



THE WINDMILL PLAYERS ANNUAL GENERAL MEETING, 2022

**To be held at The Studio, rear 21 Fleetwood Road North, Thornton-Cleveleys
on Thursday, 25th August 2022 at 7.30 - refreshments beforehand from 7pm.**

To All Members -

We wish to invite you to our 2022 AGM. The documents contained in this email will hopefully explain what has been happening with The Windmill Players since our last AGM.

You will all know that we were not able to operate as a functioning theatre group from the first lockdown in early 2020, after our production of 'The Farndale Avenue Housing Estate Townswomen's Guild Dramatic Society Murder Mystery', through to 'Celebration 75!' our compilation of extracts from past plays, which we performed in autumn 2021. We were lucky enough to form a link for that production with Cleveleys Park Players, who allowed us to use their Church Hall. During the period of lockdown a number of us were able to spend some time having play readings on Zoom, and in the better weather, socially distanced in gardens.

Although we were not able to use Thornton Little Theatre during lockdown we are now re-established there from our February 2022 production of 'Ladies Day', followed in June by 'An Evening in Little Grimley', and finally this year in October we will be performing 'Billy Liar'.

Having obtained support from you, the membership, for our becoming a Charitable Incorporated Organisation, this took place in December 2021. Since then the Trustees have continued to manage the affairs of The Windmill Players, and the objects of the Windmill Players as shown in our constitution are:

- to advance education in the subjects of Drama and Musical Theatre performances for all in the local community
- the promotion of the art of Drama and its understanding and appreciation for the public benefit, in particular but not exclusively, by the delivery of Theatre productions and Workshops

You will find with this letter:

An explanation of the structure of the CIO as it applies to The Windmill Players

Reports from the different sections of the Trustees – we hope you will be able to find time to read these before the meeting

The Agenda for the AGM

If you have any questions about any of the reports, or any submissions, proposals or interest in vacancies, please contact David Baxter by Thursday 18th August on:

daviddbaxter@aol.com

We very much hope to see you at the AGM.

From your Trustees.

STRUCTURE OF THE CIO AS IT APPLIES TO THE WINDMILL PLAYERS

Intention

Since becoming a Charitable Incorporated Organisation (CIO) in December 2021 the Trustees have continued to manage the affairs of the Windmill Players and now wish to re-arrange the way in which these operations are managed in line with Charity Commission approved advice.

The Rules

The Constitution which we use is one provided by the National Operatic and Dramatic Association (NODA) and it was approved by the Charity Commission. In this Constitution (or "rules") we need to have at least three Trustees who are accountable for the operations of the Windmill Players CIO. We have nine at present. A third of the Trustees have to "stand down" each year. This allows for new Trustees to be appointed thus allowing a flow of new people and ideas. A Trustee who stands down can, however, be re-appointed at the AGM should he or she be prepared to continue in post and if the membership agree.

The people involved

For the coming year 2022/23 more than three Trustees wish to stand down. They are: Angela Hudson, Alison Hollas, Di Timmins, Pauline Powell, Cath Edmonds and Linda Whitworth. This leaves as Trustees: David Baxter, Louise Evans (a newly appointed Trustee) and Jack Evans.

An Organising Committee

From those Trustees who stand down Alison, Di, Pauline, Cath and Linda are willing to operate as an organising Committee for the Windmill Players CIO. Such an arrangement is provided for in the Constitution. This arrangement will ensure continuity of key areas of the Windmill Players CIO namely: finance, play selection and direction, ticketing and communications. Angela will not be on the organising Committee but will continue to manage the Drama Workshop and Wardrobe.

What you can do to help

It would be useful to increase the number of members on the organising Committee. In particular we need someone to take on the role of Social Secretary and another to deal with Health and Safety and Fire Safety issues. Going further, an Assistant Treasurer would be very useful.

If you would like to become involved with the organising Committee, please contact David Baxter: daviddbaxter@aol.com

The Organisation from 2022

The picture which emerges from this is as follows:

- A group of Trustees who have overall accountability for the effective and efficient operation of the Windmill Players CIO
- An Organising Committee that takes responsibility for key areas of the Windmill Players' activities including play selection, communications, ticketing, wardrobe and props management, scenery construction, the Drama Workshop and community events.
- The full membership of the Windmill players, both acting and non-acting.

Liaison between these groups shall be flexible and effective.

REPORTS TO MEMBERS

From our President

“What a year it has been, the highlight being our 75th Celebration production with masked audiences, a special birthday, new life member and very sadly loss of members and friends of the Windmill Players.

Due to Covid it's been a very difficult time for the Society and I personally would like to thank most sincerely the Committee for all their hard work and dedication to the Windmill Players, especially David and Di. Without these dedicated people we wouldn't be here today and I hope the members realise the time and effort they put into the running of the Windmill Players.

