



**Minutes of Committee Meeting held on Thursday 7 April 2011 at Croft Cottage, Northfield Avenue, Lower Shiplake**

**Present:** Fred Lawson, Hilary Tucker, Rosemary Appleby, Pip Collings, Neill Wilkinson, Angela Cadman, Pam Hudgell, Harriet Thomas, Beryl Lawson, Gareth Jones, Liz James

**Apologies:** Simon Classey, Neil McAdam

<p><b>1. Election of Chair</b></p> <p>Liz James agreed to be Chair for this year (with support from the committee)</p> <p>Harriet agreed to be Acting Vice – Chair</p> <p>Gareth to amend website to reflect new roles</p>	<p><b>Action- Gareth</b></p>
<p><b>2. Matters arising from emails received by Hilary</b></p> <p>Liz James agreed to deal with our Shaddo entry into the Henley Arts Partnership leaflet and would send copy for this to Mandy Beard</p> <p>Harriet agreed to contact Troy Banyon about the offer of an unpublished one-act play script for consideration by Shaddo</p> <p>Steve Matthews has offered to direct a production of An Inspector Calls for Autumn 2011 –this caused interest and was noted for future planning</p> <p>It was agreed that Shaddo would not offer to take part in the Oxfordshire community event 'Tree of Light' for the Olympiad Project</p> <p>Hilary had received an enquiry from a potential new member (Veronica) and had spoken to her on the phone. Hilary would follow this up after the committee meeting as had promised to let Veronica know about any forthcoming event she could attend</p>	<p><b>Action – Liz James</b></p> <p><b>Action – Harriet</b></p> <p><b>Action- Hilary</b></p>
<p><b>3. Matters raised by Gareth</b></p> <p>Gareth reported that he was handing over the bank account materials to Neill as new treasurer. Neill had application forms and would be applying for a Nat West account. Hilary and Neill would be account signatories. Gareth would get the audited books to Neill.</p> <p>Neill would look into putting some of the Shaddo funds into a savings account</p> <p>Gareth agreed to stay on as the representative for Shaddo on the Memorial Hall Committee and would attend meetings on our behalf</p> <p>Gareth would set up a web email for Neill to use – suggested</p>	<p><b>Action - Gareth, Neill</b></p> <p><b>Action – Neill</b></p> <p><b>Action – Gareth</b></p> <p><b>Action – Gareth</b></p>

<p>neillw@shaddo Gareth would also set up a committee web email for items to go to the whole committee</p> <p>Fred and Beryl agreed to take and store the script library which was previously held by Angela and Gareth</p> <p>Gareth had obtained a quote for Trustees and Officers Insurance – we will consider adding this to our current insurance cover in the Autumn (or if we have a large production before then)</p> <p>Gareth had produced a list of his current roles and responsibilities (distributed at the meeting and annexed to the original minutes).</p> <p>Rosemary agreed to take on responsibility for hall and venue bookings</p> <p>Pip agreed to help Gareth update the website</p> <p>Hilary would take over and sort out contact database</p>	<p><b>Action – Fred and Beryl</b></p> <p><b>Future action – committee</b></p> <p><b>Rosemary</b></p> <p><b>Pip</b></p> <p><b>Hilary</b></p>
<p><b>4. Future Events</b></p> <p><b>(a) Play Reading evening</b></p> <p>It was agreed that we would hold a play reading evening at Fred and Beryl’s house on Thursday 2 June 2011 at 7.30pm for 8.00pm.</p> <p>Hilary would email the adult membership and collate a list for Fred and Beryl (deadline for replies 5/5)</p> <p>Fred and Beryl would then choose play(s) and get scripts organised</p> <p>Hilary would then send out confirmation and full details to all participants</p> <p><b>4 (b) Murder Mystery evening/dinner</b></p> <p>Gareth had produced a list of options following much research – Hilary would distribute this to the committee for consideration and feedback from committee members to Gareth</p> <p>Gareth would then take this forward and provide recommendations to committee with a view to a possible Autumn (October?) production. This might be suitable for involving the Shiplake School PTA or perhaps Gillotts PTA. Or we could consider putting on the event ourselves with a joint partner organisation such as the British Legion</p> <p>The committee voted the sum of £50.00 to Gareth to buy some scripts for consideration</p> <p><b>4 (c) Auction of Promises Workshop (16/4)</b></p> <p>This sold at auction for £100.00 and will involve 12 8 year olds from Shiplake Primary.</p> <p>Beryl, Rosemary and Pam agreed to provide refreshments</p> <p>Angela Cadman agreed to help and sort out costumes</p>	<p><b>Action – Fred, Beryl, Hilary</b></p> <p><b>Action – Hilary, committee, Gareth</b></p> <p><b>Action [since amended and event has taken place]</b></p> <p><b>Gareth, Rosemary,</b></p>

