

## Ilminster Entertainments Society Ltd

**Minutes of Trustees Committee Meeting: Monday, 15th August, 2022**

	<i>Action</i>
<p><b>1. Attendance:</b></p> <p><b>Present:</b> Charlie Carrington, Chris Williamson, Brian Perkins, Dave Goodall, Nicola Griggs.</p> <p><b>Apologies:</b> Jaqueline Wanstall, Guiseppina De Vallero, Lucy Driver</p>	
<p><b>2. Minutes of meeting of Monday, 12th July, 2022</b> The Minutes were agreed, signed and will be uploaded to Website.</p> <p><b>Matters arising:</b></p> <p>a) It was decided to stick with the original PHS arrangement of Wednesday midday delivery. They phone JW if they are running late. JW has transferred their account to IES.</p> <p>b) CC to check Bookers' stock and compare pricing for paper towels and toilet rolls so Viking Order could be transferred into one order with Bookers.</p> <p>c) Defibrillator sign: it was decided to add the basic instructions to the blackboard by the Box Office which can be referred to by anyone.</p> <p>d) Obituaries: it was agreed to acknowledge the deceased during the AGMs rather than inadvertently leave anyone out of the newsletters during the year.</p> <p>e) TFA were offered only one show date for July 2023, though it was considered a mistake not to offer them the December 2022 date. Harrimans continue to take Seaty bookings on a cash only basis, and DG has put this back on the website.</p> <p>f) CC emailed the Little Theatre Guild re helping with means testing for YT fees but they could only offer a couple of pointers. CC and LD to put something together, but it would still be reliant on LD picking up on signals and needs to be handled in strict confidence. It cannot be advertised.</p>	<p style="text-align: right;">CC/CW</p> <p style="text-align: right;">CC/LD</p>

<p><b>3. <u>Treasurer's Report (JW):</u></b>  CW apologised for late email of Financials. He will put in a stock account this year and will liaise with accountant to see if it's worth doing.  CW also working on the small discrepancy in Old Bakery funds raised and the YT summer school fees that MY included.  We may lose the £20k Garfield grant as we haven't been able to get manpower in to do the work to qualify for it, despite having the money available. CW to ask MY what the actual amount to be raised is. An extension to the grant was already granted  YT money is coming in for next term but CW will liaise with LD on 3 outstanding students' fees.  For the AGM reports CW will shrink the detail on each aspect but answer any detailed questions as necessary.  We still need to identify a person to be Honorary Treasurer.  The Charities Commission will be setting up a new portal for Trustees to check their personal details held online.  CW moved all OB expenses into additions/renovations on the balance sheet.</p>	<p>CW  CW  CW  CW/LD  CW</p>
<p><b>4. <u>Programme Committee Report (LD):</u></b>  CC reported that Last Tango is cast and Duets are underway and a reading for Xmas production of Aladdin will be on 30th August. 8-10th September is Duets. Posters for Duets and Ukelele Band are ready to go out and Last Tango's will be ready for Monday. CC to advise MY.  There will be a Directors meeting on 14th September - they are looking for proposals for 2023 program.</p>	<p>CC</p>
<p><b>6. <u>Front of House:</u></b>  G not here to this week comment.</p>	
<p><b>7. <u>Fundraising Meeting (LD):</u></b>  The next meeting is 22nd September. DG had not received any dates for the website diary in time. CC will forward the email to everyone.</p>	<p>CC</p>
<p><b>8. <u>Publicity/Newsletter:</u></b>  Claire Curtis is taking on Publicity. BP needs publicity for lighting thing, he has written up a note for the newsletter, which should go out in next couple of weeks to include upcoming event dates. These and AGM date to also go in the local press. CW will send a circular email bulletin to encourage membership. DG to check deadline for next Ilminster free press. A slimline newsletter to go out with pertinent dates.  Discussion on cost of license for showing films through Cinema and YT clubs.</p>	<p>CW  DG</p>
<p><b>9. <u>100 Club Draw:</u></b>  Sally Carrington and Patrick Knox are the two August winners. NG to advise them. CW to organise payment.</p>	<p>NG/CW</p>

<p><b>10. AOB:</b></p> <p>1. CC advised that Knights Electrical are due to make contact to look at the board for the Dimmer Packs.</p> <p>2. CC queried if the 100 Club could feature on the website's front page. DG to put a banner with a link in a visible place. T&amp;Cs and forms need updating. NG to put poster on board in foyer.</p> <p>3. Honorary membership for Rosa Dyer: after discussion it was agreed that the team would discreetly canvas for names, decide on criteria to be produced at the AGM. To be discussed at next meeting in September.</p> <p>4. CC is meeting with Literary Fest and Art Centre on joint publicity.</p> <p>5. DG is concerned the next two plays are very short and a solution would be to have a short one Act to bolster the value of The Last Tango without additional stage setting. CC to go back to MY as director.</p> <p>6. BP suggested adding our 75th anniversary on the posters and online advertising. DG to add on posters from October.</p> <p>7. CW discussed the need to clean out the glass washer and sides regularly as there is a build up of hard water stains. Need to check approved solutions for Food Hygiene/Health and Safety regulations. Vinegar mix also suggested.</p> <p>8. CW mentioned drop down menu on web for individuals to make changes to membership status. Discussion on Gift Aid tick box for couple memberships.</p>	<p>DG/CW NG</p> <p>ALL</p> <p>CC DG</p> <p>CC</p> <p>DG</p> <p>CW</p>
<p><b>Next Meeting:</b> Monday, 12th September.</p>	
<p><b>The Meeting closed at:</b> 9.10 pm</p>	