

## **ATTFIELD THEATRE MINUTES**

*Meeting held June 24th*

### **APOLOGIES RECEIVED**

Sian Wadley – Malcom Lord Michela Turner (arrived later)

### **ATTENDING**

Kath Evans, Fiona Ashby, Debs Watson, Peter Danby, Paul Ashby, Helen Roberts, Gordon McCombie, George Falconer, Jenny Gregory, Andrew Turner

Liza Ashby – representing the LTG representative

### **Fiona Ashby Presiding**

### **Minutes of the Previous Meeting and Matters Arising**

**BUILDING WORK:** There is a new Assistant Town Clerk -Fiona said she had met him and had a quick chat about the ongoing issues with the proposed building work. He had indicated that the priority was making sure people were safe in the building and getting people out of the building in the event of an emergency. Fiona mentioned that if we had access to other rooms in the Guild Hall we could utilise these in making the Lighting Box safer by offering alternative escape routes in the event of a fire. She also asked if a representative of the Artfield could be included in any future site meetings at the theatre. He took all these comments on board. Fiona hoped we would be able to build a better relationship with the new person.

We now have a date for the Treasure Hunt – this is to be held in Ellesmere.

Kath said she could not find a List of Producers duties – she thought they might be in the filing cabinet now she had her keys back she will have a look.

We had not made a firm decision on helping out the Directors for the next season -it was decided Kath would e-mail them and invite them to the next meeting. We had received notification that Debbie Jones wanted to enquire about a buying a gauze curtain. It was decided to invite to a meeting to get more details.

Debs proposed that we did a Saturday Matinee for 'Lady-killers' this was the most popular option with her cast and crew. Concerns were raised about the building being open to the public during the day and maybe difficult to steward— Debs felt this would be manageable. The request was put to a vote – the majority of the Committee voted for 2 voted against. This was carried. Gordon to obtain the extra licence.

Debs has spoken to Jeremy about build modular sets – he had agreed to do this but said he could not do this until he had finished the set for 'Lady-killers' but he could provide an upfront bill if required.

Fiona reported that the total for Robyn donations around the £500 mark.

The theatre was no longer require for the 25<sup>th</sup> as the presentation had been cancelled.

After some confusion Chris Earl now had been send all the information he required to book the theatre. Kath said she would follow this up and make sure he sent the required deposit.

Paul to speak to his lighting contact re replacing the Auditorium lights.

Walkie Talkies – Andy gave details out about the various systems available prices range from £545 plus vat to £833-950 these come with belt packs. Andy recommended the cheaper version which would work out at under a grand once all the cables had been bought. These would be plugged into the mains – he was asked about the wireless option – he said this would require another modular to do this and this would cost more and we would need to look at getting a licence for the wireless. he recommended we went with the hardwired version for the time being it was agreed by the Committee to see how much money would be available after the curtains had been sorted.

Curtains- recap – We have asked for a quote for Stage Curtains, Pass curtain, Curtains for the Windows – we had a quote for this for J C Joel £3970 plus vat – the other quote came in at £4000.00 – we also asked for a quote for a motorised curtain – we needed this to be quiet, we needed the ability to stop this at any point and we would like to be able to switch to manual if need be.

Peter said J C Joel could provide all this – quiet motor which would be located high up – would work via a three button control – the only thing they could not do was switch to manual. They would modify the existing track support.

The question was put to the Committee do we order the curtains where we would be looking at roughly £6000.00 or do we add the motorised curtain bringing the cost in at about £10000.00.

Fiona said that they would like to offer the sum of £3000.00 from Robyn and Ernie's estate she felt that putting towards the curtains would be fitting as Ernie for many years spent time as Stage Manager pulling the curtains and Robyn was on the other side of the curtains in many productions. The Committee thanked Fiona and Paul for the kind gift.

It was proposed that given the extra money that from the legacy from Robyn and Ernie that we went for the more expensive option and included the motorised curtain in our refurbishment. This was agreed by all the Committee.

Peter was to ask the Curtain people for a pro-forma invoice so we can pay 40 % of the cost of the Curtain refurbishment.

It was thought this would be a nice publicity to launch the new season as a 'curtain up' piece maybe have a photograph and make a piece for the paper. Kath asked to put a 'taster' in the newsletter. Maybe include this in the AGM if the curtains were up by then.

It was agreed to put the Walkie Talkies on the back burner for the time being. The Committee thanked Andy for his hard work on this and asked that if could continue to look at this for us.

Fiona asked Kath to amend the minutes to say Thom helped with the set rather than give specific details. She would sign the minutes once they had been amended.

Kath said she had e-mailed Corrie re the Heritage today to say regrettably we could not take part in this coming years' event.

## **CORRESPONDENCE**

No Correspondence

## TREASURERS REPORT

Gordon said there was not much to report from the last meeting.

Current balance 16,000

Insurance has now been paid

He reported that we had sold an average of 96.2 seats this season – compared to 86.2 seats sold last year.

## NEXT PRODUCTION

Debs reported that Nick had dropped out of the play due to personnel circumstances she waiting to hear back from someone at Wrexham Forge Theatre

Michaela was taking on the role of Business Manager.

Thom Kerr had shown an interest in helping

Debs was still looking for musicians to play the audience in – she was currently contacting schools -and was awaiting feedback.

Read through of the play will now be the 22<sup>nd</sup> of July 2016

She needs a picture taking for the poster as Jenny could not find the image they needed – so they are going to create their own. Various people offered props that could be used to help with this.

AOB

Fiona said she had invited Liza along to speak on behalf of Shaun the LTG but she proposed that Liza was co-opted on to the Committee in her capacity as Wardrobe Mistress and as a younger member of the club. This was agreed.

Liza – read out Shaun's LTG - Report – please see hard copy attached. Note worth was the new Child Protection Guide Lines from the LTG – this may affect some of our upcoming performances and we need to make Directors aware of this. Fiona to take the Grey Paper home in order to study this better.

Andy – said if we were putting up new curtains we should be looking at cleaning and re-decorating the whole of the area around and above the stage – it was agreed but we would find difficulty in finding the time as most of this work would require scaffolding.

It was agreed to try and sell the old curtains

Debbie Jones has asked if she can lend the Topiary trees for her play it was agreed.

Kath to contact her friend at Revive to see if they would take the Sofas from leading ladies

Kath said she was looking to do clean up the first and last Thursdays of July and August.

Jenny said she should have the images for next season ready in about 3 weeks' time.

Kath was aiming to get the newsletter out before the end of June. Malcolm said he would get a piece about the wheelchair space being available for the newsletter.

Debs asked about the Tickets going up it was agreed that we should leave this until next year to discuss.

Meeting finished 9.40

NEXT MEETING MONDAY 18<sup>TH</sup> JULY 2016