

St Faith's Players

Minutes of the 47th Annual General Meeting held at St Faith's Church Hall

Sunday 04 February 2025 @ 2.00 p.m.

Present: Members: Penny Vincent (Chair) Maggie Lewis (Mins), Megan Trowell, Steve Davies, Jacqui Prout, Anthony Flynn, Margaret Lydamore, Louise Chastney

Kirilee Harvey, Angie Farmer, Janet McNamara, Betty Collins, Anita Davies, Ali Griffiths, Sue Bremner, Kevin Whitten, Caroline Jones, Roger Williams, Sam Crosby, Jennie Shaw

In attendance: Alan Ward, Anne Redman, Dave Fairweather, Henry Vincent, John Rankmore

Apologies for Absence; Helen Dickinson for Molly and Aimee Dickinson, Jeff and Marie Skull, William Shaw, Isobel Simonds

1. The Chair welcomed everyone to the meeting.
2. The Minutes of the meeting held on 28 January 2024 were agreed and signed by the Chair.
3. There were no matters arising.
4. Chair's Report: Penny reported as follows:

Hello and welcome to this year's AGM – our 47th year! Only three to go until we are celebrating 50 years - a fantastic achievement! So once again we've had a great year which started with auditions and rehearsals starting for The Titfield Thunderbolt, as play based on a popular Ealing comedy film of the same name. We were very pleased that the auditions attracted several new members as well as our more established ones, and a very jolly time was had by all at rehearsals and Anthony has to be commended for taking on his first directorial position. Excitingly we were planning to perform in the church and an ambitious plan was hatched with the marvellous John McDonnell to build a set within the church building, along with a bar area to look like a train station. I am still amazed by how the whole thing came together and what a brilliant show it was. The actors really pulled together and impressed with their performances and so many people gave their time and expertise to make it what it was – the sound crew and the lighting were amazing as usual (and we thank Kingston College for their very kind loan of the lights) and the props, scenery, costumes and make up were second to none. The audiences absolutely loved it and really appreciated the atmospheric sets and the wonderful train! However, we cannot move on without saying once again about how grateful we are to John's unbelievably generous support, both financial (for both productions) and in transport and set building expertise – we definitely could not have pulled it off without him -so thank you John!!

In April we were rocked by the announcement of the sudden closure of the Watermans and the prospect of having nowhere to perform our panto. On the strength of the success of Titfield, we asked if we could use the church again and moved great guns towards planning how we were going to pull off another blinder, with John's help of course, but the church changed its mind and the race was on to find somewhere else. This proved to be terribly difficult and I realised that despite complaining about the Watermans for many years, it had actually been a good venue for us and we faced the prospect of not being able to find anywhere as suitable. Anyway, after many hours of trawling around, made more complicated by the fact that many places were shut for

the summer, Megan managed to strike up a deal with Brentford School for Girls, so we at least knew the panto could go ahead. Phew! Anyway rehearsals started up in September on Sunday afternoons at St Faith's hall and moved to a new night in the week – Thursdays – because we are now able to use the scout hut that night at a very favourable rate. Thank you Helen for sorting that out for us! Brentford School for Girls turned out to have a lot of plusses, particularly because it was very centrally located in Brentford, easy to access and with lots of parking. The stage was a good size and there was plenty of space to get changed. However, the logistics of setting up the technical equipment proved to be very difficult and time consuming and we've pretty much decided not to do the panto there again because the hall just isn't suitable for our requirements. Thank you to everyone who put such a supreme effort into making the venue work for our requirements – we definitely could not have done it without you. Thank you also to Megan who did a brilliant job of producing the show, and Alan for directing again. A great success, despite the difficulties.

We haven't just been involved with putting on productions either. We've had a successful quiz night and Louise organised carol singing at the Christmas market as well as various pub social events which were enjoyed by everyone who came and I look forward to future events. We are planning to do The 39 Steps for the spring production – dates on the 15th – 17th May and a picnic at Osterley Park on 22nd June. We will be auditioning for people to take part in a murder mystery evening/summer party to celebrate VE Day on 12 July and there'll be a quiz night on the 13th September, which we're hoping will get the autumn term off to a good start. We are currently looking at Isleworth and Syon School as a potential performance venue, but will people know when we have firmed up the details.

