**THE ILKLEY PLAYERS CLUB**

Notice is hereby given that the 39th Annual General Meeting of the Ilkley Players Club will be held on Tuesday 15th June 2021 by Zoom at 7.00pm. Log-in details will be supplied nearer the time.

**AGENDA**

1. Welcome and apologies for absence

2. President’s opening remarks

3. To receive and approve the minutes of the 38th Annual General Meeting

4. To receive the report of the Chair

5. To receive the Treasurer’s report (verbal)

6. To elect the committee for 2021/22

7. To appoint the independent examiner for 2021/22

8. Any other business

Sue Piper

Secretary Ilkley Players Club 2020/21

…………………………………………………………………………………………………

**ILKLEY PLAYERS LIMITED**

Notice is hereby given that the 20th Annual General Meeting of Ilkley Players Limited will be held on Tuesday 15th June 2021 by Zoom, immediately following the AGM of the Ilkley Players Club. Log-in details will be supplied nearer the time.

**AGENDA**

1. Welcome and apologies for absence
2. President’s opening remarks
3. To receive and approve the minutes of the 19th Annual General Meeting
4. To receive the reports previously made available
5. To agree the proposed ETC Rule Amendments previously made available
6. To elect the officers, trustees and ETC committee for 2021/22
7. To appoint the independent examiner for 2021/22
8. Open Forum

Vani Midgley

Secretary Ilkley Players Ltd 2020/21

**Papers included here:**

**Page no.**

**Minutes**

* Minutes from 2019/20 Players’ Club 38th AGM and Ilkley Players

19th AGM 3-8

**Ilkley Players’ Club**

* Players’ Club Annual Report 2020/21 9

**Ilkley Players**

* Artistic Director’s Report 10-11
* Theatre Manager’s Report 12-13
* ETC Chair’s Report and proposed Rule Amendments 14-17
* Publicity Report 18
* Treasurer’s Report 19
* Secretary’s Report 20
* Technical / House Report 21
* Greenroom Report 22-23
* Wardrobe Report 24
* LTG Report 25

**Ilkley Playhouse Annual General Meetings – Tuesday 29th September 2020**

**Held by Zoom because of the Coronavirus and delayed from 16th June 2020**

**Apologies:**

Richard Speight; Kay Vann; Mervyn Button; Louise Button; Tony Richardson; Tina Richardson; Margaret Hellewell; Janet Kish; Jackie Howard; John Howard; Tony Wade; David Park

**Present:**

Roger Davy; Bar Davy; Rosie Bond; Vani Midgeley; Felicity Woodhouse; David Wallbank; Justine Sowden; Samantha Hill; Jonty Hawkes; Jay Cundell-Walker; Chris Cundell; Janet Park; Richard Neale; Andrew Leggott; Caroline Marston; Phil Marston; Geraldine Woodhouse; Colin Waterman; Wander Bruijel; Valerie Williams; David Keighley; Dennis Keith; Niccola Swan; Mark Simister; Joanne Martin; Mike Martin; Becky Carter; Steve Mason; Heather Cheetham; Bruce Piper; Dick Hebbert; Patrick Hebbert; Stephen Brown; Tim Mutton; Ann Mutton; Ian Wilson; Julia Wilson; Graham Peacock; Liz Westbrook; Peter Dawson; Moira Dawson; Maura Fisher Peake & partner; Conal Walsh; Cath Laughey (max 35 Zoom log-ons)

**Preamble:**

Before we addressed the formal agendas of the two meetings, our president, Dick Hebbert (DH), welcomed everyone and explained our Zoom rules for the meeting.~~’~~

He also invited us to remember all the members we had lost during the previous year:

Jenny Aron, Howard Crawford, Rita Brown, Dick Gilgrass, and Barry Strong (from the previous year).

**Treasurer report:**

Bruce Piper (BP), treasurer, gave an overview of the financial position on the basis that this was essential context for the rest of the meetings. He started by summarizing the figures for our financial year to the end of March 2020. We made a small loss of £6,000 compared to a loss the previous year of £21,000, but the trip to the Minack Theatre brought in income of £26,000, so we have actually gone backwards by £10,000. Costs have been well controlled and maintained at almost exactly the same levels year on year at £150,000. The main reason for the drop of income is audience numbers in the Wharfeside Theatre which have dropped to attendances in the region of 60-70%. A depreciation charge of £7.000 on our freehold building has been reinstated at the request of our new independent advisor but this does not affect our cash position. We are obtaining a new building valuation.

Turning to the figures since March 2020 when we closed, we had a good cushion and have only eaten into our cash balances by £18,000, down to £98,000. This is because we have taken full advantage of all the grants and assistance available, including £10,000 from Bradford Council, the furlough scheme, and a good level of fundraising and donations. This has been accompanied by close management of costs with tight control of utility costs and no repairs.

We applied in May for £35,000 from the first round of Arts Council funding but were not successful (along with 1/3rd of applicants) down to very high demand and almost certainly a judgment that we were not in an area of low cultural offerings.

The next 6 months is going to be more challenging as we switch from the furlough scheme to the less generous Job Support scheme on 1st November. We are in discussion with all our staff team on the arrangements here. The new scheme will offer support of only 22% compared to 80% to 60% on the furlough scheme.

We have also applied a second time for an Arts Council grant of £75,000 and will find out on 16th October if we have been successful. If we are successful this will make a huge difference and we can re-open even with socially distanced audiences. If we are not awarded the grant, we will have a much tougher time with some bigger decisions to make. We are not very optimistic given our reserves and our area. BP and Colin Waterman (CW) will lead on applications for other funds. Members are invited to suggest donors and other routes, and options may include increased ticket prices and so on.

