



**Minutes of SHADDO AGM held on Monday 20 March 2023 at Shiplake Memorial Hall,
Shiplake (following the SHADDO Open Evening at 6.45pm)**

Note:

The 2023 SHADDO AGM followed an Open Meeting in Shiplake Memorial Hall, at which the future options for SHADDO were discussed in detail by the Committee, SHADDO members and supporters present. The views of members sent by email in advance of the meeting were also taken into account.

Present:

Simon Goldthorpe, Hilary Tucker, Pip Collings, Simon Classey, Henry Loud, Tom Cottrell-Lilley, Becky Ilderton, Rosemary Appleby, Ellie Classey, Cath Moulds, Jan Bishop, Cath Wilkinson, Bob Bishop, Thomas Wilkinson, Liz James, Joanne Stone, Adella Streater, Sophie Moulds, Mark Manson, Neil George, Phil Johnson, Gareth Jones, Angela Jones, Terry James, Neill Wilkinson, Cheryl Milne, Shirley Cooke, Bobb Brown, Charmaine Wood

Apologies:

Neil McAdam, Ellen Broughton, Peter Crowther, Beryl Lawson, Eleanor Garnett, Eugenie Streater, Tim Streater

1. Adoption of Chair for the AGM

Cheryl was unanimously elected to act as Chair for the AGM.

Cheryl opened by welcoming everyone to the AGM and thanking them for attending.

2. Chair's Report on behalf of the Executive Committee

Cheryl had delivered this report as part of the Open Meeting, in her capacity as SHADDO Chair. **A full copy of the report is annexed to these minutes (Document 1).** Cheryl summarised the various SHADDO events that had taken place over the past year and thanked everyone for their support and enthusiasm. She also outlined various changes/challenges that SHADDO had faced over the past year and the key requirements for moving forward into 2023-2024.

3. Treasurer's Report on behalf of the Executive Committee

Gareth had delivered this report as part of the Open Meeting in his capacity as SHADDO Treasurer. **A full copy of the report is annexed to these minutes (Document 2)** along with the **Income/Expenditure and Balance Sheet for 2022-2023 (Document 3)**. Gareth talked through these documents and figures at the meeting and took questions from members.

Gareth had also presented a 2023 Pantomime Financial Report at the Open Meeting as this was linked to the overall discussion concerning SHADDO's finances and future challenges/direction. Again, Gareth talked through the document and figures in detail at the meeting. **A full copy of the 2023 Pantomime Financial Report is annexed to these minutes (Document 4)**

4. Election of Executive Committee Members and Officers for 2023-2024

There had been no advance nominations for the Committee.

Nine nominations were received from the floor at the meeting. The nine nominees were proposed, seconded and unanimously elected to serve for 2023-2024.

The Executive Committee 2023-24 will therefore be as follows:

Position	Name
Chair	Henry Loud
Vice-Chair	Ellie Classey
Secretary	Liz James
Treasurer	Terry James
Committee Member	Simon Goldthorpe
Committee Member	Cath Moulds
Committee Member	Simon Classey
Committee Member	Becky Ilderton
Committee Member	Phil Johnson

All nominees were thanked for their willingness to stand and to act as Committee members for 2023-24.

It was also agreed that Becky would act as SHADDO Safeguarding Lead for 2023-24.

Gareth offered to act in a bookkeeper role until the end of the year or as long as required (on a non-Committee basis).

5. Determination of SHADDO subscriptions, fees and maximum performance fees

It was agreed that the following would apply for 2023-2024:

- There would continue to be no joining/membership fee.
- Performance fees would continue and would remain at the same level as for 2022-23.

[NB: the maximum performance fee was agreed for 2022-23 at the 2022 AGM as being £30.00. The new Committee will therefore set performance fees for individual productions within this overall cap]. [NB: 2022-23 performance fees were £10 per production for adult members and £5 per production for junior members, but subject to the overall cap].

6. SHADDO future direction

Following the election of the new Committee, SHADDO will proceed in 2023-24 with a new programme.

