

Minutes of Stowmarket Operatic and Dramatic Society - Annual General Meeting
Monday 3rd October 2022 7.30m at red gables Stowmarket.

Present:

Jo Chadwick	Toni Haslam	Sharon Preece	Jo Jones
Kenny Sayer	Sue Ogden	David Dodson	Martin Tyrell
Peter Hawkes	Tora Moat	John Wray	Will Woolsgrove
Katie LeMay Hawkes	Mark Bolger	Helen Jackson	Michelle Holden
John Chapman	Tory Bolger	Andrew Love	Sarah Roberts
Cathy Dixey	Glynis Hunt	Lesley Scott	Gemma new member
Derek Dixey	Ian Jones	Sam Finn	Jamie new member

Apologies for absence:

Callum Limer	Anne Hayward	Michael Jewell	Anne Lilley
Shirley Painter	Paul Hayward	Robyn Painter	David Lilley
Meryl Bunce	Matthew Abercrombie	Karen Long	Frank Leo
Craig Fisher	Matt Bendall	Steve Whittaker	Jo

Welcome

Current Chairperson Jo Chadwick welcomed everyone to the meeting and thanked them for attendance.

She announced that following committee discussion it had been agreed that David Dodson would become the official President and hold office for two years.

President Award:

David presented the President's Award to Glynis Hunt who was sadly leaving the area. On behalf of the Society, he thanked her for her 14yrs of service, assistance and friendship and wished her well with the move.

Minutes of the 2021 meeting:

Minutes were agreed to be a true record of the meeting.

Proposed by

Seconded by

All in favour

Matters Arising:

There were no matters arising

Chairman's Report:

Electronic copy attached to these minutes

Treasurer's Report

Electronic copy attached to these minutes, including bank balances as at end of financial year and audited by the official auditor. There were no questions but Derek Dixey congratulated the group for coming through such hard economic times, including the pandemic and being able to show a profit at the same time.

Membership Subscriptions:

It was proposed by the committee that subscriptions should remain the same for another year.

This was carried unanimously by the floor.

Membership secretary, Katie, reported on a new system that is being introduced to enable memberships to be collated more easily and simpler to see who has or has not paid. New membership forms had been put out and Katie asked for everyone to complete these before they left. She reminded people to look out for more Patrons as our numbers for these had dwindled.

A Patron is entitled to a free ticket for one show during the year along with a newsletter. All we ask for is a minimum donation of £30.

Sue explained more about the new system – moving to cashless as bank close etc. All payments in and out will now be done via BACS and those present were reminded of the societies bank details for paying membership. Sue asked for either the name of the member as a reference, especially for the younger members or the letter AF if paying acting fees. The new system can create invoices if we need to remind people. All the online protection has been checked and the company complies with the current GDPR regs.

Rule Change:

This was to adopt the change regarding President length of tenure that had been discussed at the previous AGM. All in favour to adopt.

Future Programme:

Autumn 2022 Cinderella

Spring 2023 Wyrd Sister

Summer 2023 Half a Sixpence

Autumn 2023 Panto currently options are being discussed

Spring 2024 Sunshine on Leith

The committee are always looking for more suggestions to move the group forward

Election of Officers:

There were no additional nomination forms from the floor

There had only been one nomination for each post received, so the nominees were formally elected.

POST	Nominee	Nominated by	Seconded by
Chairperson	Jo Chadwick	Meryl Bunce	Lauren Bunce
Secretary	Meryl Bunce	Sue Ogden	Mark Bolger
Treasurer	Sue Ogden	Mark Bolger	Meryl Bunce
Business Manager	Craig Fisher	Meryl Bunce	Lauren Bunce
Membership/Patron Sec	Katie Hawkes	Jo Chadwick	Mark Bolger

There are 4 general committee posts – 3 x 2yrs and 1 x 1yr:

Mark Bolger will remain in his second year

Post	Nominee	Nominated by	Seconded by
2yr post	Helen Jackson	Jo Chadwick	Tempany Clements
2yr post	Sam Finn	Meryl Bunce	Lauren Bunce
1yr post	Ian Jones	Jo Chadwick	Mark Bolger

Other non-committee positions:

Publicity Officer: Tempany Clements will remain as online publicity whilst Ian Jones volunteered to look after all other areas including magazines, radio, posters and in due course website.

Youth Group: Tory and Michael are willing to continue helped by Katie

Social Secretary: Tory is no longer able to continue in this role. After discussion it was agreed that the vacancy would be posted in the newsletter. Suggestions for social events as they come up could be put on facebook and in the newsletter to gauge support before someone took the lead

Newsletter Editor: Meryl is not able to continue in the role. Sarah Roberts volunteered to take over. She will speak to Meryl about when and how etc.

Child Protection officer: Jo is happy to remain in post.

Independent Financial Examiner: Mark Orin

All nominees were formally voted on and agreed unanimously by the floor.

Youth Group:

Juniors:

Tory recorded her thanks to Jo Jones who will no longer be helping. Callum and Katie have now joined the team. She reported that whilst they only had 15 members, they produced a very successful play **Hokum Pokum**.