**Draft Minutes of the 38th Annual General Meeting of the Ilkley Players Club held on**

**Tuesday 29th September 2020 by Zoom**

# APOLOGIES and ATTENDANCE

As at the beginning of this paper

**2. PRESIDENT’S OPENING REMARKS**

Dick Hebbert emphasised the value of the Club to the whole of the Playhouse and complimented the team on all their hard work which, despite a small drop for this year, still raises a good amount of funds for the Playhouse. He thanked Jonty, Chloe, the committee and all the other volunteers who support the bar and the coffee bar.

**3. TO RECEIVE AND APPROVE THE MINUTES OF THE 37th AGM**

Received and approved

**4. TO RECEIVE THE REPORT OF THE CHAIR**

Jonty Hawkes’ report was presented. The lower surplus is mainly down to lower attendances. The card machine is a helpful addition. He thanked all the committee and all the volunteers for their work on the bar and on the coffee bar. It is pleasing to be welcoming new volunteers, although more are always welcome. The nervousness of some volunteers about returning is recognised. The bar stock sales (alongside the lockdown library £535 and accompanying donations £491) have brought in £837.

**5. TO RECEIVE THE TREASURER’S REPORT (verbal)**

BP reported that an error in stock valuation had led to a margin adjustment. He was confident that all was now in order.

**6.TO ELECT THE OFFICERS AND COMMITTEE FOR 2020/21**

The following names were put forward: Jonty Hawkes, David Park, Dennis Keith, Sue Piper, Hilly Rundle, Chloe Walker, Rosemary Howard and Lee Midgley.

It was agreed that this will be the committee.

**7. TO APPOINT THE INDEPENDENT EXAMINER FOR 2019/20**

It has been determined that an independent examiner is not required.

**8. AOB**

Ian Wilson asked if there were funds still to be handed over from the Club to Ilkley Players Ltd (Charity). This was confirmed and will be actioned shortly.

The meeting closed at 8.10pm

**Draft Minutes of the 19th Annual General Meeting of Ilkley Players Ltd on**

**Tuesday 29th September 2020 by Zoom**

1. **APOLOGIES and ATTENDANCE**

As shown for ILKLEY PLAYERS CLUB

1. **PRESIDENT’S OPENING REMARKS**

Partly covered in earlier comments, Dick Hebbert recalled that last year’s AGM was hopeful and optimistic with everything looking relatively secure. The pandemic from March onwards has changed everything and now we are focused on hanging on and getting prepared to reopen perhaps in December. A few people were specifically thanked but amongst a much bigger team: Niccola Swan (NS) for support to Justine and the staff team; Justine Sowden (JS) for everything she does; Jay Cundell-Walker (JCW) for all her positive planning and optimism; David Park (DP) for all his duties as chair; Richard Speight (RS) and David Wallbank (DW) for all their building and technical support. Sincere thanks were given to the Executive Theatre Company (ETC) and all the trustees for all the endless meetings on Zoom.

DH picked out ‘Bard in the Yard’ as a sign of optimism and of the work undertaken by Andrew Leggott (AL) and JCW to pull off this successful and very well-attended event which raised £1000 which was divided between the Manor House and ourselves. It was wonderful for the actors to be performing again.

Overall the year to March 2019 had been artistically a very good year with particular successes in the Wildman Studio, and events and hires both strong.

Two trustees are standing down: Patrick Hebbert (son!), who is been a very valuable representative of the members, and NS who has brought business and organising skills.

1. **TO RECEIVE AND APPROVE THE MINUTES OF THE 18th AGM of Ilkley Players Ltd**

The minutes were accepted and the update on the actions noted. There were no matters arising.

1. **TO RECEIVE THE REPORTS ALREADY DISTRIBUTED**

NB. These can still be read in full on our website:

<https://ilkleyplayhouse.co.uk/IlkleyPlayhouse.dll/Page?PageID=3&SubListID=1&SubPageID=3> The comments here represent summaries of each author’s additional remarks.

**ARTISTIC DIRECTOR**

In addition to her report, JCW emphasized that we all need to learn from dropping audience numbers in the Wharfeside Theatre in the last season, and our challenge will be to get people back into the building. As noted, Wildman productions were almost all 100% attendances. We need more keen and active members; the Playhouse is not the building, it is the members and we naturally want to be creative. We have to be positive about the future and we can manage with less, as touring companies do. She and Justine have lots of plans for December, including the 8x8x8 playwriting competition for which we have received 84 entries. Wander Bruijel (WB) was congratulated for his Wharfedale Festival award as best supporting actor.

**MANAGER**

JS talked about many successes, including lots of events, better marketing, smoother operations, new and younger volunteers, and of course the staff team. Whilst on flexible furlough, much of the last few months has been spent on rescheduling, grant applications, the finances, and getting to grips with ever-changing government guidance, and it has been a very tense time. The Covid-ready committee met for the first time last week, and there is lots of paperwork to get through, including risk assessments, and sorting out PPE and so on. We are still aiming to open in December with clear guidance for customers on what to expect and reassurance on their safety. Only so much is achievable within short working hours. Only JS, Cath L and Rosalia have been back in work on flexible furlough so far. NS was thanked for her support. NS gave a specific vote of thanks to JS for all her work.

**ETC CHAIR**

Geraldine Woodhouse (DGW) gave particular thanks to JS for all her hard work and to the ETC team, whose role is to coordinate and facilitate. Previous president Roger was thanked for all his positivity on Facebook, and Steve Mason and the fringe committee for many of our best productions, and Mark Simister and Joanne Martin for their often-unrecognized work on casting.

**PUBLICITY**

Becky Carter (RC) thanked JS for her work on publicity. Additionally the committee has been exploring newer media platforms. The posters are great but brochures are often preferred. We need to go all out on publicity as people have been starved of live theatre and the next big push will be on 8x8x8, with a big splash in the Gazette. The redesign of the programmes has been paused for the moment.

