



ANNUAL GENERAL MEETING 2018

Minutes

Held on Tuesday 25 September 2018 at the Pinner Village Hall @ 8.00pm

1. Apologies for absence

Michele & Keith Jenkins, Margaret Burns, Mark & Greta Waters, Tony Cash, Bev Meyler, James Ketteridge

Present

Mary Holness (President), Katherine Sayer (Chairman), Jon Grunewald (Treasurer) Orla & Graham Beardwell, Tim Hood, Jackie Simeone (Secretary), Simmon Hill, Zoe Feasey, Viv Cooper, Felicity Brown, Andrew Macmillan, Simon Cash, Sue Cash, Sally Wright, Tom & Anne Grady, Jerome le Forestier.

2. Minutes of the meeting of 28th September 2017

Approved

3. Matters arising (not otherwise on the agenda)

None

4. Officers' reports (see separate reports at end of minutes)

- a) Chairman's report
- b) Secretary's Report
- c) Treasurer's Report

5. Election of Officers

The Election of Officers took place as follows :-

Mary Holness agreed to continue as our President

Katherine Sayer was re-elected as Chairman
Proposed by Felicity Brown, seconded by Zoe Feasey

Jackie Simeone was re-elected as Secretary
Proposed by Tim Hood, seconded by Orla Beardwell

Jon Grunewald was re-elected as Treasurer
Proposed by Zoe Feasey, seconded by Orla Beardwell

Tony Cash was re-elected as Auditor/Independent Examiner
Proposed by Jon Grunewald, seconded by Sue Cash

Viv Cooper was elected as Auditor/Independent Examiner
Proposed by Jackie Simeone, seconded by Zoe Feasey

Other committee members have agreed to continue apart from Felicity who is stepping down. We take this opportunity to thank Felicity for all her hard work and commitment. Sally Wright will now be joining the committee – proposed by Orla Beardwell, seconded by Zoe Feasey. Welcome Sally!



6. Financial matters

a) Ratification of subscription

It was agreed there is no need to change subscriptions for the foreseeable future. Therefore, full membership will remain at £20, student membership is £10.

b) Ticket prices

Ticket prices will remain at £12 each, and it was felt there was no reason to raise these for the foreseeable future. However, a close eye will be kept on expenditure to recognise any rising costs.

c) Programme prices

Programmes, teas, coffees & choc ices will remain the same at £1 each

Felicity queried the surplus of programmes that remain. This will be put on the agenda for the next committee meeting. Options include increasing the ticket price which includes a programme, give the programmes away for free or just reduce the print run.

These items were agreed at the AGM on all 3 counts

7. 2018/2019 productions

November –Night of the Iguana, directed by Steve Feasey

Zoe thought they were very lucky with the casting; there were a large number of men reading which was a welcome sight. All backstage roles have been filled, Steve has finished the flyer and Katherine will be reviewing it. Currently busy sourcing props and will be arranging a staging meeting shortly.

February – Stepping Out, directed by Sue Cash

Sue confirmed she has received the license and after an extensive search has settled on Harrow Arts Centre for tap practice as they have a dance studio. Friday nights have been booked for the duration of the rehearsal period (7:30pm to 8:30pm). Rehearsals will then continue at the hall as usual. Sue has queried whether they can use the stage more, but unfortunately not as it has recently been cleaned and PADCA are reluctant to have it scuffed too much. However.. Tom has been tasked with coming up with a covering for the lounge carpet.

Piano player is not necessary if no-one auditions as the music can be sourced. Emma Berge will choreograph and 4 performances are being considered. Sim has been wonderful in sourcing the music..

May – TBC – directed by Simon Cash

Several options to be considered including Cripple of Innishmann, and a decision will be made shortly.

Side note from the Chairman

We open up the April committee meeting to members/directors who have suggestions for plays. These are shortlisted for discussion at the May committee meeting from which the 7/8 summer play readings are agreed.



