

<p style="text-align: center;">ILMINSTER ENTERTAINMENTS SOCIETY LIMITED MINUTES OF TRUSTEES' MEETING – 08 JANUARY 2024 at 7.30pm</p>	<p style="text-align: center;">Action</p>
<p>Present: Claire Curtis, Lucy Driver, Lucy Bunyan, Catherine Grice, Malcolm Young, Brian Perkins, Dave Goodall, Vernon Dunkley, Rodney Barge, Giuseppina de Novellis</p> <p>Apologies: Krissie Isaac</p>	
<p>1. Review of minutes from November meeting Minutes were approved by the committee.</p>	
<p>2. Matters Arising:</p> <p>Roof- Lucy D has looked into what has happened about the roof and suggested it may be best to start from scratch and gain new quotes, which was agreed. Malcolm explained that some work will need to be done on the Old Bakery roof too as there is a significant leak. Malcolm offered to get some quotes on the work that's required in both the Old Bakery and main theatre building.</p> <p>Misc- Lucy D will bring along cancellation policy draft for the next meeting for the committee to review</p>	<p style="text-align: center;">LD</p>
<p>3. Treasurer's report (LB)-</p> <p>Lucy B summarised the shared report by commenting that position is strong with £41k in Old Bakery and £31k in main fund. The recent pantomime achieved the best-ever tickets sales with 85% tickets sold, and generated income of £11k. Last 3 shows have performed well. Chris has sent around figures via email. No questions were asked</p>	<p style="text-align: center;">Lucy B</p>
<p>4. Programme Committee (LD)-</p> <p>Lucy explained that there is a Directors meeting on 10th and next meeting on 15th so no update from last meeting. It was mentioned that we have Frankenstein coming up and Malcolm explained that unfortunately the Grey Dogs have cancelled due to band member illness.</p> <p>Malcolm also informed the committee that a query re hiring the theatre on 03/08/24 straight hire at cost of £400. We are awaiting return of contract for this production in order to formalise the booking.</p>	<p style="text-align: center;">LD</p>
<p>5. Front of house & Volunteer Matters (GdN)-</p> <p>G updated the committee that emails have been sent for January and February productions and she already getting volunteers for FoH duties, so she so confident we will be fully staffed.</p>	<p style="text-align: center;">GdN</p>
<p>6. Fundraising (MY & LD)-</p>	<p style="text-align: center;">MY & LD</p>

<p>Malcolm pointed out that Pat the Cow made £85 and that he would wrote to thank Hannah from Youth Theatre and her family for organising it. There was a discussion about the fact that there are no further plans currently, however we will need to work fundraising for a stage relay speaker and LED lighting. The consensus was that it makes sense to delay the purchase of these items until everything is moved around with the opening of The Old Bakery.</p>	
<p>7. Publicity report (VD)-</p> <p>Vern explained to the committee that there had been no meeting since November (09/01/24), however the new 'What's On' publication is now out. The committee agreed that this was a great initiative and extended their thanks to the Publicity committee. Lucy D suggested that it might be worthwhile finding volunteers to proof read the publication before printing, and made a polite request that future publications includes a mention of the Youth Theatre, which was supported by the Committee.</p> <p>A question was raised about what had happened re the panto Banners and whether we have the window space on the High Street booked for the shows programmed for the rest of the year. Vern to check with Nicola re whether she has booked the window for the productions in 2024.</p>	VD
<p>8. Youth theatre update (LD)-</p> <p>Lucy explained that the Youth Theatre has not started back yet, however missing one member of cast for The Match Girls. Lucy asked the committee to consider if they knew anyone who could take the role (ideally Year 10).</p>	LD
<p>9. AOB</p> <p>Catherine- updated the committee that all safeguarding is sorted for the Rapunzel production, bar securing chaperones for a couple of sessions.</p> <p>Lucy D- told the committee that we have an offer from someone who will paint the bar in half term, if we provide the paint. The committee agreed that it would be sensible to investigate the leak. It was agreed that Lucy will engage a plumber to have a look at sorting the leak and will update at the next committee meeting.</p> <p>Also, a small team of helpers cleared the green room sufficiently that the cleaner can get in and give it a good clean. The volunteers had said that they were keen to help again. The committee were grateful for the volunteers' efforts.</p> <p>Malcolm- let the committee know that there's still an old fridge and some other bits (chairs and insulation board) that need to be taken to the tip.</p> <p>In terms of an update about the Old Bakery project, carpenters are moving in a week today and estimate to take 2 weeks. Following this will be screening the floor. We are awaiting a quote on the front doors. These need opening both inwards and outwards, however cars parked there could impede the door opening. Still working with the parking team to find a</p>	LD

<p>solution. We are waiting for a 3rd quote on the 3 toilets. The roof needs fixing before it can be painted.</p> <p>Vern- proposed a discounting mode in-order to increase audience numbers. The committee supported the idea to open early sales for members for the 2 weeks before general release at a slightly increased price. It also adds to a benefit to being a member. Dave has taken the actions to have a look at how we could make this work through Seaty. The committee also agreed to the buy 5 and get 1 free for opening night, starting with Claire’s play. Early bird discount agreed to be set at £9.50 for adults.</p> <p>Dave- no other business</p> <p>Brian- been approached by The Swan to talk about acquiring LED lighting. Brian will let us know and keep us updated as discussions evolved.</p> <p>Rodney- front door was found unlocked so we need to very careful about this. The H&S policies have now been found and are in the process of being updated. We will also need to be looking at completing risk assessments.</p> <p>Claire- is there a chance we could have a ‘suitable for age x+’ message on adverts for performance please to help customers understand whether a play might be suitable for taking a child to? Claire took action to draft some criteria and wording for this/</p> <p>Lucy B- can we have the invoice for the urn please. Dave has sorted the gas and electricity- can Chris have information from an accounts perspective.</p>	<p>DG</p> <p>VD</p> <p>CC</p>
<p>10. Date and time of next meeting</p> <p>12th February 2024 at 7.30</p> <p>Meeting close at 20.40</p>	