**Members present**: There were 29 Members present and 5 had sent their apologies. There is a list in Appendix 1

**Start:** 7:30 pm

**Close:** 8:20 pm

* 1. **Apologies for absence and attendees:** 29 members attended the meeting and 5 had sent their apologies. The names are listed in Appendix 1.

1. **Minutes of the AGM held on 12 June 2023 - presented by SB**

**a) To approve minutes as true record & b) To consider any matters arising therefrom**

Due to length of the draft minutes SB summarised key points and provided update on actions. In terms of fundraising and promotion of the Society in school actions, these had not been progressed. SB explained that her experience of previous unsuccessful grant applications was that it is hard to win any funding when you had healthy funds and/or no specific project. Also in terms of undertaking promotional activity in schools, we have been busy with the Showcase and changing our concert approach - through this and our shows we have seen an increase in membership and those participating in our productions.  
  
GH discussed the change to the fees structure for our members, with it now being split into 3 parts depending upon which productions members wished to participate in. GH also said that at next Trustees’ meeting we will discuss a membership option for those wishing to be a member however not perform.  
  
***Minutes were approved by Peter Meredith and seconded by Peter Mills.***

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**3. Financial review - presented by GH**Gwen Haxell presented the accounts and her financial review. During the year in review, we made a profit of £1774.07 which contrasts to a loss of £2245.77 in the previous year. A loss had been made on concerts before the year end however the Showcase/gala concerts reversed this trend with us expecting to make a profit in our 2025 accounts.  
  
Stephen Pugh asked about gift aid received as we had previously shown £0 in respect of this. GH explained this is due to when the person making the gift aid return completes this on our behalf, and also fact that we have now claimed for the previous year. This was done in September and there were 2 years’ worth of claims being made, totalling approximately £1400. We expect it to be approximately £700-£800 next time.

GH explained that the concert income includes ticket sales as well as member subscriptions for concert season only. The HMS Pinafore show figures includes member subs for show only.  
  
A question was raised on the increased NODA fees/costs and GH confirmed that this was due to the inclusion of the lunch costs for those attending the award ceremony from when we were nominated.

There was a query on the increased cost of show staging and GH confirmed that we had to pay extra insurance for the set last year.  
  
 **4. To adopt the annual statement of accounts - presented by GH**Approval of accounts was sought ***- Mareth Bassett approved and this motion was seconded by Lucy Pakes.*** There was then a vote to approve and this motion was carried.  
  
GH also thanked Peter Mills for his help with inspecting the accounts, having taken over this task from Sara Bucknall.  
  
  
**5. To Adopt the Annual Trustees Report**

David Hayhow presented the annual report, explaining the purpose and summarising the content.  
  
***Approval of the report, as being an accurate record of our activities, was approved by Peter Meredith and seconded by Mareth Bassett.***

**6. Concert programme for 2025**

Sue Wightman updated the AGM to advised that following a trustees meeting we are proposing to repeat the Showcase gala concerts in 2025 in April, with dates to be confirmed. Joan asked if the date suggested of 12th April would clash with an ITFC match as that would have an impact on on-street parking availability. Areas to improve upon are car parking signage.

Debbie Rogers also stated that we need more volunteers from our own ranks, as Sue had found many people to help us - cover was needed on the door and raffle ticket sales, refreshments and set-up on the first day. Kate Hayhow said that she would be happy to coordinate the resource for this.  
  
Gwen Haxell supported this comment and explained that this was the case for the show too where we need 1 to 3 people for each performance to help manage front of house raffle.

**7. Selection of show for 2025**As members are aware ‘Yeomen of the Guard’ has been confirmed as our show for 2025. The Yeomen workshop was successful, generating a few new, or returning members and also increased interest in the show.

**8. Election of Trustees**

David Hayhow explained that the trustees retiring at this AGM are David Hayhow, Debbie Rogers and Becca Kirby, all of whom have indicated their willingness to stand for re-election.

Those remaining to serve their second term are Gwen Haxell, Kate Hayhow, Peter Meredith (who was co-opted as trustee last year) and Sara Bucknall.