8. Social and Fundraising

Sue thought the quiz night was a great success this year and Steve Feasey is happy to host again in 2019! The Christmas party, Summer BBQ, Ladies that Lunch (including the Christmas Special) and the summer play readings are stalwarts on the PP calendar. Zoe is happy to organise theatre outings if suggestions are forthcoming.

9. Any Other Business

Sue & Tony have been having a clearout and there are two boxes of photos – Jon has volunteered to take the boxes and will look to scan them onto the website.

Meeting closed at 9:10pm



Chairman's Report – Katherine Sayer Sept 2018

Our 2017/18 season once again demonstrated that we Pinner Players are nothing if not versatile, as we offered a varied programme of plays.

The Season opened with Neil Simon's *California Suite* directed by the very organised and ever patient Tony Cash. The cleverly designed and designer-look set transported us all to sunny California. As it was made up of four playlets, rehearsals were split accordingly meaning the cast were required for a quarter of the time and none of the cast saw anyone outside of their play until early November! I know I speak for the rest of the cast when I say it will be remembered as a very fun and funny production. It was also great to have Denise Clark back performing with the company again.

For our February production, we swapped California for Dublin and American accents for Irish when we staged Sean O'Casey's drama *Juno and the Paycock* this time directed by Sue Cash. Again, our ever patient director was able to deal with anything the production threw at her – like losing her leading actor on the night of the auditions. Luckily, we were able to re-cast it quickly. It was a big cast production and we welcomed new members Andrew, Rosie, Tyler and Mike to the group for their Pinner Players debut. Although there were challenges along the way, there was a wonderful spirit amongst the cast come play week. Sue realised the importance of balancing the drama with comedy and lighter moments were courtesy of singing and dancing. Thanks to Emma for more Choreography!

Having tackled comedy and drama already, the May production allows us more freedom to do something different. We staged *Woman in Mind* by Alan Ayckbourn directed by David Erdos. He designed a beautiful set and was fortunate to have a first-rate cast. He made the inspired decision to split the lead role and added live music which he performed. Undoubtedly a challenging production for cast and audience alike, but a challenge we rose to.

If there is an over-riding theme for this season, for me, it is team spirit. I truly believe that Pinner Players run, survives and thrives on the principle that if everyone does a little, no one has to do a lot. This is most definitely the case if the long list of people I have to thank is anything to go by!

Firstly, I would like to acknowledge the hard work and support of my amazing committee. Thank you: Jax, Jon, Sue, Simon, Felicity, Orla, Zoe, and Anne. I really couldn't do this without you. When they're not acting in plays, they are helping behind the scenes. And special thanks to Felicity who is stepping down due to her imminent move to Norfolk. She's been a committed member of the group for over 20 years now and amongst other things has acted, directed, edited the programme and aced FOH on numerous occasions! Thank you and don't be a stranger.

We are blessed at Pinner Players to have as much talent off stage as on, and team spirit is certainly not limited to the cast alone. Our backstage teams encompassing: props, costumes, make up, set building, set dressing, stage management, prompt, lighting, sound, box office and front of house all contribute to a successful show. Plus, those who work on the programme, handbill and publicity as well as our set builders and set take down-ers. So thank you: Jane, Brenda, Julia, Laura, Mark, Greta, Bev, Orla, Janice, Cindy, Hope, Tom, Annie, Penny, Mike, Rita, Viv, Chris, Keith, Simmon, Terry, Michele, Michael, Steve, Nigel, Felicity, and Lea.

In addition, Tim and Tony form part of a wider committee who help ensure the smooth running of the group. And I am sure you all agree, we appreciate the visibility of our President Mary Holness at performances and social events. Finally, it is my great pleasure to honour a Pinner Player who again, is distinguished by his dedication and long and loyal service to the group. We are delighted to make Viv Cooper a Vice President of Pinner Players in recognition of his huge contribution over the years. Not only when working with Chris to light our shows but also his years as Treasurer. Thank you.