**TREASURER**

The main part of the report was given at the beginning of the meeting. David Keighley asked about the delay of the asbestos work and the important electrical work. The asbestos work had been planned in but was postponed because of the virus and working conditions and money (£15,000); sealing off the room is an option. The organization booked to do the work is not currently responsive. David Wallbank (DW) advised that on the electrical work, we are chasing our lead electrician.

**SECRETARY**

It was emphasized that all our achievements are through team work. The sustainability / environmental element of the Playhouse’s planning was emphasized with a request for volunteers. Colin Waterman mentioned the challenge with PPE as so much comes with plastic packaging. Vani Midgley was especially welcomed as the new secretary candidate.

**HOUSE AND TECHNICAL**

Richard Speight was unable to attend but DW covered the report. They are both in regular conversation on gearing up to get ready for re-opening, being as creative as possible. DW was thanked for his Zoom support with the meeting.

**GREEN ROOM**

AL indicated that a lot has changed since the report was written. There have been seven Zoom classes for seniors, with juniors and seniors together from September with about 20 people attending each Saturday morning. Shows have had to be rescheduled. Very recently we have been invited to be involved in NT Connections again and we have applied even though it is a bit vague on how it will work; it should be financially viable and will replace ‘Children’s Excursion’. There will almost certainly not be any offering at the Christmas coffee morning if that were to go ahead, as the earliest date for meeting in person is presently December. AL gave particular thanks to Lisa Debney, his associate for the last three years.

**WARDROBE**

Rosie Bond (RB) advised that the wardrobe is planning to reopen when the theatre reopens. Sacha and the team are looking to see if surplus stock can be sold in the meantime. DW asked if the moths have come back. RB replied that they never really go away but spraying has been done.

**LITTLE THEATRE GUILD**

RB advised that lots of guidance and lobbying has come from LTG, and it has been very helpful to be a member. Sam Hill (SH) asked if there were any top tips coming from other theatres. RB talked about Questors crowdfunding with the Theatres Trust which had raised £40,000. This is the only theatre known to have opened so far. Some have taken on government loans but most are in a similar position to us. SH and JCW also mentioned the Rowntree Theatre in York which is also doing fundraising work with the Theatres Trust. SH is leading our fundraising planning.

DH thanked all the report writers and the committees behind them.

**6. TO ELECT THE OFFICERS AND COMMITTEES FOR 2018/19**

**Trustees**

All elected trustees are appointed for a two-year term.

Patrick Hebbert stood down and was replaced by Felicity Woodhouse who was nominated by Yvette Huddleston and NS.

Niccola Swan stood down. Replaced by Vani Midgley who was nominated by DGW and NS.

BP was elected last year.

These two unopposed elections were confirmed by the members present, at the request of Ian Wilson.

DP and DW have previously indicated their agreement to be co-opted again by their fellow trustees.

**Executive Theatre Committee (ETC)**

DGW agreed to stand again as chair and was unopposed and was nominated by JCW and SH, and confirmed by the members present.

Jay Cundell-Walker, Richard Speight, Becky Carter and Sam Hill were all elected last year

Vacancies remain for the posts of Training Director and Social Director.

**7. TO APPOINT THE REPORTING INDEPENDENT AUDITOR 2019/20**

David Colliyer was reappointed.

**8. OPEN FORUM**

* Maura Fisher Peake asked about the use of the bandstand with performances and collecting buckets. AL confirmed this has been used before by the Greenroom but has not been in use since March. It is being considered.
* CW asked if we would do more with the Manor House using their courtyard. AL indicated we had a very positive relationship and we might do the short Shakespeare plays there next year. JCW advised a promenade nativity is being considered which would use this space
* Chris Cundell said that we should be doing no cost and distanced work in the Playhouse while we are closed, even if only looking at water damage and redecoration. People were invited to contact him to form a working party and there was quite a bit of immediate interest in joining in, including Conal Walsh, DGW and NS. Tim Mutton advised that several members of the regular working party are vulnerable and not able to participate.
* WB asked about a fundraising plan and the future of membership fees. SH replied that this was definitely an area to be looking at and she was working on a draft fundraising plan, which might include greeting cards, notelets, 100 club and a café. She asked for volunteers to come forward and help. Should we be making fundraising calls to members? WB said he was planning to run a half-marathon to raise funds for the Playhouse. JS advised we have raised £5300 in online donations and bands are offering to do fundraising gigs for us. Membership numbers are down (to 466) and we need to decide on when the membership year restarts.
* Mark Simister raised membership and casting as priority always goes to members. Joanne Martin asked about how long we should give members; do they in effect have a year off? JS confirmed this will be considered but that we have wanted to keep people on our books so we can communicate with them. JCW confirmed we would need to draw a line soon.

RH thanked everyone for their contributions and positivity.

The meeting closed at around 9.40pm

Minutes prepared by Niccola Swan and Sam Hill

**Report From The Club Committee [Bar] – June 2021**

The committee elected at the AGM in 2020 was David Park, Lee Midgley, Chloe Walker, Sue Piper, Dennis Keith, Rosemary Howard and Jonty Hawkes. At the first meeting Jonty Hawkes was elected Chairman, David Park Secretary.

Due to Covid the bar has not been able to open this year. We have managed to sell most of our ‘dated’ stock through the Lockdown Library with takings of £860. Thank you to everyone who bought the stock ensuring we did not have a large ‘ullage’ loss on our hands. Most of the stock was sold at cost but some stock with a short date we had to sell at below cost and some went out of date, leading to a loss just over £100.