DH confirmed that by the Society’s constitution we are required to have between 6 to 10 trustees and additional trustees would be welcome. To that end DH advised the AGM that Peter Mills had kindly volunteered to join as a trustee ad Claire Shadbolt had expressed interest that will be followed up with her. Roles and responsibilities for all trustees will need to be reviewed and assigned DH advised.  
  
The nominations were as follow:

**Trustee Proposer Seconder**

Becca Kirby David Hayhow Sara Bucknall

David Hayhow Becca Kirby Sara Bucknall

Debbie Rogers David Hayhow Sara Bucknall

Peter Meredith David Hayhow Becca Kirby

Claire Shadbolt Sue Wightman Becca Kirby Note Claire has yet to agree to the nomination.

**9. To consider any proposals received**

None received.

**10. Any other business**

None received in advance however there were points raised during the meeting;  
  
KH wished to welcome and thank our patrons for attending the AGM. KH said that we have had an extremely successful year in many respects, financially, performance quality and also new membership. Positive feedback has been received on our performances and also from new members on how friendly and welcoming we are as a society. Our advertising and publicity initiatives have been great and our production team have helped us to produce great quality performances. To that end Kate wished to thank Becca, Sue and James for all of their hard work and support on these areas. Kate added that Becca carries out a huge amount of hidden work on ticket selling and advertising and would like this to be noted.   
  
Christine Skinner, as a new member, commented that everyone is so welcome and it’s refreshing to encounter this. David Lee and Mark Butler expressed their agreement with this; Paul Kiff explained that as a returning member after 5 years absence he has found the Society is extremely friendly.

Turning discussion to the Showcase, Joan Parish discussed the food waste after each performance with suggestion that next year all members agree a food item that they will bring, with more home baked goods ideally being provided; this was based on the success of the cakes that she and Pauline Procter had made for the refreshments. A suggestion was also whether we can provide beer as well as wine, on assumption that this was being sourced on a sale or return basis.

The summary of improvements that we wish to make to the 2025 Showcase performances are:  
- improved signage to theatre/main entrance and car park  
- improved refreshments offering in terms of the food.

**Meeting closed at 8:15pm**

**Actions (to be confirmed with trustees and then added to tracker)**

1. Update Trustees’ report before submission to Charity Commission DH

**Appendices**

1. **Attendees & Apologies:**

**Attendees**

David Bale

Mareth Bassett

Sara Bucknell

Mark Butler

N Flude

Ian Gray

Gwen Haxell

David Hayhow

Kate Hayhow

James Hayward

Sarah Howe

Marianne Keefe

Paul Keefe

Vita Lukoseviciute

David Lee

Mark Logan

Peter Meredith

Peter Mills

Lucy Pakes

Joan Parrish

Stephen Pugh

P Reid

Doreen Roderick

Debbie Rogers

Christina Savva

Christine Skinner

Phil Tattersall

Sher Wiffin

Sue Wightman

**Apologies for absence**

Clive Bradley

Paul Jennings

Greta Kerridge

Pauline Proctor

Claire Shadbolt

1. **Treasurer’s Report – Presented by Gwen Haxell**

IPSWICH G&S Financial Report 2023-2024

This year has been very successful for the society.

We had a busy concert season with more concerts than usual, and although we made a small loss (£262), this was substantially smaller loss than in previous years.

The HMS Pinafore show proved very popular, and despite reducing the number of performances we sold almost as many seats as sold for the Mikado performances in the previous year. This resulted in a profit of £545, which is a complete turn round from previous shows which had been making losses, (last year the Mikado made a loss of £1,545).

Our patrons have generously donated £800 to support us, and we have been able to claim £1,426 in gift aid thanks to patrons and members who have agreed to gift aid their donations and subscriptions over the last two years.

Overall then we have seen a profit of £1,774 for the year, and a final balance of £32,000.

Looking toward to 2024-2025 we have changed our spring concert model, and rather than doing many concerts we focused on a weekend series of three concerts in one venue. This proved very successful, and we will hope to repeat this in future years.

**4 Financial Statement**

The Profit and loss account compared with the previous year.