So here's to a great season just gone, and to the anticipation of an even better one to come!



Secretary's Report

The first event of the year was the Ladies that Lunch Christmas Special held at Za Zas in Pinner which was, as usual, very well attended and great fun. This was quickly followed with the Christmas Party which is always such a good start to the festivities with plenty of food and games as usual – the coveted Pass the Parcel prize was won by Simon (I narrowly missed out as I was seated next to him and he held on far too long..) Food was plentiful, booze was flowing and there were games galore – time flew by on this enjoyable evening.

March was the month for this year's Quiz Night, which was won by Tim's team – well done! My team came a gallant last, which we duly celebrated with style and a slight headache the following day.. Theatre outings have been rather scarce this year, but we did squeeze in a trip to see Broken Glass at the Watford Theatre. Any suggestions or recommendations would be appreciated for the coming year!

During the summer months, the usual play readings were held with some new faces showing up and several plays were earmarked as potentials for the future. Many thanks to those who held the readings as they continue to be a popular event in the PP calendar.

The ever popular Summer BBQ returned and the weather was warm, sunny and dry – again! The food and drink flowed and there was a new addition of a whisky table which was (not surprisingly) very well attended. Entertainment was in the form of the Spicy Girls which being a part of, I have to say was great fun – thanks to Orla for the use of her spare house for the rehearsals – I've missed them!! Many thanks to Simon & Cindy for opening their home and garden up yet again.

We have just over 100 members currently on the list. 53 of which are full members and/or VPs, the remainder are Friends, honorary members and, of course, our dear President. Our last season welcomed what I think is yet another record year for new people – let hope they stay with us for years to come.

Coming up is the Christmas party and this year's Ladies Christmas Lunch and if anyone has any ideas for social outings do let one of the committee know – anything will be considered!

This concludes the Secretary's report

Jackie Simeone
Secretary

September 2018



Treasurer's Report

This has been my first year as Treasurer of the Club. The task of Treasurer is much easier than it used to be. I must thank Vivian Cooper who served as our Treasurer for about 8 years, because he devised an Excel workbook that keeps track of income and expenditure and automatically creates the profit and loss account and the balance sheet. This Excel workbook really is a marvellous piece of work.

Please help yourselves to copies of the accounts, or share them if there aren't enough. I can email copies to anyone who wants them.

I have a few roles which are not part of the Treasurer's duties so I'll mention them first. I manage our data. The data which I control is the database of members and of those who want to receive flyers for our forthcoming productions. I help Tim Hood edit our newsletter and I circulate it to our members by email, and I also send flyers to those on our mailing list. I also update our website with photographs and with news of forthcoming castings and productions. The website seems to attract potential new members occasionally. You will probably have heard of something called the EU General Data Protection Regulation (GDPR). There seems to be some doubt about whether clubs like ours are under a duty to register as data holders with the Information Commissioner's Office but I decided after discussing it with our committee that it would be best to ensure that we operated within the law, so I have registered Pinner Players and have paid the required fee of £40. The registration must be renewed at the end of May each year. I'll emphasise again that we never pass any of our data to any other organisation.

I'll now return to my function as Treasurer. I use the electronic banking facility on our Barclays account and I make almost every payment by BACS (online banking) rather than by cheque. That saves a lot of time previously spent writing out cheques and doing bank reconciliations. There is no longer a need to obtain two signatures on a cheque when paying PADCA for hall and lounge hire. The only people who get paid by cheque are those who insist on being paid by cheque. But as a club we should always be concerned about the possibility of fraud. The Treasurer is able to make payments out of the club's bank account and even if we had two signatures for each payment over £500 it would be easy for a Treasurer to make multiple payments of less than that. I don't want to be alarmist but quite apart from fraud there is the possibility of mistakes, of bills being accidentally paid twice. So it is important that there should be an annual audit or independent examination of our accounts. A case could be made for a more frequent audit. Inspecting the club's books is easier than it has ever been because I could email any of you the Excel workbook in which all the transactions are entered, and the bank statements.