During the lockdowns some members of the committee got together with the IP fund raising team which resulted in:-

- the successful Lockdown Library which has and continues to open every other week since 23rd May 2020

- the Elf Christmas card delivery service, which now delivers newsletters & updates to members not on e-mail

- the tasty ‘Bake Offs’, offering ‘Click & Collect’ goodies.

The total raised by the above in the year to the end of March is **£3,806** which includes **£992** in donations. This money has gone into the Club accounts and will help swell the Playhouse recovery fund. Thank you to everyone who supported these fund raising activities and all those who helped.

Before we open in the not too distant future (hopefully) we will have to restock the bar. If there is anything you would like to see behind the bar (drink-wise!!) then please let me know.

I trust that all our volunteers are ready and keen to return to working behind the bar or zooming (that’s the old meaning of zooming!) back & forth between the bar and the Wildman theatre with orders galore! We have completed a Covid risk assessment which includes guidance for our volunteers to ensure the safety of everyone while at the Playhouse.

**Jonty Hawkes**

**(Chair of Club Committee & Chief Librarian)**

**Artistic Director’s report to AGM: April 2020-March 21**

This period has seen a surprising amount of artistic activity despite the fact that the theatre has been closed throughout. The summer projects were the 8x8x8 playwriting competition and the altered Bard in the Yard presentation, when instead of showcasing three short plays, we instead presented a number of Shakespeare monologues. Thanks to Andrew Leggott for co-ordinating this. Many thanks also to the ‘Playhouse Eight’ led by Steve Mason who spent their entire summer reading eight-minute plays and choosing a shortlist.

In December we had planned an open-air Nativity, thinking outdoor events were going to continue. But sadly Tier 3 followed by full lockdown prevented this. As a result, we put together a rather splendid on-line advent calendar with a lovely Christmas themed piece each day, culminating in the Nativity pieces in the week leading up to Christmas.

In January we started work with Drystone and Rombalds Radio to create a suite of radio dramas. We had lots of super material available to us from the 8x8x8 Playwriting competition, and the authors were happy to allow us the rights. The plays have been available for some time as podcasts on Rombalds and were subsequently broadcast on Drystone. Special thanks to writers, actors, but most especially Chris Cundell and John Parris for the sound engineering. The plays are entitled Tea Break Dramas as they are perfect for a ten-minute sit down with a cup of tea.

In early April I put together the winning plays plus two bonus pieces into a published book. This is now available to buy and also as a Kindle book on Amazon. The small profit from each book will go to the theatre. Don’t forget to purchase it via Amazon Smile to make an additional donation to the Playhouse.

Closure has given us time to think and use our time productively. The Play Reading Committee have found themselves reflecting upon our diversity policy. We are actively analysing our play choices to decide whether they support our stated commitment to increasing the diversity of the membership. It will be some while before you see the full impact of this because so many plays have been re-scheduled from before the pandemic, but it will influence all our future thinking. My thanks to all the play readers.

The casting committee constantly juggle the needs of existing members with the need to maintain our highest standards and welcome more actors and potential actors into the theatre. Thanks go to Mark Simister who has just stepped down as joint convenor and to Joanne Martin and Nikki Ford, the current convenors of casting.

We hope to be starting a summer season next week (21 June) as follows:

Rehearsals from 17 May, performances from 21st June with possibly a one man show the week before. Purpose: to gauge the levels of audience return and to make money

**8x8x8 23-26 June** with access to the Playhouse for rehearsals from May 17 (rehearsals will use social distancing and rule of 6.)

**Tuesdays – a National Theatre Connections production. 2& 3 July with a matinee on the 3rd**

**Picnic at Hanging Rock**  **6-10 July plus matinee** with access to the Playhouse for rehearsals from 17th May

**The Children** **20-24 July plus matinee**- access to the Playhouse for rehearsals from 31st May (early rehearsals will need rule of 6 and distancing)

All tickets £10 (Greenroom reduction to £5.)

All of these productions can be put on at almost no cost so all takings will go to support the general running of the theatre.

**Bard in the Yard- Macbeth and Twelfth Night August 28, 29 in the Wildman, and 30th in the Manor House.**

We have a full season, Wildman and Wharfeside planned from September and just hope we are allowed to continue without further interruption, welcoming our audience and keeping everyone safe both front of house and backstage.

Finally, I will add the same four points that have regularly been part of my report and are still far from solved.

1. We are constantly short of active members who want to do much more than act. We must encourage people to appreciate the joys of the other roles, make them fun to do and give them high status.
2. We do not always embrace new members (and non-members) to get them into the fold and build the future of the Playhouse. We must make sure that everyone feels welcome here.
3. We all need to pull together to maximise profits.
4. Everyone’s opinion is valuable if it helps to bring in a wider audience and grow the membership. We must listen and learn.

Thanks to everyone who has supported me during the last four years. It has been challenging but very satisfying.

**Jay Cundell Walker**

**Theatre Manager AGM Report (financial year 2020-2021)**

At last year’s AGM, we were in the throes of a difficult and challenging period. We had all felt buoyed by the momentum of our hard work and some positive results over the last few years and were coming to terms with the huge impact of a pandemic that was preventing our progress and showing no signs of abating.

Our numerous reopening plans were constantly dashed, regional theatres and art centres were announcing their closures and, at times, even my optimistic self was struggling to find hope!

But then came the vaccination programme and a new Roadmap, and with it a sense of relief that we could start making plans to return and that our wonderful theatre would survive.