7. Other business

Cheryl proposed the election of Gareth as an Honorary Life Member of SHADDO in recognition of his longstanding commitment to the Society, and his consistent and sterling work over many years, starting with the Society's inception and continuing since that time. This proposal was seconded by Hilary and unanimously approved by the meeting. Gareth was therefore duly elected as a SHADDO Life Member with thanks for all he has done, both as a Committee member and Treasurer.

Gareth thanked the meeting for this recognition, which he said was very much appreciated.

Cheryl closed the meeting with thanks to all for attending.

Documents:

Doc 1: Chair's Report 2022-23

Doc 2: Treasurer's Report 2022-23

Doc 3: Income/Expenditure and Balance Sheet for 2022-23

Doc 4: Pantomime Financial Report 2023

Document 1



SHADDO AGM March 2023 Chair's Report

It's hard to believe that it's time for another AGM and Chair's Report. How time flies....

For those of you who don't remember our last AGM or those who are new to SHADDO, it may be helpful to recap what happened. Six people stood for the 2022/23 Committee and this was smaller than usual. During the AGM we discussed that if we were to hold events or productions it was crucial that other members were involved, and this has been our approach throughout the year.

During 2022/23 we have had some success in this.

- Pam and Rosemary said they would organise the play readings and these have been very popular.
- Pip came forward and offered to be the Director of our annual pantomime and ended up doing far more than a director would normally expect to do. We don't under-estimate how hard you worked, Pip. Other members stepped in to help with the running of the panto and it all resulted in a great show.
- Members volunteered to go on the 2023 rota to tend the memorial garden area which is by the Memorial Hall.
- Members co-ordinated or hosted social events including a summer BBQ
- We didn't put on a Christmas walk in the same way that we have done over recent years. But some members did put a Jack in the Beanstalk display in their garden – as a taster of things to come in the pantomime.

Thank you to everyone who was involved we really appreciate your support and enthusiasm.

That said, it hasn't been an easy year with a small committee. This year it feels like our work 'behind the scenes' has increased. Things are changing at the Memorial Hall and this has had an impact on what we can/can't do. We have also had to take on more administration to meet the government and local requirements for having young performers in the pantomime. Hopefully we have worked through some of these issues so that they won't be such a problem for the incoming committee.

And so my key message this year is that to make SHADDO more effective we really do need more people on the committee and/or involvement from the members. It really is a great way to meet new people and make good friends. And, as they say: 'many hands make light work'.

Thank you and best wishes to you all

Cheryl

Cheryl Milne
Chair, Shaddo



SHADDO AGM 2023 Treasurer's Report

SHADDO's finances remain strong. We started the year with £6,378.12 and we ended the year with £6,334.23 (of which £177.57 is reserved specifically for maintenance of the Memorial Garden).

Our main sources of income for the year were panto revenues, performance fees and donations. The panto made an operating profit of £648.42. We are very grateful to those performers who donated performance fees last year and didn't take up a fee waiver this year. Our thanks also to Terry and Liz James who hosted a Summer BBQ and donated the proceeds to SHADDO. We had an unexpected boost to our income by a request via the Memorial Hall for us to make our lighting facilities available to Netflix to assist in the filming of an episode of The Crown. A price of £300 was agreed, to be invoiced and collected by the Memorial Hall on our behalf. (A payment has not yet been received but we are assured the Hall Manager is pursuing this.)

Our costs for the year included £389.69 for the purchase for the panto of a new backdrop and video cabling necessitated by the change in Green Room arrangements this year. The remainder of our costs are the general costs for running SHADDO.

This year these running costs amounted to £743.70, an increase of around £180 over last year. This results mainly from adding Committee insurance to our general insurance – prompted by our concerns about the potential liabilities resulting from operating with reduced Committee numbers. The next most significant cost is our monthly Zoom subscription, at £158.78 for this year, something that hopefully will not be required for much longer.