Total subs were £930 up from £810 the previous year and total donations £350 up from £250 the previous year. The donations are very much appreciated. I'm sorry if I didn't acknowledge each individual donation and I shall try to do so this year.

As you will have seen in our newsletter, our Cliff Meyler fund was £1759.52 at the beginning of the year. We have now spent £1608.66 from that fund as our contribution to the cost of the new stage curtains, the remainder of the cost being funded by PADCA. Many of us have fond memories of acting with Cliff in our past productions and it's good to think that the stage curtains will help to remind us of Cliff and also make it unnecessary for the stage manager to run onto the stage at the end of each Act to adjust the curtains so that they meet in the middle.



Each of our three productions made a surplus of income over expenditure. The November production was “California Suite”. We sold 402 of the 420 seats so the box office income was £4823. Advertisements in our programme produced an income of £140 and after adding the programme sales and the teas and ice creams the total income came to £5347.37. Expenses on the production came to £4226.16. Of that figure, the cost of set construction and dressing was £598.74 for that production, much higher than the set construction and dressing on the other two productions. The net surplus was £1121.21.

The February production was “Juno and the Paycock”. We sold 415 out of the 420 seats and the box office income was £4986. After adding the income from advertisements, teas, programmes and ices the total income was £5550.82. Costumes and wigs were the biggest expense for that production. The net surplus was £1208.75.

Finally, the May production was “Woman in Mind”, an Ayckbourn play best described as “challenging and unusual”. I think many of our usual audience decided in advance that it wouldn’t be as entertaining as the Ayckbourn plays to which they were accustomed. Box office income was £3336, equivalent to 278 tickets sold out of a possible 420. Fortunately the expenses for the production were much lower than for either of the other productions, a total of £3317.47. The set consisted mainly of huge branches and shrubs donated by a few club members from their gardens. As a result, set construction and dressing cost only £136. That breaks down as a piece of muslin costing £36 and a bill for clearing away a quantity of wilting branches, £100. The surplus for that production was £476.13.

To put it a slightly different way, the total expenses for all three productions amounted to £11,885.70 and the total income for the three productions was £14,691.79. The total surplus for all three productions is £2,806.09. At the end of this financial year we had £17,499.34 in our bank account even after paying for the new curtains, compared with £16,860.83 at the end of the previous financial year. We have a lot of money in the bank account but we aren’t in business to make profits. In my opinion we can spend more of our money on our productions, the budget for each production could be higher and we can afford to spend more than the budget sometimes, and even make a small loss on the occasional production. We shouldn’t spend money for the sake of spending it, of course, but spend it on costumes, props, furniture and whatever else improves the appearance of a production. We want to sell as many tickets as we can for each production but that shouldn’t be with the aim of making a surplus – it’s because we like to perform to the largest possible audience.

Certainly, I see no need to consider increasing subs or ticket prices in the coming year. The cost charged by PADCA for renting the lounge per rehearsal has now gone up from £36 per rehearsal in 2013, to £42 per rehearsal in the year just ended and £45 per rehearsal for the current year. That’s still easily affordable. Our membership subscription is currently £20 per annum for full members and £10 for student members and those have been our subscriptions since 2008. Our ticket price has been £12 since 2016.

In the coming year the only non-routine planned expenditure so far is the possible upgrade of our sound equipment, plans for which have not yet been finalised. That is likely to cost less than £1000.

That concludes my report.