All our hard work on the application for an Arts Council Recovery Grant was rewarded. You, our immensely loyal members supported all our fundraising endeavours and made very generous donations. The furlough scheme enabled us to retain our fantastic staff and local council grants also provided much needed financial support. *Bruce will provide a full financial update.*

This last year has been of two halves: grant applications, rescheduling of events and productions, initiating lockdown ideas, and promoting our collaborations with other cultural organisations, revising financial models and forecasts - as well as getting to grips with the ever-changing government guidance. More recently, we have been enjoying making plans for our summer season, preparing the building with rooms painted and refreshed, electrics upgraded, asbestos removed, covid signage installed, risk assessments and front of house instructions completed, and information prepared on what to expect when we reopen in terms of our covid secure measures. It has been a very busy period. Huge thanks to Chris Cundell, Paul Chattwood and their remarkable refurbishment team, and to Jonty Hawkes, Janet Park, Richard Neale and our fantastic team of fundraisers.

Our summer season of productions in the Wildman from June 21st will test audience interest, generate income, trial our covid safe system and increase audience confidence in time for when we fully reopen in September. Jay and I devised a production plan which could work with or without social distancing, depending on the rules at the time. *At the time of writing, we are still unsure as to what will happen come June 21st. Either way, we have ensured that nearly all the plays we have chosen can still be performed, and I know that you will support them.*

Big thanks to Jay for her sterling efforts with the radio plays, monologues, 8x8x8 writing competition and book, and for rejigging the season countless times… it is a pleasure working alongside you.

From September, we have a full season in the Wharfeside theatre and Wildman studio, and numerous events scheduled. Whether the Ilkley Literature Festival will hold live events this year is still unknown and therefore, we have contingency plans for this potential financial set back with some fringe productions and events filling that important two-week period.

It is wonderful that we have been able to see the safe return of our Greenroom classes and rehearsals for our summer productions. All thanks to Andrew Leggott and Lisa Debney who stepped up to the challenge of online classes and kept spirits high. We successfully provided safe spaces as a polling station, and we are delighted that our regular hirers have committed to returning from September with some new hires too! The diary is very full until Christmas with lots of music events between our productions.

Relationships with local business support groups such as Ilkley Cultural Cooperative, Ilkley BID, Business Forum and Community Action Bradford and District have developed and enabled exciting lockdown ideas to come to fruition. We are now part of the Discover Ilkley Campaign with our information in the ‘Things to Do’ section of the Ilkley BID website.

It has been an enormous team effort. We have all pulled together, and I am incredibly pleased that we are almost back in action doing what we all love best.

Of course, there is still uncertainty around the Autumn/Winter season when covid cases may rise. We will tackle that as we have the last twelve months by doing our best to ensure the survival of our very important community theatre. We may need to discuss our current business model with its 8 productions in the Wharfeside and 2 in the Wildman. These financially challenging times require consideration of how we structure our productions, events, touring groups to ensure that we allow ourselves the opportunity to maximise our income and use of spaces in the coming years.

Our staff, including myself, have been on flexible furlough. As productions commence, we will see the gradual return of Heather Cheetham, Cath Chamberlain, and Caroline Mutton. Heather Glendenning and Ian Sargeant are back looking after our wonderful spaces. Cath Laughey and Rosalia Roberts have worked part-time throughout this entire period so I must thank them both for their constant support during this challenging year. In addition, it has been lovely having Rosie Bond providing important Little Theatre Guild updates and kindly helping with admin support. Thank you all!

David Park… where to start? I am sad that you are stepping down and will miss your input. Your knowledge and understanding of the Playhouse, its constitution, charitable status, training of the trustees, all invaluable. I am just relieved that you are still committed to your other roles: the bar committee, as our safeguarding officer, health and safety consultant, front of house extraordinaire… to name a few! Thank you.

Finally, you will be pleased to hear that Alan Titchmarsh sends his support and best wishes. He has made a kind donation to the Playhouse, and we are hoping that he will visit this Autumn/Winter.

**Justine Sowden**

**03.05.2021**

**ETC Chair’s Report**

I’m sure we’ve all had some Groundhog Day moments this past year, when perhaps, things seemed to have just got stuck in a groove. The groove might have been pleasant at times or more challenging at others but life has been moving forward and changes are afoot. It has been really rewarding, for instance, to review this year and see so many of the initiatives suggested by ETC members take root and flourish, from the 100 Club so successfully set-up by Richard Neale and Janet Park to the Christmas Elves and Lockdown Library.

I have continued to be in awe of the positive energy and commitment to the Playhouse of so many members and IP friends in the community.

I would like first to thank the Trustees and in particular their Chair, David Park, for his unwaveringly calm presence and his fount of knowledge about all things Playhouse. The Trustees have worked to sort out bids, grants and all-round support for Justine, our exceptional Theatre Manager. Justine has continued to deal with her team, and all of us who are on committees or involved in fund-raising initiatives, with her characteristic positivity and support. Her ability to assimilate government guidelines and readjust her plans with positive good humour, care and attention to every detail is superhuman.

Another key member is of course, Jay, our Artistic Director. I am full of admiration for her unflagging creative energy and ability to keep committees going and future planning vibrant and exciting. Her 8x8x8 playwriting initiative has been a spectacular success and I hope we will all finally be able to see this exciting work, created by the writers, directors, actors and backstagers before too long.

A huge thank you to the stoic and wonderful members of ETC who have Zoomed regularly, discussed fully and planned and re-planned: they have always been optimistic, inventive and proactive about the future. So thank you: Richard Speight, Jonty Hawkes, Becky Carter, our Publicity Director, Sam Hill, our Secretary,Janet Park, Julie Domaille, Steve Mason and Kath Potts who have been invaluable members of the committee and given readily of their time and energies.

Guided by Sam Hill, we have begun to look at the constitution and started to make it more fit for purpose to ensure it reflects the Playhouse of today. You will have seen the amendments we have suggested about ETC voting rights and quorum for instance. It has been a while since the constitution has been looked at and this is an ongoing task.