I am very proud and honoured to be President of the Windmill Players and long may they continue- so onward and upward.”

Maureen McCrea

2022 AGM - Secretary Report

A big Welcome Back to all our members and friends after a difficult couple of years. We extend a Welcome to our 2 new members, Harry and Malcolm. The total number of members for the year 2021 – 2022 is 47. We also welcome a new NODA rep: Mr Nathan Benson accepted our invitation to the June 2022 play within just a few days of taking up his new post.

The pandemic appears to have had an impact on ticket sales, and the way (and timings) in which our audiences purchase their tickets for performances. Having analysed patterns for ticket sales, and hearing feedback from Windmill Players members, we are trialling a change to our traditional Saturday evening performances. Our October 2021 play for 'Celebration 75', held at Cleveleys Park, gave us the opportunity to try a Saturday matinee, which was successful. We will be trialling this for the Saturday performance at Thornton Little Theatre this coming October and will continue to watch ticket sales patterns to make other possible changes to theatre bookings in the future.

Dates for performances at Thornton Little Theatre have been arranged until June 2024.

We have spent time ensuring that new legalities are now being followed to comply with new licencing regulations – you may have noticed new wording on programmes, banners, advertising, websites and social media (from our June 2022 play), which reflects the new demands being placed upon us by licence holders.

Cath Edmonds

2022 AGM - Directors Group

The role of the directors group, consisting of Angela, Jack and Di, is to plan and facilitate productions, both in our main 'home' of Thornton Little Theatre, and elsewhere. We were able to organise The Windmill Players' return to the stage in early November, 2021 with 'Celebration 75!'. This performance acknowledged our 75 years of existence, and despite not being in our usual home we were pleased to accept the kind offer of a temporary stay at Cleveleys Park Methodist Church Hall. Our 25+ performers, 6 directors and numerous crew were delighted to have the opportunity to perform again.

In February we welcomed back Colin Johnston as director for the comedy, 'Ladies Day'. Colin had begun directing ready for June 2020 when the country went into lockdown just after 'The Farndale Avenue Housing Estate Townswomen's Guild Dramatic Society Murder Mystery' in February 2020, so it was good that we were able to offer him the first slot in 2022. The remaining productions for 2022 have directors from the directors group itself, as it seemed better to allow other volunteers, and in some cases directors new to us, sufficient time to prepare. Thus, in June we saw the two Little Grimley plays - 'Lockdown In Little Grimley' and 'Murder In Little Grimley' (directed by Jack and Di) and Angela is already well on the way of producing 'Billy Liar', with the help of Louise.

We also have a number of directors who have offered their services through 2023 and well into 2024, so we are in the enviable position of not being short of volunteers!

In addition, the Murder Mysteries are now booked in at local libraries for the last two weeks in September, and again we have some new faces taking part. These productions form part of our community involvement as well as offering a different kind of experience for both performers and audience. Sadly, we were unable to take part in Tram Sunday this year as the usual facilities were not available to us, and at the suggestion of Left Coast (Arts group who co-ordinate that aspect of the day) it was decided to move our contribution forward to 2023.

The directors group is always open to suggestion for plays, directors and performances, and anyone with ideas is encouraged to contact Angela, Jack or Di.

Di Timmins

2022 AGM - Community Events

Members of the Drama Workshop and Windmill Players participated in the commemoration of the birthday of Sir Peter Hesketh Fleetwood on 8 May 2022 at the Affinity Outlet. This was a light-hearted performance of the story of Fleetwood and was well received by members of the public and the organiser, Healthier Fleetwood. There is an ongoing Project with Healthier Fleetwood which connects to the National Health Service and concerns communication between patients and health care professionals.

The Murder Mysteries, which are very well supported and enjoyed in the Community, will be performed late in September 2022. A link with "Just Good Friends", which is a community group based in Lytham, has been re-established and arrangements are being made for their involvement with a Murder Mystery. The partnership with N- Vision for the Talking Newspaper continues.

David Baxter

2022 AGM - Legal Matters

We continue to use the Studio at Back 21 Fleetwood Road North for rehearsals, meetings, storage, scenery preparation and social events. The present contract for hire is under review and we continue to benefit from a suitable, well maintained and well positioned location. We take the safety of our members seriously and have improved our arrangements for providing risk assessments, health and safety and fire safety issues.

David Baxter

2022 AGM - Friends of The Windmill Players

During the lockdowns, we were kept busy informing our Patrons and those on the Mailing List, either by letter or email, where we were up to and how we hoped to welcome them back when restrictions had lifted.