The annual pantomime has traditionally made sufficient profit to cover our annual operating and investment costs. This was not the case this year and is unlikely to be so for the foreseeable future because of the high venue costs we face. We therefore need to consider how we will cover these costs. This is not yet a critical issue as our reserves are sufficient to cover operating costs for at least 2 years before we hit a target minimum level of reserves of £4000 (this is to cover all committed costs from our own resources in the event we have to cancel a production).

Finally, as this is probably my last annual report as Treasurer I'd like to thank Cheryl and all the fellow committee members with whom I've served over the last 20 years for their friendship and support and for making my role in the Committee such a great pleasure and so rarely a chore.

Gareth Jones

March 2023

Attached: Provisional (unaudited) Income / Expenditure and Balance Sheets.

Document 3

Income / Expenditure		2022 / 2023	2021 / 2022
SHADDO Main Account			
Income:			
Performing Fees		£ 110.00	£ 155.00
Productions			
Pantomime	£ 648.42	£ 648.42	-£ 830.73
Other income			
Hire of lighting	300.00		
Donations (for use of lighting)	25.00		
Donation - Summer BBQ	80.00	£ 405.00	£ -
	Total Income	£ 1,163.42	-£ 675.73
Expenditure:			
Purchases:			
Sound equipment (green room)	£ 173.81		
Black calico backdrop	£ 215.88	£ 389.69	
Donations & Gifts			£ 35.99
Social & Other non-performance events		£ -	£ 26.00
Administrative & General:			
Insurance	£ 478.53		
NODA Subscription	£ 72.00		
NODA - DBS registration	£ 20.00		
Zoom facility	£ 158.78		
Website - Domain Registration	£ 14.39	£ 743.70	£ 563.95
	Total Expenditure	£ 1,133.39	£ 625.94
	Net Income	£ 30.03	-£1,301.67
SHADDO Garden Account			
Income:		£ -	£ -
Expenditure:			
Replacement of box hedge		73.92	
Net		-£ 73.92	£ -

Balance Sheet		2022 / 2023	2021 / 2022
SHADDO Main Account			
Opening Balance 1 March 2022		£ 6,126.63	£ 7,428.30
Repayment of monies owed		£ 10.00	
Increase/decrease for the year		£ 30.03	-£ 1,301.67
Closing Balance 28 Feb 2023		£ 6,156.66	£ 6,126.63
SHADDO Garden Account			
Opening Balance 1 March 2022		£ 251.49	£ 251.49
Increase/decrease for the year		-£ 73.92	£ -
Closing Balance 28 Feb 2023		£ 177.57	£ 251.49
	TOTAL	£ 6,334.23	£ 6,378.12
Made up of:			
Cash at bank (Statement 144)		£ 6,048.81	
Plus: uncleared payments		-£ 14.58	
Less: outstanding invoices		£ 300.00	
	TOTAL	£ 6,334.23	

Document 4

2023 Pantomime - Financial Report

Financial Overview

Pantomime Jan 2023 (Jack & the Beanstalk)			
Income:			
Ticket Sales:			
Advance Sales		£ 1,595.00	
Shop Sales - Shiplake		£ 1,620.00	
Shop Sales - Binfield Heath		£ 1,360.00	
Door Sales		£ 319.00	£ 4,894.00
Programmes			£ 125.50
Bar sales (including sweets)		£ 1,243.40	
less Bar costs		-£ 664.63	£ 578.77
			£ 5,598.27
Expenditure:			
Licence			£ 295.00
Publicity			£ 137.97
Rehearsal/Performance Facilities			£ 3,174.85
Production:			
Stage & Set		£ 528.30	
Costume & Make-up		£ 234.57	
Props		£ 161.46	
Sound, Lighting & Effects		£ 293.90	£ 1,218.23
Admin & General:			
Misc		£ -	
Gifts		£ 65.07	
Refreshments		£ 58.73	£ 123.80
			£ 4,949.85
		Net Proceeds	£ 648.42

Our net income was just under £5,600 and our basic production costs were just under £4,950, giving net proceeds of just under £650. However we also needed to make two major purchases: a backdrop for £216 and sound equipment for £216 to allow us to feed video to two new Green Room locations.

