

Minutes of Shinfield Players AGM - 8th September 2022

Meeting opened by the chairman at: 19.34pm

Apologies:

Jane Minchin, Laura-Anne Putterford, Debbie Wheeler, Graham Smith, Brian Nixey, Lorraine Willis, Sian Roberts, Dilys Corlett, James Denny, Henry Hawes, Pete Ashton, Annette Chishick

Minutes of the 2021 AGM

Signed as a true record

Matters arising from the minutes

Nil

Chairman's report

Mr President, Trustees, honorary members, members & guests. Welcome to the Shinfield Players Theatre annual general meeting for 2022.

This season has been one of two halves. The first, starting last September when the restrictions from COVID became easier, finally allowed us to start rehearsing and performing again. Despite some constraints in place, we managed to rehearse and then finally produce the musical MusicBox. A mixture of songs which was directed by Jane Minchin and Martin Butler. The show successfully introduced new members and created a buzz about the place: finally having a show after 18 months!

This was soon followed by the play, No Naughty Bits, directed by Matt Chishick and again welcoming new members.

In December we managed to perform the youth group review show and a Christmas concert (again directed by Martin and Jane).

Back in the flow of producing shows we then moved into the new year with the pantomime "Snow White and the four Swedish pop stars", directed by Sharon and musically directed by Patrick Naylor. What an absolute blast it was too, receiving very favourable comments from NODA and audience members alike.

We were looking forward to another play, Last Tango in Whitby, when storm Eunice struck.

I can honestly say I have never felt so low as on that Saturday morning, coming in our lovely theatre and seeing in the dark, with rain leaking through, with members running around with buckets. The only bright note was to see so many members making the effort to come along to help where they could.

But look at the theatre now. What a transformation. A lot of thanks go to all those who made this possible. Yes, we had contractors in to help, but a lot of hard graft has been undertaken by a few people. I know if I read out a list, I will miss someone, but you know who you are, and we, the membership, owe you a huge thank you for your time & commitment.

During our enforced layout we did manage to produce two youth group shows, one off site in Woodley at the Oakwood centre and one here in a reduced setting.

It also allowed us to complete the work on our foyer toilets. A massive shout out to Graham, Carol, Kriss, Di, Nat and others for the efforts with some of the best theatre facilities in the area.

It is not an AGM without an update on the lease situation. I am pleased to report that we have finally signed the documentation for a 120 year lease BUT I am sorry to say that we are waiting for an issue to be resolved where the Met Office's lawyer has identified the title and are now waiting for the MOD to confirm their agreement. Reading from the latest email from our solicitor:

- *"None of this affects Met Office's ability to grant the lease - the theatre definitely sits in Met Office's ownership. However, it does affect the definition of the landlord's estate in the lease, to which some rights and reservations adhere. It is, therefore, likely that we will need to amend the plan/definition of the landlord's estate in the lease but we can only do this once the extent of Met Office's/MOD's ownership has been resolved fully"*

I would like to end my report with some thank yous.

Firstly, to Martin, Stephen, & Cate who are unfortunately stepping down from the committee. Martin had invigorated our publicity since his time here, extending our presence of our shows and our theatre, He also come up with innovative ideas for much needed fund raising. All of this and he directed and performed in shows. Many thanks for all of your efforts Martin, they are appreciated, and your knowledge and contacts will be missed.

Steve Townsend offered valuable insight to backstage workings as well as his professional knowledge and skills to the committee. Thank you for all your help, Steve.

And finally thank you to Cate Naylor, who not only assisted me for many years with the youth group but also sat on the committee for six and the last few as secretary. Many thanks for those excellent minutes!

I would personally like to thank all of the trustees for their help and commitment over the last year and making my role so easy.

In what has been another difficult year, I would like to extend my thanks to all of our directors, backstage, front of house and cast. Especially to those involved with *Beauty Queen of Leanne* and *Our House*, who have had their shows constantly changed owing to first COVID and then the storm damage.

Gordon Bird SPT Chairman

In Memoriam

Sadly, we have heard today that our Queen, Queen Elizabeth II passed away. To show our respect, we held a two minute silence.

Treasurer's report

See treasurer's report.

Examiner for the accounts – Mr Ivor Rowell, proposed by Sue Gowen and seconded by Graham Vockins.

Our chairman proposed a huge thanks to Sue for her campaign to get the money from the insurance company which was no easy task.

Acceptance of the accounts was proposed by Jon Chishick and seconded by Derek Lockwood.

