

The Shinfield Players Theatre  
Whitely Wood Lane  
Reading  
RG2 9DF

30<sup>th</sup> July 2025

## **NOTICE OF SHINFIELD PLAYERS THEATRE CIO ANNUAL GENERAL MEETING 2025**

Notice is hereby given that the Annual General Meeting (AGM) of the Shinfield Players Theatre CIO will be held at the theatre on Thursday 4<sup>th</sup> September 2025 at 7:30pm. All members and friends of SPT are welcome to attend, but only full members may vote. Youth Group members are also welcome to attend but may not vote.

SPT was registered as a Charity Incorporated Organisation (CIO) on 1<sup>st</sup> January 2014 with a new constitution as agreed by the members at the AGM held on 12<sup>th</sup> September 2013. As defined in the constitution clause 13.1: "At every annual general meeting of the members of the CIO, one-third of the Charity Trustees shall retire from office" and clause 13.2: "The Charity Trustee to retire by rotation shall be those who have been longest since their last appointment or reappointment. If any Trustees were last appointed or reappointed on the same day those that retire shall (unless they otherwise agree amongst themselves) be determined by lot".

On 1<sup>st</sup> January 2014, all Trustees took office on the same date. The Trustees agreed that each year one executive officer and one third of the ordinary members of the committee will stand down. Each retiring Trustee can choose to stand for re-election by the membership for a further three years.

### **The Charity Trustees for 2024/2025 are:**

Cate Naylor	Chair
Sandra Miall	Secretary
Sue Gowen	Treasurer
Phil Gowen	Building Maintenance / Health & Safety
Maggie Smith	Production Liaison
Graeme Rhodes	Marketing
Jessica Wilkins	Publicity
Neil Coupland	Trustee

The following Trustees are standing down having completed their three-year terms, given their resignation or are co-opted.

**Mark Read - stood down November 2024**

**Rebecca Read - stood down November 2024**

**George Apap - stood down January 2025**

**Phil Gowen - is standing down**

**Graeme Rhodes - has reached the end of his term and is standing for re-election**

**Lucy Watkins was co-opted onto the committee in May 2025 and is standing for election as a trustee.**

There are four vacancies on the committee for theatre trustees.

**Registered Charity No: 1154841**

President: Henry Hawes

Chairman: Cate Naylor

**Correspondence to:** Secretary, Sandra Miall, 1 Northam Close, Lower Earley, Reading RG6 3AJ

**Accounts to:** Treasurer: Sue Gowen, 28, Kingfisher Drive, Three Mile Cross RG7 1RA



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Completed nomination forms, together with any other matters requiring a ballot, need to be received by email ([secretary@shinfieldplayers.co.uk](mailto:secretary@shinfieldplayers.co.uk)) by Friday 22<sup>nd</sup> August 2025. If the nominee wishes to stand for a particular position this should be stated on the form, or if not, this item can be left blank. A nomination form is attached.

Minutes from the previous AGM held on Thursday 5th September 2024 will be available after 22<sup>nd</sup> August 2025. If you would like a copy to be posted to you, please request this from the Secretary, otherwise it will be emailed with 2025 reports to you, along with a meeting invitation the week before the AGM.

In certain circumstances, the committee will accept a vote from a member by email. If you are unable to attend the meeting, please send a request for an online vote to [secretary@shinfieldplayers.co.uk](mailto:secretary@shinfieldplayers.co.uk).

#### **AGM AGENDA** for Thursday 4<sup>th</sup> September 2025

1. Apologies
2. Minutes of the 2024 AGM
3. Matters arising from the minutes
4. Chairman's report
5. In Memoriam
6. Treasurer's report
7. Election of Treasurer and Trustees/ Committee members
8. Appointment of President
9. Patron
10. Nomination of Life Members
11. Area reports
12. Any Other Business

#### **PLEASE NOTE:**

It is requested that any items that a member wishes to raise in Any Other Business are to be presented to The Secretary Sandra Miall ([secretary@shinfieldplayers.co.uk](mailto:secretary@shinfieldplayers.co.uk)) by Friday 22<sup>nd</sup> August 2025. This allows the committee time to prepare a response before the AGM. Any items raised at the AGM which have not been presented in advance may be referred back to the new committee at their inaugural meeting for a more considered response.

Yours sincerely,  
Sandra Miall  
Secretary

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