We have also begun to focus more specifically on our role within the wider community and how we can reach out to new members, audiences and volunteers. We are trying to address all aspects of the Playhouse community in terms of inclusivity and diversity. We have a working party which is focusing on this which will report back to the ETC and from this we hope to develop and widen our appeal and at the same time we hope to further embed attitudes of inclusivity and openness in all areas of the Playhouse.

We have also tried to address the roles that comprise the ETC, for instance the Social Director and Training Director, and again try to make them fit for purpose and clear and so, hopefully, encourage more members to come forward to take on these important responsibilities. I would encourage everyone to consider being on a committee or sub-committee: we do want to hear from you and we do want your voices to be heard as we move forward into the 2021 season. There is a lot to discuss and plan and I know there are lots of great ideas out there – yes, it can be time-consuming but equally it can be fun and rewarding to have a say! If you’re interested, please have a chat with me or any of the ETC members.

The fund-raising initiative that was the Lockdown Library, led by Jonty and Sam, has been an invaluable aspect of the Playhouse during this year. Not only has it raised much needed funds for the Playhouse, it has given members an important link to the Playhouse and shown us how much support and loyalty for the Playhouse is out there. The widening of the book and DVD sales to cakes and the delicious Click and Collect Bake-Off bags has been another fantastic achievement to keep contact with members and make some money and a huge thank you to Janet Park and all her bakers.

I’m sure all the Directors’ reports will reflect on ways forward and the gratitude we all owe to so many members in different ways - for instance Chris Cundell and the decorators who have achieved so much and made the Playhouse all ready to open its doors and welcome us all back.

So on that note: welcome back to the Playhouse! Onwards and upwards!

**Geraldine Woodhouse**

**Executive Theatre Committee (ETC) iP Rule Amendment (15 June 2021)**

**Background**

The Rules governing the officers, function, format and method of operation of the Executive Theatre Committee (ETC) can be found in the **Ilkley Players Limited Memorandum & Articles of Association & Rules (MA&R)** document. Part 3 (Rules) contains detail relating to the ETC. There have been minimal amendments made to these Rules since they were first drawn up.

A review of the format and functioning of the Executive Theatre Committee (ETC) is currently ongoing. This includes looking at the roles and positions on the Committee to ensure they remain fit for purpose together with proposing any concurrent Rule amendments to support any changes.

Any Rule amendments require endorsement by iP Board of Trustees (Trustees Committee) followed by an update shared with the iP membership.

**Rule Amendments**

The following **3 Rule Amendments** have been approved by iP Board of Trustees and are shared here for the purpose of updating the Playhouse membership :-

**1. iP Club Representative**

Rule 31 confirms *‘****A representative of the Ilkley Players Club Committee, if not already holding one of the above posts, will be eligible to attend ETC meetings, but without voting rights.’***

The iP Club Representative has, for many years, had a seat at the table of the ETC and other iP managerial committees before it. The background as to why the role should not carry voting rights, given the important role the Ilkley Players Club plays in Playhouse activities, is unknown.

Rule amendment : iP Club Representative **to be permitted voting rights.**

**2. Quorum**

Rule 40 confirms ***‘Four elected members shall be a quorum at meetings of the ETC’.***

With the number of elected positions currently remaining unfilled this reduces the number of ‘active’ elected members to five thus putting strain on the documented quorum required. The current Rules wording does not indicate that those co-opted to the Committee nor the iP Club Representative may be included in quorum requirements, with the positions not being *elected* to the Committee.

Rule amendment : quorum to be drawn from both elected **and co-opted** Committee members and to **include the iP Club Representative**.

**3. Deputy Treasurer**

Rule 29 confirms ‘ ***There shall be an Executive Theatre Committee (ETC) consisting of the Chairman of the Executive Theatre Committee, Artistic Director, House Director, Publicity and Marketing Director, Social Director, Training Director, Deputy Treasurer and Executive Theatre Committee Secretary’***

The requirement for **Deputy Treasurer** to attend ETC has subsequently been removed and confirmed that this has been minuted in previous Board of Trustees papers.

Rule amendment :requirement for Deputy Treasurer to form part of ETC **to be removed.**

**Publicity 2020-2021**

As with all playhouse departments, this year has had its many challenges. Starting in traditional fashion with reviews, previews and social media for our productions, the output soon ground to a temporary halt whilst we established what was to be the role of the team during lockdown. It was problematic initially to know how to address the situation as the expectations for re-opening changed so frequently and so rapidly, lurching from preparations to recommence first in September, then November, December and practically every month in between until at last, now we can actually, albeit tentatively (Indian variant depending) assume that we will have something to show this Summer and in the Autumn.

It has been very heartening to be able to publicise some of our extra-curricular activities over the last year – in particular things like the Christmas deliveries, the lock down library, the baking and of course the fantastic acquisition of the various fought for grants which have enabled the playhouse to maintain its functionality.

In addition to this has been the great joy in being able to tell of the works undertaken to improve both the fabric of the building and its properties. The redecoration of various areas along with the sorting and organising of the props stores and costume departments have been obvious signs that we are forward thinking and attentive to our preparation.

Members have carried out much of the publicity themselves through posts to the Facebook playhouse members site and the public site – maintaining our profile has been essential. Looking at past productions as well as various reminiscences in addition to features such as the Kitchen sink monologues have all contributed to making sure that the theatre is continuing to be viable and relevant.

There have been many occasions too, over the last year, when all we could publicise was what we had hoped to do. This came in many guises, from the plans laid waste for the January re-opening to plays cancelled and postponed. Whilst all very disappointing and frustrating, the work did serve to show that we were ready.