Election of Secretary and Trustees/ Committee members

- Three vacancies for Trustees
- Vacancy for Officer role of Secretary

Trustee nominations

Graeme Rhodes: nominated by Matt Chishick, seconded by Carol Vockins

Ellen Hunter: nominated by Gordon Bird, seconded by Karen Bird

Johanna Oldach: nominated by Gordon Bird, seconded by Lauren Boys

Mark Read: nominated by Rachel Lockwood, seconded by Lara Savory

Voting took place with each member voting for up to three people. The votes were counted and verified, and the following were elected onto committee – Graeme Rhodes, Mark Read and Ellen Hunter.

Secretary nominations

Rachel Lockwood was nominated by Cate Naylor, seconded by Lara Savory. As there was only one nomination, Rachel was duly elected.

Our chairman announced a proposal to make three new Life Members: Di Capel for her work backstage – proposed by Lara Savory and seconded by Sam Turner.

Cate Naylor for serving 12 years as a youth group leader, as well as 6 years on the committee, three as secretary – proposed by Karen Bird and seconded by Maggie Smith.

Patrick Naylor for serving 12 years as a youth group leader as well as Being Musical Director for many shows – proposed by Karen Bird and seconded by Maggie Smith.

Re-appointment of President

Henry Hawes is happy to remain as president for another year – proposed by Matt Chishick and seconded by Jon Chishick.

Patron

Our chairman recommended that we retain Jodie Prenger as our Patron - Proposed by Graham Vockins and Seconded by Maggie Smith.

Area Reports - any questions?

Area Reports were sent out prior to the AGM. There were no questions submitted to the secretary and none at the AGM.

Any Other Business

- 1) Jon Chishick asked if we had decided on the Charity of the year? Nominations for a charity to be sent to the secretary and a decision will be made at the next committee meeting.
- 2) Derek Lockwood asked if we had a list of life members. Action: Secretary to ask Jane Minchin our membership secretary to send a list for the website and to place a copy of the list on the members noticeboard.
- 3) Carol Vockins reminded members that volunteers for Front of House are needed for Our House which is our next show and also for the season going forward.
- 4) We were reminded that a call for volunteers for lighting and sound had gone out on the website and Facebook. Phil Gowen gave a demonstration of what we can now do since upgrading the system.

Meeting closed at: 20.10pm

SHINFIELD PLAYERS THEATRE
INCOME AND EXPENDITURE ACCOUNT
YEAR TO 31st JULY 2022

INCOME	2021/22	2020/21
	£	£
Profit on Shows	10,652.78	1,891.68
Bar Profits	2,103.46	293.99
Front of House	(309.75)	(307.33)
Membership subscriptions	4,140.00	3,360.00
Fund raising	9,200.28	823.00
Theatre Hire	460.00	858.76
Donations	323.00	212.63
Interest	5.17	124.92
Wardrobe and Prop Hire	160.00	50.00
Gift Aid Recoveries	0.00	0.00
Charity receipts	321.12	7.41
	<u>27,056.07</u>	<u>7,315.05</u>

EXPENDITURE

Publicity and advertising	743.80	512.40
Building maintenance	4,710.81	2,853.30
Stage and Lighting	5,439.72	199.72
Sound	2,710.36	0.00
Electricity	4,298.84	3,608.52
Waste collection	2,428.13	1,744.95
Rates and water charges	(199.83)	609.11
Insurances	3,509.35	3,494.24
Licences	180.00	180.00
NODA subscription and expenses	0.00	137.00
Youth Group expenses	735.63	31.58
Stationery and postage	38.89	0.00
Ink	73.94	0.00
Software	19.28	0.00
Telephone and communications	902.01	1,157.93
Cleaning/Consumables	234.75	134.49
Furniture and equipment	0.00	536.08
Donations and Flowers	0.00	564.77
Costume and Props Stock	367.98	60.00
Worldpay Fees	88.66	19.14
Grand Draw	0.00	0.00
Sundry	<u>511.18</u>	<u>232.62</u>
	<u>26,793.50</u>	<u>16,075.85</u>
SURPLUS (DEFICIT) BEFORE SPECIAL ITEMS	262.57	(8,760.79)

Special items

Toilet Grant	0.00	20,000.00
Toilet Refurbishment	44,669.47	2,980.00
Insurance Payment for Roof	46,981.14	
Roof replacement (insurance claim completed)	43,916.14	0.00
Roof refurbishment	3,803.73	0.00
Auditorium refurbishment	89.70	2,550.18
Legal Fees for lease	<u>1,380.00</u>	<u>0.00</u>
	<u>93,859.04</u>	<u>5,530.18</u>

