

ATTFIELD THEATRE MINUTES

Meeting held April 11th 2016

APOLOGIES RECEIVED

Debs Watson Sian Wadley

ATTENDING

Kath Evans, Fiona Ashby, Malcolm Lord, Gordon McCombe, Peter Danby
Andrew Turner, Michela Turner, Paul Ashby, Helen Roberts

Fiona Ashby Presiding

Minutes of the Previous Meeting and Matters Arising

Debs re-arranging the date for the Website meeting – no date set as yet.

Malcolm Lord said he had seen Dave Preston and some men in orange jackets in the theatre recently obviously part of the on-going Health and Safety issue but we had heard nothing officially from the Council as yet.

Kettles back in the box and locked up in the men's dressing room.

Stage Curtains – Peter Danby has got 2 quotes from 2 different companies he was waiting for these quotes to come back. Peter said the companies had expressed concerned at the winch we were using and recommended this was also replaced – the Committee asked for a replacement to be quoted for also. Fiona said that there would be a small legacy left to the theatre from Robyn's estate and she would like this to be put towards the cost of the new stage curtains.

Passageway re-decoration on hold until we had confirmation of the work that needed to be carried out by the Council.

Drill boxes in the Store room were empty a new drill had been purchased by Jeremy Smith.

Malcolm said the Loop System had now been serviced and was working properly – the people who carried this out recommend that we moved the microphone to

the front of the stage – this would help prevent the system picking up interference – Andrew Turner said he would move this.

Date for the Treasure Hunt still pending

Booking System – there seemed to be quite a lot of choice. Many local theatre groups were using ‘ticket source’ Debs Watson had sent a link to ‘Savoy’ Grove Theatre in Wrexham use this – Their Box Office Manager would be happy to answer any of our questions on this system if needed. – it would add a small extra booking charge and there is a charge for using the system. Fiona said this would free up Malcolm and Helen who currently manage the tickets. Gordon commented that the advantages may outweigh the disadvantages – Kath thought it would be a good idea to get as much information as we can as although we are lucky to have the Council helping with the tickets but this may change in the future. Fiona said we must bear in mind when thinking about increasing the cost of tickets that we enjoy low rates etc. so we must not seem to be greedy. Fiona said we also needed to look again at changing our status to charitable ltd company.

Andrew Turner said he will move the microphone used to contact the Dressing rooms and the lighting box to the Judges loo this will help stop picking up interference – he also said the comms we have are not right for the job – he said he would look for a suitable replacement this would cost about £700-1000 the Committee asked Andrew to look into this. This would include new headsets which could perhaps be used by the director during rehearsal.

Gordon said if we were going to purchase proper comms equipment he would like to see training put in place before people used this – and then before any Stage Manager was appointed they must be willing to be instructed how to use this equipment properly and made aware of their duties of a Stage Manager – He also asked that if possible we could have a demonstration of the equipment before we buy this. Andrew to get the information.

Gordon said he had been informed that the licence for ‘The Ladykillers’ may not be available because of a national tour Samuel French are going to contact him in regards to this – Gordon has reserved the scripts but not purchased them at this point. Debs Watson has been informed. We will need to know by June as we need to get our publicity out for the next season. Kath said she would look at the adaption of Emma she had received tonight as a replacement for Lady-killers if need be. Gordon also said that the Minutes were incorrect as they stated that we had agreed to the extra performances of Lady Killers as requested by Debs – he pointed out this had not been agreed – we asked Debs to speak to her cast

and crew about the extra performances and a decision would be made then – Fiona asked the Committee for the general feeling about the extra nights- it was felt by some of the Committee that the extra nights were a drain on our resources and i.e. stewards and refreshment people and it made the run of the play very tiring . It was agreed to have a further discussion once we had feedback re the licence. Kath said she would amend the minutes and bring a hard copy for signing to the next meeting.

Set Builders – there was concerned about the lack of Set builders in the Attfield now. It was agreed we need new flats. Could we ask Jeremy to make them – maybe we could pay him for this work should we approach him about a quote-? Andrew said we need to make them modular it would then make it easy for non-experience set builders to oust them together. Fiona said she would like to see us have canvas covered flats – which would be lighter to use making it easier build sets.

CORRESPONDENCE No correspondence.

TREASURERS REPORT

Gordon not much change to the overall finances at the moment

Gordon said he was in discussion with then Accountants about having some money put aside as a contingency fund – for the stage curtains etc. – Paul said in the past if we showed intention to spend this was normally enough to stop us incurring a charge. Quotes to be forwarded to Gordon from Peter re the new stage curtain.

Insurance – Gordon was going to speak to an Insurance expert whom the LTG had recommended to see if he can do as a better deal on our Insurance. Paul said he had some information re Insurance which he would pass to Gordon.

NEXT PRODUCTION

Helen said rehearsals were going well – backstage crew were all working hard – no Producer or Business Manager. Kath said she would send out an e-mail to the Committee initially who were not present at tonight’s meeting to see if anyone would take on the role of Business Manager, Malcolm Lord said if there were no volunteers he would do this. Helen said she would be the Producer.

Kath and Peter to organise the distribution of posters and flyers.

Kath suggested we put something in the [programme about Robyn and Pip who had sadly passed away recently. She would speak to Jenny.

AOB

LTG – Fiona Lisa and Shaun had recently attended an event at the LTG representing the Artfield theatre – in their role of Chairperson, Wardrobe Mistress and LTG rep respectively. Fiona read out a report from Shaun about this event. (Copy attached to hard copy of Minutes)

Gordon asked if the LTG have an award system for the best plays – Fiona said they did not – but tend to focus on the contribution people make to the LTG

Gordon asked if they found that any of the other amateur theatre groups at the LTG were charitable status – Fiona said she was not sure.

Paul said that the council had tested the fire extinguishers PAT tested the domestic electrical appliances – Garson said that the sounds laptop power supply had not be tested and still needed to be done.

Peter was asked to speak to the people who quoted him for the Curtains – about doing the curtain rigging – and also certifying the lighting rig.

Kath suggested that the Attfield gave a donation at for Robyn Searle Funeral as a mark of respect for the many years she was a member at the Attfield – Fiona said that all donations would be going Age UK and Crossroads Care – it was agreed to give £25.00 to each charity. Gordon to sort out.

Kath said did we need another Newsletter before May as we did not have any information for the next season we could comment on or any dates set for social actives or the AGM. Fiona said she thought it would be a good thing to try and get one out – as it made being a member better value for money even it was a shorter one this time, Kath said she would get in touch with Jenny and see what she could do – she would try to get it done before Leading Ladies.

Next meeting set for the 24 the Tuesday May – meeting finished 9.27

