about the state of the front of the theatre can we ask for volunteers for a working party and then one or more to maintain and check. To be put in next newsletter.</p> <p>JW: EON are looking to install smart meter. All happy as long as it is latest generation that can be used by all energy suppliers.</p> <p>CW: No newsletter has yet gone out this autumn. CW to supply pieces on AGM, Phoebe Rees awards, Co-op fundraising and 'Beauty and the Beast'. Can other stories be forwarded to DG. DG will also need details of next year's events for the next What's On.</p> <p>CW: An email from Scott Waldie has been circulated to the trustees in which SW expresses that he believes that it has been suggested that theatre hire contracts were issued incorrectly during his tenure. All trustees agreed that no-one was aware of any such suggestions and nothing of this sort has ever been raised at any meeting. An email will be sent conveying this reassurance.</p> <p>Sadly we have been informed that Polly Bray, a very active former IES member, has passed away. Her funeral will be held on Thursday 21 November at Coombe St Nicholas Church.</p>	<p><i>HM & CW</i></p> <p><i>CW</i></p>
<p>11. <u>Next meeting</u></p> <p>Tuesday 03 December at 7.30pm.</p> <p>Meetings will revert to Mondays in the New Year, starting with Monday 13 Jan 2020.</p>	