SURPLUS (DEFICIT) for the year

	(46,615.33)	5,709.03
General Fund B/F 1st August	5,401.86	6,257.62
Transfer from (to) Building Fund	47,500.00	(6,970.00)
Transfer from (to) Charity Fund	(328.53)	405.21
	<u>5,958.00</u>	<u>5,401.86</u>

SHINFIELD PLAYERS THEATRE

BALANCE SHEET AT 31st JULY 2022

ASSETS	2022	2021
Cash at Bank-Current Account	3,355.49	1,473.30
Cash at Bank-Deposit Account	32,500.00	82,500.00
		bar 1
Bar Float	242.50	336.50
Bar Stock	737.55	645.06
Front of House Float	50.00	50.00
Box Office Float	60.00	60.00
Debtors	0.00	0.00
Payments made for next season	2,420.15	2,744.28
Insurance prepayment	2,323.45	2,177.37
Accrued Interest	0.00	0.00
Filmbank Deposit	150.00	150.00
LIABILITIES		
Creditors	-1,082.60	(2,764.65)
	<u>40,756.53</u>	<u>87,371.86</u>
REPRESENTED BY		
General Fund	5,958.00	5,401.86
Charity Fund	328.53	0.00
Building Fund	34,470.00	81,970.00
	<u>40,756.53</u>	<u>87,371.86</u>
	(0.00)	(0.00)

SHOW INCOME and EXPENSE 2021/22

[illegible]

SHINFIELD PLAYERS THEATRE
BAR ACCOUNT

	07/31/2022		07/31/2021	
Bar receipts		4,238.87		245.90
Closing Cash in Hand 31/7/22	242.50		336.50	
Opening Cash in Hand 01/08/21	336.50		310.00	
		-94.00		26.50
Bar Creditors 31/07/22	217.60		151.65	
Bar Creditors 01/08/21	151.65		211.63	
		-65.95		59.98
		4,078.92		332.38
Bar Purchases		2,067.95		-312.79
Opening Stock 01/08/21	645.06		996.24	
Closing Stock 31/07/22	737.55		645.06	
		-92.49		351.18
		1,975.46		38.39
BAR PROFIT		2,103.46		293.99

Roof Repair and Storm Damage - March 2022

		Invoice	Insurance paid
WJS	roof repair (less additional items required)	29,000.00	28,750.00
travis perkins	roof tarps	242.78	242.78
B&Q	roof protection	101.21	101.21
hadley	skip for roof	240.00	240.00
entric services	electrical nspection (roof repair)	1,694.78	1,694.78
shinfield parish	hire costs for junior youth group and quiz evening (£125 for quiz & YG - 9th Mar	235.00	235.00
park united reformed church	senior youth group rehearsal space (25th Feb - 6th Mar)	146.25	146.25
park united reformed church	senior youth group and our house rehearsal space (April) (part of £318 below)	75.75	75.75
		31,735.77	31,485.77 paid 4th April 22
			250.00

Additional Costs (still to be paid by insurance)

WJS	additional roof repairs (to be claimed)	200.00	paid
shinfield parish	our house hire costs (9th Mar - 13th Apr)	287.50	paid
shinfield parish	beauty queen hire costs (22nd Mar - 14th Apr) (twice a week 7.30-10pm)	220.00	paid
shinfield parish	beauty queen, our house and junior youth hire costs (rest of April)	239.50	paid
park united reformed church	senior youth group and our house rehearsal space (April) (£318)	242.25	paid
Speedy hire	dehumidifier hire	1,899.12	paid
woodley council	hire of oakwood centre for SNF YG show	1,096.00	paid
		4,184.37	paid 15th July 22

Meadee Flooring

auditorium carpet	6,396.00	
manpower to remove and replace seats	1,600.00	
	7,996.00	paid 5th Aug 22

Lost Profit

calculation approved and payment received	3,315.00	paid 5th Aug 22
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Section A

Independent Examiner's Report

Report to the trustees

SHINFIELD PLAYERS THEATRE

On accounts for the year
ended

31ST July 2022

Charity no
(if any)

1154841

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2022

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

17/04/2023

Name:

J. P. H. CHISHICK

Relevant professional
qualification(s) or body
(if any):

MA, FCA

Address:

Conyers Green, Tidmarsh, Reading. RG8 8ES