Because our Patrons paid the yearly subscription of £60 in advance of our October-June season of plays, and because “All My Sons”, which was scheduled as our June 2020 play, had had to be cancelled, we found ourselves writing to our Patrons in November 2020, offering to reimburse £20 of the £60 they’d paid for the previous season. We’re delighted to report that practically all of them donated their fee to the Society, and we had some very encouraging messages of support.

With this experience in mind, as we encouraged people to come back to the theatre and looking to the future, the Committee decided that we would no longer separate Patrons paying a yearly fee, from Mailing List members paying play by play. Instead, both groups would be called “Friends of the Windmill Players” and pay for their tickets each play.

December 2020 saw us sending a Christmas card, either by letter or email, to our Friends, and it was with great thankfulness, that we were able to write to them, inviting them to Celebration 75! in November 2021 at Cleveleys Park Methodist Hall, and back to Thornton Little Theatre for our February and June plays this year.

Before our February play, the Trustees had already decided that from this coming season, the booking of tickets would be completely controlled by Wyre Theatres, and we informed our Friends of this new initiative when we wrote to them about booking with us for the June play “An Evening in Little Grimley”.

However, our work hasn’t entirely come to an end!! We will continue to inform our Friends about three months before each play that it is now advertised on Wyre Theatres website, and booking is therefore open for them to book early to get priority booking.

Linda Whitworth and Pauline Powell

2022 AGM - Theatre Workshop

The Windmill Players Theatre Workshop opened its doors again last October 2021. Since then, the membership numbers have grown steadily, and we now have 17 names on the register.

At Christmas the members gave a presentation called “Strictly Jane Austen” in Thornton Library. The costumes and props were all sourced from our own wardrobe. It was a huge learning curve for us all and I believe the library raised about £90 on the door.

In the spring some of the workshop members took part in some “outdoor theatre” at the Affinity Outlet shopping centre. Fully costumed in Victorian dress their presentation told the story of The Pioneers of “Early Fleetwood”. The script was written by David Baxter. Again, this was a learning experience, and we all had a lovely day.

During the summer term we ran a six-week course on Shakespeare. There were mixed feelings about this subject, one or two members hated it, and some didn't want it to end. However, everyone worked very hard and produced some excellent work.

All in all, we have had a successful year. Some of our members have gone on to perform with other groups, and some have joined The Windmill Players as members.

I would like, therefore, to thank the members of The Windmill Players for their support, firstly for coming to watch the performances and secondly for the help you have given with the publicity, and the badges. We are now looking forward to next year.

First session, Wednesday the 7th of September.

Angela Hudson

2022 AGM – Wardrobe

The Windmill Players wardrobe opened again in October 2021 to provide costumes and accessories for the members.

This working year we have also provided a costume hire service to other groups, which included a school in Rochdale, Fylde Coast Players, The Christie Musical Theatre Company, and the Anonymous Players.

Altogether, and to include the sale of some unused items, we have taken approximately £230, in donations, since October.

Over the years a wardrobe of costumes has been created for all types of performers, and we are now able to provide a varied range of costumes from period to fancy-dress.

Opening hours, Mondays 7.30pm to 9pm, Tuesday 9.30am to 11am or by appointment (07507205833)

I hope you will agree that the wardrobe is a valued asset to the group.

Angela Hudson

2022 AGM – Props Room

OBJECTIVE: To sort, tidy and check contents of all Prop boxes.

All breakable items are being wrapped in bubble wrap rather than newspaper.

Having regard to Health and Safety, I am not overfilling the Props containers as a lot of them are extremely heavy. I am taking this precaution as I wouldn't like anyone to injure themselves. This, of course, would involve the purchase of more plastic containers but I think it's a worthwhile expense

All containers for Props are being numbered and a new Props list compiled. (The original one I was working on has disappeared!) So unfortunately, it is taking me longer to catalogue the items we have in stock as all boxes have to be emptied and checked and then the contents re-wrapped.

Anything that hasn't been used for years to be disposed of either by selling or donating to Charity.

To organise the removal of any large items which we can't donate, sell or use, together with any Workshop rubbish. This can either be collected by a rubbish removal firm or a Skip if the Council would allow this to be placed near our premises for 1 or 2 days.

FUTURE GOALS

All Props used for any play to be listed in the Props book and when returned checked back in, ticked, dated and signed.

After any play, all Props to be returned to the appropriate boxes in a clean condition, as I have found dirty cups, saucers, etc., which I am having to wash prior to storing.

Anyone who would like to donate items to the Props, please ask if we actually need it and not just leave it in the props room.

I envisage all the above to hopefully be completed before rehearsals commence for the February '23 Play.