I'm stepping down again as Chair and am very pleased and excited that Jacqui has stepped up to volunteer to replace me. I'm sure she's going to bring something new and great to the role, so thank you very much. I also want to thank the Executive team for all the hard work they've put in to making St Faith's Players the great group it is. I particularly want to thank Megan for her absolutely sterling effort as Treasurer – she has been absolutely brilliant and we thank her a million percent for all she has brought to the role. We thank Louise for standing as the new Treasurer and know she's be great! Thank you to everyone who gives of their time and talents so generously – everyone's contribution is always valued and appreciated – and I look forward, slightly more on the sidelines, to another great year ahead.

5. Membership Review: Margaret reported as follows:

As of now, we have 46 Members on record, including our 8 Honorary Life Members. Of this number, 8-12 are what might be called 'sleeping members', ie they continue to pay their sub and support the group, but do not take any active part, except perhaps to come to performances. So our reasonably active membership is only around 35, which means we are steadily seeing a decrease in active members. Even of these, a number appear in the pantomime and do not turn up to support or help run the other social and fund raising events we do. So 'active' is hardly an accurate description. We also have 15 Affiliates, that is, under 18s. Our Constitution only allows Members over 18, so we created this section to accommodate those in the 5-17 age group. Of these, 2 have not taken an active part this year, but have continued to pay subs to support the group, for which we are very grateful, but again, this is quite a decrease in numbers from 19 last year and 23 the year before.

Of course we do have a number of people on the side lines, as it were, people who have been on stage but aren't any longer, or family members and friends, who step up and help during a production – and of course we appreciate this. It would be encouraging, however, to feel that people feel sufficiently involved with the group to want to be actual members. A drama and social group such as we are needs members participating in all sorts of ways, and actually appearing on stage is only one of these.

Membership fees do make up quite an important part of our income. As a group we have fixed annual costs such as insurance premiums and workshop rental which we have to pay no matter how active or otherwise we are, and these costs are largely met from subs. A declining membership puts this income at risk.

We have not increased membership fees at least in the six years I have been membership secretary, but this time last year I said that we might have to consider an increase in 2025 if overheads continue to increase. They are increasing, and our membership numbers have fallen. The Executive is therefore recommending a £5 increase in annual subs – to £35 for Full Adult Members and £20 for Affiliates – to take effect from September 2025

Increase in annual Subscription fee increase to £35 for Full Adult Members and £20 for Affiliates – to take effect from September 2025 was approved by all at the meeting

6. Presentation and approval of accounts 2024

Financial Report prepared by: Megan Trowell, Honorary Treasurer, Trustee and Executive Committee Member

To follow, the presentation of the financial activities for the group during this last year to December 2024 end. Our accounts are prepared on a cash basis – monies in and out of our Community Barclays bank account.

The balance of the bank statement on 31st December 2023 was £1,218.36.

The closing balance on 31st December 2024 was £13,320.49. Profit on year £12,102.13.

To note, as detailed in last year's Treasurer Report, ticket sales for Sleeping Beauty of £10,483.04 were not received by year end 2023 so appear in the 2024 accounts. Small amount of expenses for costume for Sleeping Beauty, £52.16, and October Quiz Night, £46.23, were also processed in 2024.

To follow, the breakdown of events and performances for the year are as detailed.

Social and Fundraising event:

- Quiz Night, 24th February 2024. Fun, successful social evening held at St. Faith's Hall with income from ticket sales, bar, and raffle.

Profit made: £236.14.

Performances:

- Spring Production - Titfield Thunderbolt. Three evening performances in May at St. Faith's Church, the show was very well received by audiences. Income from ticket sales, bar, and raffle. Profit made: £1,426.88.

- Pantomime – Aladdin. Our production of the year was successfully performed over three evenings at Brentford School for Girls - Wednesday, 27th November through to Friday, 29th November 2024. I am pleased to report that the performance run generated net ticket sales of £6,532.18.

