

<p style="text-align: center;">ILMINSTER ENTERTAINMENTS SOCIETY LIMITED MINUTES OF TRUSTEES' MEETING – 11 DECEMBER 2023 at 7.30pm</p>	<p style="text-align: center;">Action</p>
<p>Present: Claire Curtis, Lucy Driver, Krissie Isaac, Lucy Bunyan, Catherine Grice, Malcolm Young, Brian Perkins, Dave Goodall, Vernon Dunkley, Rodney Barge</p> <p>Apologies: Giuseppina de Novellis</p>	
<p>1. Review of minutes from November meeting Minutes were approved by the committee.</p>	
<p>2. Matters Arising:</p> <p>a. Last minute cancellation process</p> <p>In light of the confusion over surrounding the cancellation of the opening night of <i>Jack and the Beanstalk</i> Lucy asked it would be possible to develop a more definite policy for the future. It was proposed that in the event of a cancellation or audience members not being able to attend safely that we offer a voucher for an alternative night.</p> <p>Krissie shared a cancellation policy from her work which Lucy agreed to look at and adapt for approval at the next meeting.</p> <p>It was agreed to include making sure someone would put a notice on the door if we must cancel at the last minute. It was agreed that the conditions by which we will cancel would be, primarily, if there is a risk to audience and/or cast safety.</p> <p>b. Policies – it was agreed that we should put all our policies onto the website to make them more accessible for people taking on new roles. The question was also raised about whether to keep the minutes on the website if they were not up to date. Dave agreed to action this.</p> <p>c. Raffle prizes – LY raised the question in response to being asked for donations from other charities. It was suggested that we could offer 2 tickets for the opening night of each IES production. It was suggested that this could be used as a publicity incentive. LD asked Brian and/or Vern to take to the next Publicity Committee for review.</p> <p>d. Security system- insurance company were happy with the locksmith's suggestion, so committee agreed to go ahead. LD will contact locksmith, Jon Crocker and ask him to go ahead. A close eye will be kept on how keys are distributed (currently 30 sets out, so new keys will bring everything back in control). An annual audit of keys was also suggested.</p>	<p>LD</p> <p>All</p> <p>Dave</p> <p>Brian/Vern</p> <p>Lucy D</p>
<p>3. Treasurer's report (LB)- MY asked if he could find out how much was raised from charity events to be able to thank them. LB to take action to check with Chris if we could have this information earlier.</p> <p>Lucy B is looking at simplifying the report for the purpose of the committee.</p> <p>LD asked if an expenses form be useful? Apparently, Chris sent a form through, however LB suggested there's a budget for each show. LD- suggested that the Programme Committee should look into developing a Director's pack to include</p>	<p>Lucy B</p> <p>Lucy B</p> <p>LD</p>

<p>a maximum budget for each production and who they need to go to in order to check that they are not buying items that we already have.</p> <p>LB to check with Chris how the set is budgeted against accounts (i.e. building materials). Dave to also check what he asked Chris to d</p>	Lucy B
<p>4. Programme Committee (LD)</p> <p>Next meeting in January. Panto going well with really good feedback. Audition notice up for <i>Murder in Play</i>. <i>Frankenstein</i> in January (Rain or Shine Company). Jazz night confirmed for Saturday 18th May (Grey Dogs).</p>	
<p>5. Front of house & Volunteer Matters (GdN)</p> <p>New volunteers for the panto so everything okay- emailed update in absence</p> <p>LD checked with Chris whether we should resume purchasing cleaning supplies from Viking but he said as there was not much difference in price, we could continue getting them from Booker. It was agreed that this made sense because the cleaner could restock as necessary.</p>	
<p>6. Fundraising (MY & LD)</p> <p>Ukelele concert make over £1000 and upcoming Jazz Night and Community Choir Concert are in aid of Studio Development as well.</p> <p>Pat the Cow to be drawn on the last evening of the pantomime.</p>	GdN
<p>7. Publicity report (?)</p> <p>Maddie sent around minutes of the last meeting in November. Vernon agreed to update at next committee meeting.</p>	Vern
<p>8. Youth theatre update (LD)</p> <p>All groups are full and there is a small waiting list. They have broken up for Christmas.</p>	
<p>9. AOB</p> <p>Vernon- asked if we could we have a policy about discounting tickets because the question had been raised for the pantomime opening night. We currently have a group discount (10 or more and you get a discount). Would publicity committee be willing to promote the discount to schools/ old people's homes etc. We should advertise more widely that we offer this discount. Vern agreed to action this and raise it at the next Publicity Committee meeting.</p> <p>Brian- 01/11 minutes went out for publicity meeting. Rachel and Maddie need thanking for their work on the pantomime. This is in hand.</p> <p>Malcolm- utility contracts- Switchover to take place 18th Dec. Does anyone know where the water meter is? Dave suggests it's at the front of the main building to the left of the door. Dave- down to the last 2 re electricity and Charlie has sorted the gas. Asked how it's going with Home and Hardware- Dave has set it all up. Krissie agreed to go in and ask to buy a ticket.</p> <p>Cleanup went well. LD suggested we repeat it with the green room upstairs which really needs a good clean and a sort out. We will try and sort volunteers for January. The</p>	<p>Vern</p> <p>LD</p> <p>Krissie</p> <p>LD</p>

<p>Committee agreed that we get a quote to paint the Old Bakery and the bar. The question of the leaking roof was raised and it was suggested that it may still not have been fixed? LD taking the action to find out from Charlie what had happened regarding the quote and whether work had been done but not finished.</p> <p>Lucy B- audio and lighting cover is £33k- are we happy that is sufficient at this moment? Yes</p> <p>Rodney located the Health and Safety policy on the P drive- last reviewed in 2017. Rodney will review existing H&S policy and update where necessary.</p> <p>Fire alarm much be fixed within 12 hours of going down...if not fixed within in that time, Lucy B/ Chris W must be notified and they will contact the insurance company to make sure our insurance is not invalidated.</p> <p>Krissie- raised a question about the quality of the speakers in the dressing rooms as they have not been operating well during the pantomime. Dave has arranged someone to have a look at them. It was thought that they might need replacing.</p> <p>Claire- if raising matters for the Agenda, please should you send them through by 1st of each month titled 'Agenda item'.</p>	<p>All</p>
<p>10. Date and time of next meeting</p> <p>08th January 2024 at 7.30</p> <p>Meeting close at 20.43</p>	