The publicity machine is beginning to swing into action once more now with the Summer season nearly upon us. The team has been delighted to elevate Carol Butler to being the co-ordinator of photography and Elsa Tuxworth has stepped up to manage our social media accounts. Both extremely welcome to enhance the team. The support we receive from Justine Sowden and Cath Laughey, as well as from Ann Mutton and Roger Davy, is as ever, invaluable. And of course, we are constantly on the lookout for new members for our team. In the months to come we are planning to formalise our social media strategies and to make sure that our output is available on broader platforms with the intention of attracting a larger and more diverse audience. There are plans afoot to seek out new opportunities and formats for publicising our theatre as it goes through the many changes that the both the times and Covid have brought about. Hopefully it will be a case of watch these spaces!

**Treasurer’s Report**

**Financial review**

What a strange year, with no play income the Playhouse obviously faced some serious financial questions. Through a combination of significant government support, local fund raising /donations and a tight control of overheads, provided that ‘normality’ resumes during 2021, the financial future looks secure.

Applications for three grants from the Arts Council were made in the year and we were successful in being awarded over £60454 in the Arts Council Cultural Recovery Round 1 of which £54,409 has been received to date. Of this £35,888 was released to the P & L in the year to offset qualifying expenditure with the balance of £18,521 being carried forward to offset expenditure on Q1 21/22 as agreed with the Arts Council. This income, along with local authority (BMDC) Local Restrictions support grants of £24,320, payments through the Coronavirus Job Retention Scheme (furlough) £26,994 to maintain our staff position and local donations/ fundraising activity generated a combined income of £105,379k.

Overheads naturally came under significant scrutiny. With the Theatre closed, cash overhead costs were reduced from £135,551 to £109592 despite over £14,500 cost to resolve the asbestos removal issue. Depreciation cost was marginally reduced to £20,822.

The net loss for the year was therefore restricted to £26,724.

There was a net cash inflow of £2,776 in the year thanks to the Grant support.

We have modelled various alternative cash flow scenarios for the coming year and are expecting a phased reopening, which combined with further financial assistance from central/local government as available and continued local fund raising, will hopefully enable a secure future.

**Secretary’s Report**

Having been involved with the Playhouse for a while – working in the office and also having had the opportunity to participate in a number of productions, I was grateful for the opportunity to contribute “behind the scenes” as Secretary to the Trustees.

A rather odd year to start a new position – but I am very grateful to Niccola Swan for the handover process – although, of course, this had to be done on Zoom – and to all the Trustees, particularly David Park, for their help and support as I have got to grips with the role. I do look forward to being able to have a meeting in real life though, rather than online!

Meetings took place on the following dates:

Joint Trustees / ETC 13/05/2020

Trustees 4/6/2020

Joint Tustees / ETC 16/7/2020

Joint Trustees / ETC 2/9/2020

Trustees 7/12/2020

Joint Trustees / ETC 16/3/2021

Trustees 24/5/2021

Looking forward to the year ahead.

**Vani Midgley**

**Technical / House Report 2021**

We have at last carried out the Asbestos safety works in Cellar, and all has been sealed and is now tidy and in use, but care must still be taken, and any work carried out must consult our Asbestos Management Plan 2021.

I have been as a Volunteer calling the theatre checking for leaks etc and we have had a problem with the overflow for Old heating system and this has caused damp patches in various parts of the building and is drying out and then will be repainted once dry.

We have carried out a full test of all Emergency lighting and due to lack of testing due to shut down quite a few batteries and Fittings have had to be replaced and we have made an inventory to aide future testing.

We were overdue our Electrical testing and am pleased to say we have upgraded to Earth leakage and Surge protection on the Bulk of the Mains panels, and we decided to remove the last man out control as it is not a legal requirement and will make future works easier and cheaper to carry out this was on our original Building and continued with studio but has got rather complicated over many years.

All this means is you must turn off lights and equipment when you leave, we will clearly identify any items that must stay powered up.

The lifts and many items were shut down to save energy use etc and unfortunately, we have issues with the Goods lift and repairs should be completed by the time you read this report.

We are having to replace the wharfeside house light system as many fittings have failed this has been on the cards for quite a few years and will now led with additional Cleaners/working lights with 2 way switching to allow safe access to and from the stage and auditorium.

**Richard Speight 2021**

**Greenroom Annual Report 2020/21**

**Membership** From September 2020 we have been offering zoom classes only because of Coronavirus restrictions. These classes are for Junior (ages 8-11) and Senior (ages 12-18) members combined, and have attracted a total of 20+ per week, consisting of two thirds Seniors and one third Juniors. This compares with a weekly total of 40+ per week before the pandemic. From September 2020, the fees were set at £50 per term (£45 for additional siblings). These fees have not yet been implemented, as we made a reduction to £20 and £18 per HALF term because of the reduced services.

We hope to be back in the Playhouse, masked and distanced, from 8th May, when we are anticipating that the numbers will gradually revive. We are planning a special recruiting campaign with schools, in anticipation of the new academic year starting in September.

**Tutors** This was the eleventh year the writer (Andrew Leggott) had led the Greenrooms, and the fourth year for Lisa Debney. There were no guest tutors due to the electronic nature of the sessions.

**Activities** The online nature of activities rendered many of our regular exercises impossible, leading to some marked ingenuity in our approach. I am reminded of Christopher Robin waking with the thought “Now, what to amuse them today?”

**Annual Production – Senior Class**  The adult/youth production of “Treasure Island” scheduled for December 2020 was postponed until December 2021 due to coronavirus. There will be a Workshop Audition on 18th September to cast the Youth parts. Fortunately, all the adults remain unchanged, although sadly we lost our cabin “boy”, Jim Hawkins (one of the leading roles), as Jessica Button will be concentrating on her A Levels. We are confident we shall be able to replace her from those attending the audition. (Male or female – the Hispaniola is an equal opportunities vessel!)