With script, t-shirt, make-up and programme, ice-cream, and raffle sales (£2,734.05) in total, pantomime income was: £9,266.23.

Against this, the expenses came to £7,381.35. Breakdown: Brentford School for Girls hire £3,935, and 6th Brentford Scout Hall/St Faith's Hall hire £880.50, payment for Musical Director (and song sheets) at £855.53. Costume at £172.95 and Sets and Props £153.22. All other expenditures (including license, publicity materials plus ice-cream and drinks for the bar etc.) totalled £1,384.15.

'Aladdin' was a popular pantomime, enjoyed by the cast and crew, and well received by the local audience and NODA representative. Profit made: £1,884.88. A thanks to all for their enthusiasm, hard work and dedication to ensure this positive outcome.

Annual 'Core' Expenses: Each year we have compulsory expenses as an organisation.

- This year additional liability cover (for 2024 policy NODAScheme000124) was taken out in May 2024, £102.24. Payable December 2024, the 2025 insurance (NODAScheme000124) £462.27 provides cover for Liability, abandonment, and contents, and second policy MiDOI000456 £272.57, covers the Committee. Total expense: £837.08.

- NODA membership at £199. (Subscription band and cost is based on gross ticket revenue in the previous year). Membership includes advice, representation, NODA reviewed performances as well as access to exclusive musicals, plays and pantomimes.

- Rent of St Luke's Hall, Hounslow. This is £195 per month for the safe, and economic, storage of costumes and sets. Total costs for this year: £2,340

Annual 'Core' Income: Each year our mainstay is membership.

- We remain encouraged with the level of membership and people's support of the Group. 2024 Membership subscription fees amounted to: £1,301.

- Donations of £700 were received. This total includes the gratefully received £500 sponsorship from John McDonnell and JPM Scenery.

- Gift Aid. We are registered to claim 25p in the pound on donations and subscriptions. Gift Aid forms were distributed to new members during the year and a gift aid claim to HMRC was submitted for £3,461. Final monies not yet received in bank account.

- On this, Gift Aid forms for 2025 are available. Some members signed up in 2021 and so a new form is required for now and to cover 4 years hence. All who pay tax and are happy to do so, are asked to complete a Gift Aid form when completing payment for membership subscription / donations.

I would like to propose a vote of thanks to Claude Lobo, who very kindly agreed to complete the independent examination of St Faith Player's accounts. And to minute, on behalf of St Faith's Players, our sincere appreciation of his expert knowledge, recommendations, and time in completing the 2024 accounts. Courtesy of Claude, a copy of the income and expenditure balance sheet is available.

Please note that Claude, on behalf of St. Faith's Players, has been asked and agreed to be the appointed independent examiner for St. Faith's Players accounts year ending 2025.

This is my fifth and final Treasurer's Report as Hon. Treasurer for St. Faith's Players. I wish Louise Chastney all the best, and thank her, as she steps into the role of Hon. Treasurer

Income and Expendable Account attached

7. Election of Officers / Trustees

In the absence of any other nominations, Jacqui Prout, Louise Chastney and Maggie Lewis, having been nominated by the Executive, were elected as Chair, Treasurer and Secretary respectively.

New Trustees, Kirrilee Harvey and Angie Farmer were nominated by the Executive Committee and approved by members at the meeting.

8. Megan presented a summary of feedback received in the Aladdin Survey. A copy is attached.

9. There was no other business.

Jennie Shaw commented that the MacMillan Day, attended by SFP raised £2,300.

