**SPRING GROVE FRINGE**

**MINUTES OF THE MEETING**

**21 FEBRUARY 2024**

**SPRING GROVE – 6.30**

* **Present**: Sandy Gavshon (Chair); Jayne Britten (Treasurer); Amanda Shaw (Secretary); Helen Dawson; Nigel Duffin; Jenny Robson
* **Apologies**: Daisy Jones; Scott Milligan
* **Minutes of the Last Meeting**: The Minutes were approved.
* **Matters Arising**: Helen has made an inventory of props in the shed.   
  All other matters to be covered later in the Agenda.
* **Financial Report**:   
  Accounts are attached. Dick Whittington made a profit of £1,797.09 which is extraordinary given the ticket price. The Bar made a significant contribution. Huge thanks were expressed to Helen, Sandy and Jenny for all their work behind the scenes and to Jayne for doing such a great job on the bar.   
  It was decided that donations would be agreed after all 4 productions in the financial year.  
  Sandy and Jayne had discussed the implications of only hiring the Hall for 9 months of the year. A saving of £550 would be made. Discussion took place as to what other options were available. Chris Brookes would be asked if he would like to arrange film nights on Wednesday nights during the summer. (Amanda to action)The SGF could run a bar for one of these and people could BYOB for the others. This might go some way to recoup £550.  
  Jayne was thanked for her Ticket Sales Analysis. Jayne mentioned that she was monitoring the Metro account and keeping funds in Santander at the same time.
* **Dick Whittington**: A huge success. Many thanks to Lynn and Val for all their work.
* **May Production**: Jenny and Janice will direct a selection of short plays – including Michael Frayn. Amanda to email Michelle to encourage her daughter to come along.

Jenny said she was worried about moving chairs; it was suggested that the younger men in the group were emailed to request help. Sandy is unable to help and Helen will be away; Amanda will cook. Helen and Nigel will liaise to finalize the “Performance Procedures” schedule to assist all future directors. It was welcomed by all and suggested that a column should be added to note the tasks delegated. Amanda will liaise with Helen to add what catering set up is needed.  
It was noted that Gavin Chaplin had obtained the bar licence but had incorrectly told Lynn that alcohol sales were not permitted for the matinee. *(Point of information: Jayne has subsequently confirmed that the licence runs from Friday performance to end of Saturday evening performance)*

* **October Production:** Amanda is away. Jenny reluctant to do the catering. Discussion took place about a quiz night. It was agreed that Amanda would ask Tessa Kind and Steve Wells if they would arrange one. Perhaps Laurie and Val might direct a one act play. *(Point of information: Tessa and Steve have agreed to produce and host a quiz if required)*
* **November Production:** Sarah Richardson has offered to direct a musical show with Amanda.
* **Panto**: Sandy will direct Alice in Wonderland with the help of Nigel.
* **Publicity**: Sandy said it was clear that publicity sold tickets. Tessa Kind would be asked to carry on with her role doing social media.
* **Hall Hire:** Jayne said she had examined various options: i) the whole year and Sundays and weekends as necessary; ii) not hiring the Hall for 9 weeks in the summer; iii) only hiring for the 6 weeks of productions plus the relevant weekends. It was decided that the latter was not viable. £550 is needed to cover the 3 summer months when we do not use the Hall. Options were film nights, sub-letting on an ad-hoc basis and perhaps asking members for ideas.
* **Assistance**: Jayne said she needed assistance on Friday afternoons for loading and unloading her car with bar supplies. Sandy nominated Rod for the May production and it was agreed that someone appropriate would be approached for each production.
* **Recruitment**: There has been some interest through the website and all of those have been emailed with information about the read through for the next production. Sandy will produce double-sided flyers for local distribution to publicize the May production on one side and membership information on the other.
* **Any Other Business**:
  + **Helen**: Alison does not want to be involved. It is essential that Helen has adequate and reliable help back-stage. Actors should be more involved in taking sets/props on and off. We must have someone in place for the October/November productions.
  + **Nigel**: Jo and Nigel organized the last children’s workshops. Sarah Richardson has volunteered to lead on anything that the SGF runs in the future. It was suggested that this should run for 3 days in half-term. Jo and Lynn should discuss this with Sarah.
  + **Jenny**: The Hall Committee should be asked about clearing the front shed which contains large items of hardware used by the previous nursery (prams, bikes).
  + **Helen** said that costumes should be culled. Sandy said that there should be a major clear out of the shed and garage one day in the summer. Lynn has asked to borrow props – it was agreed that this was a good idea for outreach.
  + **Amanda**: It was essential that a meeting with the Hall Committee was requested. The toilets are a disgrace; disabled access negligible. It was suggested that Sandy, Jayne and Nigel actioned this and also requested a meeting for all regular users.  
    Val Boyle and Sarah Richardson are keen to join the Committee. It was suggested that Sarah might be too busy and that Val might move. Sandy will speak to Tony Tresigne and Amanda will find out how serious Sarah is.
  + **Jayne** volunteered to host the Christmas Party on 6 December
* Date of Next Meeting: 22 April at 6.30 in the Spring Grove.

The Meeting ended at 21.00