**Annual Production – Junior Class**  There was no production in January 2021, due to the pandemic. It would be difficult to mount one in January 2022, because Lisa and I will be heavily involved in “Treasure Island” up to Christmas. Also we are not confident that numbers in the Junior Greenroom at that time will be sufficient. Instead we would aim to present a Summer Open Display Case in 2022, similar to the Christmas Coffee morning, to give performing opportunities.

**Adult Greenroom** These “Introduction to Drama” sessions are ideal for both “new starters” and “wanting to gain more experience” types. Talk to Andrew Leggott if you know anyone who might be interested for the future. They are dependant on obtaining sufficient numbers, and usually run on Saturdays from Noon to 1 pm.

**Christmas Coffee Morning Performances** These will as usual take place at the Christmas Coffee Morning, on Saturday 4th December and are always enjoyed by participants and audience alike.

**National Theatre Connections 2021 – “Tuesday” by Alison Carr** Many of you will remember “Chaos”, performed under this scheme in the Wildman and York Theatre Royal Studio Theatre in 2019. We decided to participate again and recruited a cast of ten from our Senior Greenroom plus seven new members. The virus meant we could not meet in person, but rehearsed on zoom from January. We then filmed the result (again on zoom) and it will be broadcast online by York Theatre Royal on 18th April (all Playhouse Members being advised.)

When restrictions are eased on 21st June, after a short intensive rehearsal period, we plan live performances before a Wildman audience on 2nd July at 7-30 and on 3rd July at 2-30 and 7-30. Fingers crossed!

***ANDREW LEGGOTT*** **April 2021**

**Ilkley Playhouse Wardrobe Report for 2020-21**

The only work we have been able to experience in hire and maintaining the costumes this past financial year has been behind closed doors. We haven’t been able to welcome any hirers or play casts. So work has continued from Sacha and volunteers to reorganise stock and maintain the costume hire area.

Unfortunately, it is not certain when we will be able to reopen costume hire at the theatre with the current hygiene and social distancing regulations and if that will be later in the summer or not until the autumn 2021. Plays are planned to resume in late June. Details regarding re-opening dates will be posted on our website, [www.ilkleyplayhouse.co.uk](http://www.ilkleyplayhouse.co.uk)

For future reference, our hire stock can be viewed on Facebook and Instagram or, when we re-open, we can take enquiries by phone and email. Contact: Sacha Denney-Rodwell on 07842 846968, www.facebook.com/ilkleycostumes or [ilkleycostumes@hotmail.com](mailto:ilkleycostumes@hotmail.com), also on Instagram:@ilkleycostumes.

Jill Coulson’s Vintage Fairs were also not able to take place in 2020. Unfortunately, the April 2021 fair has had to be cancelled, but we are hoping the Vintage fair planned for a Saturday in October 2021 will still be able to go ahead.

**Rosie Bond, on behalf of the Wardrobe Committee, April 2021**

**Little Theatre Guild Report for April 2020- March 2021 for Ilkley Playhouse**

**From Rosie Bond, LTG Rep**

The Little Theatre Guild grew out of a common idea that independently controlled amateur theatres might benefit from regular meetings to discuss problems, experiences and standards. It now comprises 113 member theatres throughout the United Kingdom. The LTG’s web-site can be found at [www.littletheatreguild.org](http://www.littletheatreguild.org) and they issue a quarterly newsletter and an annual yearbook listing all member theatres and their productions. It is a community of shared values: we learn from and understand more about each other and take comfort that we are not alone.

Throughout the pandemic lockdown of the past year, we have been relying on theatre update information sent out nationally via the LTG Committee and re-laid to us from the Society of London Theatres(SOLT) and from the DCMS( Department for Digital, Culture, Media & Sport). The LTG have been providing proactive support and arguing the case for amateur theatre in the emergence from lockdown and for national funding. In particular, LTG and the LTG National Liaison Officer, Eddie Redfern have been interpreting and detailing the guidance and drawing attention to the government support available. As you are aware we were in receipt of an Arts Council Culture Recovery Fund grant in the autumn funding round, as were a number of other LTG member theatres. We have also received grants from the Government’s Retail, Hospitality and Leisure Grant Fund via Bradford Council.

**The LTG NATIONAL CONFERENCE and AGM 2020** was due to be held at **Questors Theatre, Ealing, London** from 17th to 19th April 2020,but eventually sadly had to be cancelled due to COVID-19. It was held virtually on 5th September. It was also decided not to hold Regional Conferences last autumn.

Fingers were being crossed that we would meet in person for the **NATIONAL CONFERENCE and AGM 2021,** whichwas due to be held in **Southport Little Theatre** in **Southport** in **May 2021;** again, due to theatres lockdown, the team felt that they had no option but to cancel the event. We have been asked to keep the date of **15th May 2021** free for **an on-line mini-conference.** As well as an on open forum, members have been asked to provide snippets of entertainment to show off what they have been doing in lockdown. We have been asked by the LTG Chairman for a 3 or 4 minute video of our greenroom cast performing **Tuesdays**, the National Theatre production in collaboration with York Theatre Royal. My thanks go to Lisa Debney and Andrew Leggott, the co-directors for setting this up for us to participate.

Like Southport, the Carlisle Green Room were very keen to host the LTG Northern Region Conference in this coming autumn 2021, but feel that in the current circumstances this is just not possible. We know they will be very disappointed as they wished to share with their Northern Colleagues their 70th anniversary.

I am your LTG – Ilkley Playhouse Rep, so you are welcome to contact me by email rosiebond@btopenworld.com or check the noticeboards in the theatre, when we get back, for details of future LTG events.

**Rosie Bond, April 2021**