

ATTFIELD THEATRE MINUTES

Meeting held *18th July 2016*

APOLOGIES RECEIVED

Helen Roberts Jenny Gregory

ATTENDING

Kath Evans, Fiona Ashby, Malcolm Lord, Debs Watson, Gordon McCombe
Andrew Turner, Paul Ashby, Lisa Ashby, Michaela Turner

Fiona Ashby Presiding

Minutes of the Previous Meeting and Matters Arising

No further update on if building work is going ahead yet in the Theatre.

Newsletter – Liza has volunteered to help with this as Jenny has been very busy Kath said another person to help with this would be welcome. The next newsletter will be done for the beginning of September.

Kath forgot to send the e-mail inviting the new directors to the next meeting.

Debbie Jones has requested a gauze curtain to be purchased for her play. We thought the price was roughly around the £370.00 mark – we will ask Peter if he can perhaps get a price from the people who are providing the stage curtain – this may have to include fixing – it was agreed that if this were under £500-600 we are ok to go ahead with the purchase of this.

The extra license for ‘Lady-killers’ still to be obtained.

Jeremy e-mail in regards to the steps left on the stage – this has been a misunderstanding in regards which pieces of the set from ‘Leading Ladies’ he wished to use, also the storage space we were going to use for storing the steps was not available at the moment. Fiona said the problem was Mark Evans had built the set and had made it so sturdy it could not be taken apart easily which is the criteria for theatre sets – he needed to be made aware of the storage issues

we have and this is why care needs to be taken when putting these sets together.

Chris Earl – re booking We had received a flurry of e-mails off Chris claiming he had not received the necessary paperwork and information he required to proceed with the booking as Kath, Debs, and Fiona had all responded to these e-mails and he was now e-mailing Shaun it was puzzling why he claimed he was not receiving this information – Kath to chase him up and ask if he now had received everything he needed and would he still be going ahead with the booking.

Paul had spoken to his lighting contact (Phil) he said that we were using the wrong bulbs we should be using 40 rather than 55 watts these should be left on for 100 hours to get the maximum efficiently from them. Replacement lights were coming in at £280 plus each – this was because of the emergency element of the lights. Andrew to look at our replacement bulbs and check they are the correct wattage. Paul is looking for alternatives. Phil said he would be happy to fit them if purchased for a fee. Agreed to change bulbs for the time being and look at other options.

Wallkie Talkies had been put on the back burner pending the curtain purchase. Gordon said once the Season Ticket Money was in we would be in a position to purchase these – discussion about other pending bills – Jeremy had not yet submitted a quote as he wanted the Committee to confirm what was needed – the Committee was rather hoping Jeremy would tell us what he thought we should have – Committee agreed we needed flats and frames and pieces that can be put together easily to create box set. As Jeremy was now busy building the set for 'Lady Killers' – it was thought this work would not now take place this year – which would be ok as flats were not needed for the next couple of plays after 'Lady Killers'. Debs said she would ask Jeremy to submit some plans and costs at a later date. It was agreed that we would go ahead and purchase the Wallkie Talkies.

Curtains have been ordered – and pro-forma paid – dates for fitting not yet received. The receipt for the payment had been sent to Peter as he was the contact for the curtain people.

Fiona said Robyn's estate had not been sorted as yet. As soon as this was done she will release the funds for the legacy given to the Attfield.

Andy asked if we could borrow a scaffolding tower to clean and paint the stage before the curtains went up. it was thought this was a good idea but not sure

where we could get the scaffolding from to do this. It was thought Jeremy had ours and no means currently of transporting this.

Wheelchair – changes to how the wheelchair space would be sold would be in the member's letter – Malcolm was just waiting on Jenny's images for the brochure so these can go out. He had arranged with Jenny to drop off the letters as he was going away and she would stuff the envelopes with the brochures. Kath said she would e-mail Jenny and see if she needed a hand in getting this done.

Fiona had taken the Grey Paper that Shaun had provided from the LTG in regards to Child Protection in the Amateur Theatre. She had read this through and is going to apply straight away – to see how quickly and simple the process is going to be. To start with you have to apply for D.B. S through the LTG once you have this you sent the application for Chaperone to the Shropshire Council. We will need 2 chaperones at least for any production with children of school age – one needed for the changing rooms and one to escort them to and from the stage. A parent can be a chaperone for their own child – female only for both sexes. One point was noted that there was a rule for no more than 6 consecutive performances that meant the dress rehearsals may need a clear day in between the start of the performance. New Directors need to be made aware of this as both Debbie and Rob are considering children in their plays.

CORRESPONDENCE Just an e-mail from Helen covering the discussion with Jeremy about the set. Already covered.

TREASURERS REPORT

Gordon confirmed that we have now paid £4500.00 for the curtains this is a percentage of the complete cost.

The Licence for the 'Titfield Thunderbolt' has been paid for this also included a fee for music which was obligatory if you used the music or not.

Gordon offered to leave a cheque book in the safe while he was away. It was felt this was not needed and people were happy to be reimbursed once Gordon has returned.

Kath said the Annual Returns was due in August she would keep an eye out for it.

NEXT PRODUCTION

Debs said she had now cast Jeremy in the play. So this was now fully cast. First read through was pending and rehearsal schedule in place. She had good feedback in regards to the musicians playing the audience into the Theatre – Moreton School had said yes they were interested still waiting for a response from other Schools.

Picture of the poster now taken. She was still looking for a Violin and Cello for the play.

AOB

Andy – Has been tidying the Sound Area he said he had come across mini-disc player was this still needed? it was felt that this was something we could get rid of not sure if we could get anything for it on EBay. There was also an Amplifier that could be put to use if it was moved.

Debs said she had found the Producers notes – Michaela was going to take them home and also make notes for the Business Manager role. She has said she was happy to look at any procedures that needed reviewing.

Debs asked if there any way we could hook into the Councils WI FI to get people set up on the website e-mails links – a good time to do this would be after the AGM – Fiona said she would ask.

Debs said she had also created a template for Risk Assessment this was located on the website – Kath asked could we get a hard copy for the files.

Andy was asked if he can look at securing proper theatre seats in the wheelchair area to be used when needed in line with our new wheelchair policy.

Kath said she was going to have a clean-up night on the last Thursday of July concentrating on clearing the older paperwork and boxes in the ladies dressing room.

Kath reminded everyone that nominations would be going out soon for the nominations for officials and committee members – she will make sure that this is mentioned on Facebook website and in the newsletter.

Next meeting 25th August
Meeting finished 9.25