St Faith's Players

Income and expenditure account

	2024 Income	2024 Expenditure
Subscriptions / Membership	1,095.00	-
Cash flow	20	-
AGM	-	-
Donation	700.00	-
HMRC - Gift Aid	-	-
The Sleeping Beauty 2023 - ticket sales	10,483.04	-
The Sleeping Beauty 2023 - production costs	-	52.16
Titfield Thunderbolt May 2024 - total income	3,639.60	-
Titfield Thunderbolt May 2024 - all stage / performance costs	-	884.08
Titfield Thunderbolt May 2024 - St. Faith's Hall and Church hire	-	1,842.36
Aladdin November 2024 - total income	8,308.88	0
Aladdin license to perform - Ben Crocker	-	295.00
Aladdin November 2024 - all stage / performance costs	-	2,376.58
Aladdin November 2024 - St. Faith's Hall and Church/6th Brentford Scout Hall Hire	-	880.50
Aladdin November 2024 - Brentford School for Girls hire	-	3,935.00
Rent of St Luke's Hall - storage	-	2,340.00
Insurance - Organisation and Committee	-	837.08
NODA membership fee/DBS	-	289.00
Event: Quiz Night February 2024 fundraiser income	165.78	-
Event: Quiz Night February 2024 fundraiser expenses	-	195.50
Zettle payments	1,962.23	-
Eventbrite payments	135.20	-
Miscellaneous items - Promotion/Stationery/Photos/Postage/First Aid	-	54.82
LBH raffle license (x1)	-	20.00
Reimbursement - Macmillan October 2024	-	154.20
Training for membership - safeguarding and PASMA	-	251.32
Remittance	-	-
Petty Cash	-	-
	<u>26,509.73</u>	<u>14,407.60</u>
Profit on year	12,102.13	
	<u><u>26,509.73</u></u>	<u><u>26,509.73</u></u>

Balance sheet at 31/12/2024

Barclays Bank Community Account	Balance at 31/12/2024	13,320.49
	Profit on year	12,102.13
Petty cash		70.00

Signed: _____

Treasurer
Megan Trowell

Date: _____

Signed: _____

Independent Examiner
Claude Lobo

St Faith's Players - current account

2024

Statement from 2nd week each month	Dec - Jan	Jan - Feb	Feb - March	March - April	April - May	May - June	June - July	July - Aug	August- Sept	Sept - Oct	Oct - Nov	Nov - Dec	December		Total to date
Opening balance 1st January 2024 £1,218.36		11,701.40	11,884.31	11,976.95	11,624.20	13,269.70	13,574.70	12,851.77	12,622.77	12,427.77	9,986.07	9,303.51	14,302.53	O/B	
Income															-
Cash flow			20.00												20.00
AGM - Supper, Raffle															-
Donations			200.00												200.00
Paypal - Zettle		206.30	130.66		513.72					154.20		957.35			1,962.23
Eventbrite			135.20												135.20
Ticketsource					3,199.60							6,532.18			9,731.78
Membership 2024		270.00	90.00	30	45.00	60.00				465.00	105.00		30.00		1,095.00
Sleeping Beauty - ticket sales	10,483.04														10,483.04
Titfield Thunderbolt- bar/raffle/miscellaneous						440.00									440.00
Aladdin - bar/raffle/programme/ice-cream/miscellaneous												1,577.70			1,577.70
HMRC - Gift Aid Charities															-
Quiz Night Fundraiser 24th February 2024			165.78												165.78
JPM Scenery					250.00						250.00				500.00
One Stitch Beyond T-shirts										136.00		63.00			199.00
															-
															-
															-
Total income per month	10,483.04	476.30	741.64	30.00	4,008.32	500.00	-	-	-	755.20	355.00	9,160.23	-	-	26,509.73
Expenditure	Dec - Jan	Jan - Feb	Feb - March	March - April	April - May	May - June	June - July	July - Aug	Aug - Sept	Sept - Oct	Oct - Nov	Nov - Dec	December		
St. Faith's Hall Rent (St Pauls CE) - AGM			59.50												59.50
Quiz Night Fundraiser - October 2023		46.23													46.23
The Sleeping Beauty 2023 - costumes, payment to Sue Bremner		52.16													52.16
LBH raffle license (for 2025)												20			20.00
NODA (Lloyd Whyte) Insurance					102.24								734.84		837.08
NODA membership / DBS fees			199								20.00	70.00			289.00
Training										25.00	226.32				251.32
Quiz Night Fundraiser - 24th February 2024 (food and drink) (£137.07 CASH)			195.50												195.50
Titfield Thunderbolt - scenery and set					390.77										390.77
Titfield Thunderbolt - St. Faith's Hall Hire for rehearsals / show				161.50	1,181.50		499.36								1,842.36
Titfield Thunderbolt - costume					71.95										71.95
Titfield Thunderbolt - bar/miscellaneous					421.36										421.36
One Stitch Beyond T-shirts											185.00				185.00
Aladdin - Production, props and set										51.92		49.10	52.20		153.22
Aladdin - raffle											39.54				39.54
Aladdin - Costume												172.95			172.95
Aladdin - Musical Director										179.91		675.62			855.53
Aladdin- publicity, miscellaneous, bar, production thanks										37.07		827.54			864.61
Aladdin - licenses										295.00					295.00
Aladdin - St. Faith's Hall Rent (St Pauls CE)								34.00		408.00	127.50	221.00			790.50
Aladdin - 6th Brentford Scout Hut											90.00				90.00
Aladdin - Brentford School for Girls										2,005.00		1,930.00			3,935.00
St Luke's Hall storage hire		195.00	195.00	195.00	195.00	195.00	195.00	195.00	195.00	195.00	195.00	195.00	195.00		2,340.00
Titfield Thunderbolt (TT) publicity - flyers and posters															-
SFP publicity - flyers, posters and printing				26.25			28.57								54.82
SFP general group miscellaneous items inc. first aid etc.															-
Macmillan											154.20				154.20
Petty cash															-
															-
															-
															-
															-
Total expenditure per month	293.39	649.00	382.75	2,362.82	195.00	722.93	229.00	195.00	3,196.90	1,037.56	4,161.21	982.04			14,407.60
Balance carried forward		11,884.31	11,976.95	11,624.20	13,269.70	13,574.70	12,851.77	12,622.77	12,427.77	9,986.07	9,303.51	14,302.53	13,320.49	C/B	12,102.13