Janet Pinder

2022 AGM – Provisional Finance Report

Windmill Players

Registered charity

Draft Income and Expenditure account for the year ended 30 June 2022

(The reason why this report is provisional, and some figures for 'An Evening In Little Grimley' are estimated, is because we are awaiting final confirmation from Wyre Theatres)

Receipts C75!	£	Payments C75!	£
Tickets	2500.00	Theatre hire	750.00
Raffle	343.00	Costumes, props and set	25.12
Programmes	36.80	Programmes	47.50
Donations	16.00	Printing, banners and publicity	232.39
		Licences	960.00
	<u>2900.80</u>		<u>2014.98</u>
Ladies' Day		Ladies' Day	
Tickets	5510.00	Theatre hire	1766.67
Raffle	471.00	Commission	408.00
Programmes	58.50	Costumes	94.50
Donation	0.65	Props	279.79
		Set	237.53
		Programmes	72.00
		Printing, banners and publicity	335.15
		Licence	450.00
		Scripts	67.68
		Gratuities	30.00
		Misc	39.99
	<u>6040.15</u>		<u>3780.32</u>
An evening in Little Grimley			
Tickets	4710.00 (est)	Theatre hire	1766.67 (est)
Raffle	431.00	Commission	305.00 (est)
Programmes	00.00	Costumes, set and props	38.45
(complimentary		Programmes	72.00
		Printing banners and publicity	377.20
		Licences	360.00
		Scripts	107.00
		Gratuities	30.00
		Misc	62.81
	5141.00		3119.13
Other receipts		Other payments	
Members subs	1165.00	Insurance	422.30
Donations	70.00	NODA membership	117.00

Interest	3.96	Gas and electric	1231.32
Sales of props and costumes	270.00	Fire safety/health and safety	683.98
Wednesday Workshop	990.46	Donations and gifts	185.75
	<u>2499.42</u>	Studio rental	6000.00
		Misc	605.44
			<u>9245.79</u>
Total receipts	<u>16581.37</u>	Total payments	<u>18160.22</u>

Overall P&L

C75!	885.82
Ladies' Day	2259.83
An evening in Little Grimley	2021.87
Other income	2499.42
Other expenses	9245.79
Profit/(loss)	(1578.85)

The Windmill Players

Annual General Meeting - Thursday 25th August 2022

Agenda

1. Welcome
2. Introduction, Charitable Incorporated Organisation (CIO) status and the new structure.
3. Secretary's Report
4. Director's Group
5. Community Events
6. Legal Matters
7. Friends of the Windmill Players
8. Theatre Workshop
9. Wardrobe
10. Props
11. Provisional Financial Statement 2021/22
12. Elections

Tea, coffee and biscuits will be served from 7.00pm and the AGM will start at 7.30pm.

As reports and accounts have been submitted in advance the time allocated on the agenda to each committee member will be used to feedback on any questions/comments relating to their areas of responsibility.

£20 subs (reduced fee) are due for 2022 - 2023

Windmill Players
receipts and
payments
2021/2022

receipts	item	amount	total	payments	item	amount	total
Celebration 75!				Celebration 75!			
	tickets	2500			venue hire	750	
					commission	0	
	programmes & raffle	384.8			costumes	0	
	donations	8			set	25.12	
			<u>2892.8</u>		props	0	
					programmes	47.5	
					printing & publicity	232.36	
					licences	960	
					scripts	0	
							<u>2014.98</u>
Ladies' day				Ladies' day			
	tickets	5660			theatre hire and commission	2004.6	
	programmes & raffle	529.5			costumes	11.99	
	donations	0.65	<u>6190.15</u>		set	211.65	
					props	394.08	
					programmes	72	
					printing & publicity	335.15	
					licences	450	
					scripts	67.68	
					gratuities	30	
					food	39	
							<u>3616.15</u>
Murder in Little Grimley/Lockdown in Little Grimley				Murder in Little Grimley/Lockdown in Little Grimley			
	tickets	1660			theatre hire and commission	0	
	raffle	431			costumes	0	
	donations	0	<u>2091</u>		set	22.62	
					props	16.03	
					programmes	72	
					printing and publicity	377.8	

licences	360	
scripts	107	
gratuities	30	
food	62.81	<u>1048.26</u>

other receipts	members' annual subs	1165	
	Wednesday workshop subs	989.46	
	other donations	340	
	bank interest	3.96	
			<u>2498.42</u>

other payments	studio rental	6000	
	gas & electricity	1231.32	
	NODA insurance	422.3	
	NODA membership	117	
	donations and gifts	185.75	
	bank charges	64.64	
	fire report & safety equipment	790.04	
	other equipment	353.12	
	misc	46.42	
			<u>9210.59</u>

total receipts	13672.37
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total payments	15889.98
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Overall P&L		
Celebration 75!	877.82	
Ladies' day	2574	
Little Grimley	1042.74	
other income	2498.42	
LESS other payments		9210.59
loss	-2217.61	