Two key changes were made this year – we raised ticket prices for the first time in many years, and we revised the seating layout to give a bit more space between rows.

A number of pricing and seating options were considered by the Committee. In the end it was decided to reduce our seating capacity per show from 144 seats to 126, (though owing to a ticketing

hiccup we had to reinstate 10 seats for the Saturday matinee!). We opted to raise ticket prices from £5 - £10 to £10 - £15. This was the most aggressive of the scenarios we discussed but brought us into line with other amdram companies in the area and was a necessary risk to take in view of the increased venue costs we faced.

Ticket Sales

Pantomime - Ticket Sales analysis						
	Show	Seat price	Seats available	Seats sold		Seat Value
	Thursday evening	£10	126	77	61%	£770
	Friday evening	£15	126	101	80%	£1,515
	Saturday Matinee	£10	136	131	96%	£1,310
	Saturday evening	£15	126	110	87%	£1,650
			514	419	82%	£5,245

Our concern that the increase in ticket price would significantly reduce ticket sales appear largely unfounded, with all shows well attended, though with overall numbers down on the average for the last 5 pantos (419 vs 445). The difference between the 'Seat Value' of £5245 and actual ticket revenues of £4894 is mainly because a larger number of 'free' seats were offered this year - to displace hall customers and dancers.

Production Costs

A detailed breakdown of the production costs can be seen in the Budget Plan below. Budgetary control was less tight than usual - some areas significantly exceeded budget but this was balanced by underspend in other areas.

A comparison with the last pantomime shows the production costs were quite similar overall but the cost of 'Rehearsal Facilities' (hiring the Church Room and the Memorial Hall) had increased by some 85% and now accounted for some 63% of production costs as opposed to 50% previously. With uncertainty about the availability of Church Rooms and a likelihood of inflation-matching price increases for the Memorial Hall it's likely that venue costs will exceed £4000 next year. As it's unlikely we can increase revenues significantly, this may mean significant constraints on other production costs and/or alternative means of funding the panto.

Revenue Plan		2020		2023	
		Aladdin		Jack & the Beanstalk	
Production		Budget	Actual	Budget	Actual
Ticket sales		£3,750	£3,959	£4,650	£4,894
Programme Sales		£125	£147	£150	£126
Bar (Net) & sweets		£600	£651	£650	£579
TOTALS		£4,475	£4,757	£5,450	£5,598
Net Profit		£475	£677	£40	£259

Production Budget (Consumables)		2020		2023	
	Responsible	Budget	Actual	Budget	Actual
Rehearsal Facilities	Gareth/Pip	£2,000	£1,711	£3,300	£3,175
Costumes (hire and materials)	Cheryl	£500	£409	£400	£235
Advertising & publicity	Angela	£250	£222	£250	£138
Script & Licence	Gareth/Pip	£280	£265	£315	£295
Scenery & Set	Bob / Cath	£250	£162	£200	£422
Stage construction	Terry	£150	£93	£125	£106
Props	Charmaine / Guy	£100	£330	£250	£161
Sound equipment	Neill	£50	£40	} £250	£294
Lighting equipment	Neill	£100	£129		
Magic & Special Effects	Neill	£150	£0		
Make-up and related items	Pip / Kate?	£20		£20	
Ticketing	Neill	£25	£7	£25	
General Admin	Pip	£25	£18	£25	
Gifts & Entertainment	Pip	£100	£98	£50	£65
Refreshments					£59
TOTALS		£4,000	£3,485	£5,210	£4,950

Production Budget (Assets)	Budget	Actual	Budget	Actual
Lighting system		£386		
Video cabling				£174
Stage & Set		£25		
Curtains / Backdrop		£185	£200	£216
TOTALS	£0	£596	£200	£390

Gareth Jones
(Treasurer)

March 2023