St Faith's Players

Income and Expenditure sheet as of 31st December 2024

Income		Amount £	Sub Totals £
Subscriptions		£ 1,095.00	£1,095.00
Interest		£ -	£1,095.00
Cash flow		£ 20.00	£1,115.00
DVD Sales	The Sleeping Beauty	£ -	£1,115.00
Ticket sales - not received in 2023	The Sleeping Beauty	£ 10,483.04	£11,598.04
Programmes/misc.		£ -	£11,598.04
Participation and Script fees	Titfield Thunderbolt	£ -	£11,598.04
Ticket sales	Titfield Thunderbolt	£ 3,199.60	£14,797.64
Raffle/Bar/Misc.	Titfield Thunderbolt	£ 440.00	£15,237.64
		£ -	£15,237.64
		£ -	£15,237.64
Ticket sales	Aladdin	£ 6,532.18	£21,769.82
Merchandise/raffle/Programmes/Misc.	Aladdin	£ 1,557.70	£23,327.52
T-shirts and Hoodies	Aladdin	£ 199.00	£23,526.52
Participation and Script fees	Aladdin	£ 20.00	£23,546.52
HMRC Gift Aid		£ -	£23,546.52
Donations and JPM Scenery		£ 700.00	£24,246.52
Event - Quiz Night		£ 165.78	£24,412.30
Paypal - Zettle		£ 1,962.23	£26,374.53
Eventbrite		£ 135.20	£26,509.73
		£ -	£26,509.73
Total income		£ 26,509.73	£26,509.73
Pantomime - The Sleeping Beauty			
Income	10,483.04		
Expense	52.16		
Total	10,430.88		
Event - Quiz Night			
Income	165.78		
Expense	195.50		
Total profit	- 29.72		
Event - Titfield Thunderbolt			
Income	3,639.60		
Expense	2,726.44		
Total profit	913.16		
Pantomime - Aladdin			
Income	8,308.88		
Expense	7,381.35		
Total profit	927.53		
Total profit from productions	10,401.16		
Total profit from donations/JPM	700.00		