Jon Grunewald
Treasurer

September 2018

PINNER PLAYERS THEATRE COMPANY
ACCOUNTS FOR THE YEAR TO 31st August 2018

INCOME & EXPENDITURE ACCOUNT

EXPENSES	TY	LY	INCOME	TY	LY
AGM Expenses	41.00	39.00	Bank Interest	9.48	1.93
Capital items w/o	0.00	0.00	Donations	350.00	250.00
Flowers/Gifts/Tributes	0.00	0.00	Hire of lights	50.00	50.00
Garage storage rental	747.89	742.04	Miscellaneous income	0.00	1320.00
General postage expenses	83.52	84.85	PADCA rebate	122.29	118.79
Insurance	493.21	459.92	Productions	2806.09	2476.18
Miscellaneous expenses	342.14	1745.89	Quiz Evening	308.47	135.00
PADCA Subscription	31.50	42.00	Subscriptions	930.00	810.00
Photographic expenses	0.00	0.00			
PPL Licence	76.62	74.03			
Replacement stage black curtains					
Social Activities	19.80	0.00			
Stage Intercomm system	0.00	0.00			
Stationery expenses	17.84	78.04			
Website expenses	115.98	152.99			
Surplus/Loss in the year	2606.83	1743.12			
TOTAL	4576.33	5161.88	TOTAL	4576.33	5161.90

CAPITAL EXPENDITURE ACCOUNT

Balance b/fwd from previous year	0.00		Depreciation	0.00	
			Balance c/fwd to next year		
			Balance written off this year	0.00	
TOTAL	0.00	0.00	TOTAL	0.00	0.00

CLIFF MEYLER STAGE FUND

Expenses in year	1608.66		Donations in year	0.00	
Balance at year end	150.86				
TOTAL	1759.52		TOTAL	0.00	

BALANCE SHEET

Net Worth b/fwd from previous year	15246.21	13503.09	Barclays Bank Business Account	8092.94	8033.46
Add this year	2606.83	1743.12	Barclays Bank Current Account	9406.40	8827.37
Cliff Meyler Stage Fund	150.86	1759.52	Payments in advance	504.56	559.90
			Receipts in advance	0.00	-415.00
TOTAL	18003.90	17005.73	TOTAL	18003.90	17005.73

We confirm that, to the best of our knowledge, these figures represent a true statement of the accounts of Pinner Players Theatre Company.

Honorary Treasurer

M. L. L. L.

Honorary Auditors

A. C. L.

Date

11/09/18

PINNER PLAYERS THEATRE COMPANY

YEAR TO THE 31st AUGUST 2018

PRODUCTION ACCOUNT

	California Suite	Juno and the Paycock	Woman In Mind
	November	February	May
<u>EXPENSES</u>			
Banner	89.84	49.80	48.00
Costumes & Wigs	98.36	787.37	118.00
After Show Party	90.00	90.00	90.00
Furniture	196.94	28.00	0.00
Hire of Hall	653.80	672.80	640.80
Hire of Lounge	1070.33	793.00	924.00
Hire of Store	50.00	50.00	50.00
Lighting	291.00	348.68	300.00
Miscellaneous	0.00	0.00	0.00
Postage - Leaflets	61.94	13.44	86.91
Printing - Leaflets	224.48	207.20	224.48
Printing - Programmes	145.00	145.00	145.00
Poster handbill distribution	25.00	20.00	20.00
Properties	40.18	225.89	62.80
Royalties	291.60	291.60	291.60
Scripts	227.30	219.79	129.88
Set Builders expenses	50.00	50.00	50.00
Transport expenses	0.00	0.00	0.00
Set Construction & Dressing	598.74	258.20	136.00
Sound	21.65	91.30	0.00
TOTAL EXPENSES	4226.16	4342.07	3317.47
<u>INCOME</u>			
Advertisements	140.00	165.00	140.00
Box Office	4823.00	4986.00	3336.00
Coffee	37.52	60.78	33.10
Ice Creams	97.15	68.04	86.50
Programmes	159.70	171.00	108.00
Performance fees	90.00	100.00	90.00
TOTAL INCOME	5347.37	5550.82	3793.60
NET SURPLUS	1121.21	1208.75	476.13