So far this year they have 20members with a few more anticipated. They will be producing Robin Hood and the Sherwood Hoodies. The group consists of lots of singers and dancers so this will work to their strengths. Tory thanked all helpers both front and back stag and pointed out that Stowupland High School ha been completely fenced off. This will hinder aces and more bodies will be needed to get set and props in.

Seniors:

Michael had sent a report - In April they had produced legally Blonde which was a lot of fun. They had also taken part with the adults in the Centenary concert which they really enjoyed.

This year they will be attempting Much Ado About Nothing. He also recorded thanks for all helpers this year but he could do with more adult support during rehearsals. Katie volunteered.

General Discussion

Cathy Dixey mentioned that Frozen for Juniors had been released and maybe something to think about for the future

Sarah Roberts wished to record how proud she was to have been part of the centenary concert and thanks to everyone involved in arranging both the concert and the ball

Meeting Closed at 8.25pm

Independent Examiner's Report

Year ended 31 May 2022

We report on the accounts of the Society for the year ended 31 May 2022, which are set out on pages 3 to 5.

Respective Responsibilities of Members of the Management Committee and Examiner

As the charity's general committee you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43 (2) of the Charities Act 1993 (the Act) does not apply. It is our responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7) (b) of the Act, whether particular matters have come to our attention.

Basis of Independent Examiner's Report

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with our examination, no matter has come to our attention:

- (1) which gives us reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 41 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met; or

- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mark Orrin
Independent examiner
Green & Seager
Chartered Accountants
12 Tavern Street
Stowmarket
IP14 1PH

Dated 20 September 2022

STOWMARKET OPERATIC & DRAMATIC SOCIETY

ACCOUNTS

FOR THE YEAR ENDED 31 MAY 2022

RECEIPTS	2022		2021	
	£	£	£	£
Production Income				
Ticket sales	36,972.00		0.00	
Programme sales	662.50		0.00	
Other sales	511.00		0.00	
Programme advertising	0.00		0.00	
Little SODS youth group	3,202.00		203.00	
Script sales	103.00		0.00	
Acting fees	1,340.00		340.00	
		42,790.50		543.00
Subscriptions and Donations				
Subscriptions	2,220.00		615.00	
General donations	718.50		2,695.00	
		2,938.50		3,310.00
Fund Raising				
Raffle	713.00		0.00	
T shirt sales			0.00	
Other fund raising and social events	649.50		0.00	
		1,362.50		0.00
Trading Income				
Costumes	645.00		0.00	
Equipment hire	150.00		0.00	
		795.00		0.00
Receipts from Assets				
HSBC business account interest	1.53		8.18	
POSB investment account interest	42.74		0.00	
		44.27		8.18
TOTAL RECEIPTS		<u>47,930.77</u>		<u>3,861.18</u>

STOWMARKET OPERATIC & DRAMATIC SOCIETY

ACCOUNTS

FOR THE YEAR ENDED 31 MAY 2022

PAYMENTS	2022		2021	
	£	£	£	£
Production Expenditure				
Programme printing	371.00		0.00	
Publicity	1,922.60		178.96	
Costumes and make up	628.34		0.00	
Set and décor	2,190.39		0.00	
Lighting and equipment	4,176.45		0.00	
Hall and theatre hire	12,039.45		603.90	
Royalties	3,673.88		0.00	
Books and scripts	274.57		0.00	
Orchestra & rehearsal pianists	1,050.00		80.00	
Miscellaneous expenses	489.45		0.00	
		26,816.13		862.86
Trading Costs				
Premises rent	5,580.00		5,580.00	
Property maintenance	77.37		279.00	
Purchase of equipment and materials	2,220.46		406.57	
Heat, light and water	508.60		752.58	
NODA subscription	185.00		72.00	
Miscellaneous expenses	153.55		0.00	
		8,724.98		7,090.15
Management and Administration				
Printing and photocopying	0.00		0.00	
Bank charges	36.79		0.00	
Insurance	934.25		934.25	
Committee members expenses	42.35		422.17	
Little SODS	2,315.62		225.00	
Postage and stationery			23.40	
		3,329.01		1,604.82
Fund Raising Costs				
Social event expenses	282.62		0.00	
other expenses			0.00	
		282.62		0.00
TOTAL PAYMENTS		<u>39,152.74</u>		<u>9,557.83</u>

STOWMARKET OPERATIC & DRAMATIC SOCIETY

ACCOUNTS

FOR THE YEAR ENDED 31 MAY 2022

BALANCE SHEET	2022	2021
	£	£
Current Assets		
Scenery store deposit	440.00	440.00
HSBC current account	44,782.57	32,883.93
HSBC business account	15,066.64	15,065.11
POSB investment account	5,897.30	5,854.56
Show expenses in advance	1,452.00	2,481.88
Tickets sold in advance	-2,135.00	
	<u>65,503.51</u>	<u>56,725.48</u>
Represented By:		
Balance of funds brought forward	56,725.48	62,422.13
Net payments/receipts for the year	8,778.03	-5,696.65
	<u>65,503.51</u>	<u>56,725.48</u>
Balance of funds carried forward		

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