Expenditure		Amount £
Insurance - Committee and Society (24&25)		837.08
Drama Assoc of Wales	Including Subscription	-
NODA Membership (+DBS)		289.00
AGM		-
		-
Costumes	Sleeping Beauty	52.16
Set	Quiz Night - Oct. 23	46.23
		-
Props/set/sound and tech and misc.	Titfield Thunderbolt	390.77
Production costs	Titfield Thunderbolt	421.36
Costume and hair and make-up	Titfield Thunderbolt	71.95
St. Faith's Hall Hire	Titfield Thunderbolt	1,842.36
T-shirts and Hoodies (One Stich Beyond)	Aladdin	185.00
Production costs: raffle	Aladdin	39.54
Licence fee - play, Ben Crocker	Aladdin	295.00
Sound tech	Aladdin	15.99
Costumes	Aladdin	172.95
Sets and Props	Aladdin	£153.22
Musical director (inc. song sheets)	Aladdin	855.53
Production - misc.	Aladdin	848.62
Rent - Brentford School for Girls hire	Aladdin	3,935.00
Rent - St. Faith's/6th Brentford Scout Hut	Aladdin	880.50
Rent for storage/workshop - St. Luke's		2,340.00
Event		-
Event		-
Event - Quiz Night February		195.50
Misc. - advertising/printing / postage etc.		54.82
LBH raffle license 2025		20.00
Training - safeguarding and PASMA		251.32
Hall hire for meetings etc.		59.50
Macmillan		154.20
Petty Cash		
Stock Items - Refreshments etc.		-
Total expenditure	Including cash	14,407.60

Total income	26,509.73
Total expenditure	14,407.60
Total on year	12,102.13

17288.24

PAYPAL 2024

January: AGM - membership (subscriptions)	206.3
February: Quiz Night Fundraiser / Social	130.66
May: Titfield Thunderbolt - bar and raffle	513.72
October: Macmillan Cancer Afternoon Tea at The Holiday Inn	154.2
November: Aladdin - bar/raffle/icecreams and programme	£957.35

TOTAL: 1962.23

EVENTBRITE 2024

Ticket sales for Quiz Night, February 24th 2024	£135.20
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TOTAL: 135.2

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St Faith's Players

Income and expenditure account (all figures in GBP)

	2024 Income	2024 Expenditure
Subscriptions / Membership	1,095.00	-
Cash flow	20.00	-
AGM	-	-
Donation	700.00	-
HMRC - Gift Aid	-	-
The Sleeping Beauty 2023 - ticket sales	10,483.04	-
The Sleeping Beauty 2023 - production costs	-	52.16
Titfield Thunderbolt May 2024 - total income	3,639.60	-
Titfield Thunderbolt May 2024 - all stage / performance costs	-	884.08
Titfield Thunderbolt May 2024 - St. Faith's Hall and Church hire	-	1,842.36
Aladdin November 2024 - total income	8,308.88	0
Aladdin license to perform - Ben Crocker	-	295.00
Aladdin November 2024 - all stage / performance costs	-	2,376.58
Aladdin November 2024 - St. Faith's Hall and Church/6th Brentford Scout Hall Hire	-	880.50
Aladdin November 2024 - Brentford School for Girls hire	-	3,935.00
Rent of St Luke's Hall - storage	-	2,340.00
Insurance - Organisation and Committee	-	837.08
NODA membership fee/DBS	-	289.00
Event: Quiz Night February 2024 fundraiser income	165.78	-
Event: Quiz Night February 2024 fundraiser expenses	-	195.50
Zettle payments	1,962.23	-
Eventbrite payments	135.20	-
Miscellaneous items - Promotion/Stationery/Photos/Postage/First Aid	-	54.82
LBH raffle license (x1)	-	20.00
Reimbursement - Macmillan October 2024	-	154.20
Training for membership - safeguarding and PASMA	-	251.32
Remittance	-	-
Petty Cash	-	-
	26,509.73	14,407.60
Profit on year		12,102.13
	<u>26,509.73</u>	<u>26,509.73</u>

Balance sheet at 31/12/2024

Barclays Bank Community Account	Balance at 31/12/2024	13,320.49
	Profit on year	12,102.13
Petty cash		70.00
Gift Aid to be received in 2025		3,461.00

Signed:

Treasurer
Megan Trowell

Date:



22.01.2025

Signed:

Independent Examiner
Claude Lobo

