**Minutes from the Attfield Theatre Committee Meeting**

***Date:* Thursday 10th January 2019**

**Present:** Debs Watson (Chair), Debbie Jones (Vice Chair), Fiona Ashby, Elizabeth Ashby, Paul Ashby, Michaela Turner (Minutes), Andrew Turner, Helen Roberts, Paul Ashby, Kath Evans, Malcolm Lord, Gordon McCombe, Liz Franks

1. **Apologies:** None
2. **Action Points from the Last Meeting and Matters Arising**

Debs had one matter arising, this was with the fact that Michaela had said in the last minutes that she had broken Mail Chimp. It was only the link that had gone down, but it is now back up and working.

Debs went over the outstanding action points that would not be covered by the other agenda items as follows:

**AP 2/15/10** – Fiona to ask Terry Davies to delete the photos of the boards from his collection. Fiona said that she hasn’t heard back from Terry and cannot see that he has even acknowledged her mail message. Liza has not sent him the booklet either because they haven’t received an address from him. This action point was discharged.

**AP 5/15/10** – Andy to investigate local shed group. Andy has located where they are and they are situated on the Park Hall estate. However, he hasn’t contacted them yet. This is still on-going.

1. **Correspondence**

Liza had received a message from a Malcolm Young who was looking for any budding playwrights. He wanted to know if anyone needed anything publishing. She has forwarded the details to Shaun Higgins and Dave Bennett who have both recently written plays. She will also put something in the newsletter about it.

The LTG had sent some details about an RSC workshop weekend. She asked everyone to let her know if interested and she will also advertise this in the newsletter.

1. **Treasurers Report**

Gordon handed out his latest report. He gave a big well done to all involved with Danny Champion of the World. Not much was spent on the whole production and everyone commented on how much they enjoyed it. Ticket Source did well with about half the sales being taken via this method of payment. Gordon also reported that the on-line bookings balanced to the last penny.

He explained that with the on line boking they get a daily report and at the end of the production the payment is received by BACS within 3 days.

Malcolm explained that there was a £51 charge and this is the result of people booking and paying on line. If they ring Malcolm or Helen to book through Ticket Source then there is no charge.

There was a full box of ice creams left and this has gone back, but we will have a credit for this box. Debs has sold the pram which was bought for the play and has made a slight profit on it.

Gordon has paid £330 for the corporate tax and he had just received a bill for the PRS and PPL. There is also a charge for incidental music. As far as he can see there are no outstanding bills at the moment. Liz said that she has a couple of receipts.

Gordon mentioned that he did think the mince pies affected the sale of the ice creams and asked if we should continue to have them for the Christmas production. They also make a terrible mess on the carpet too. A decision will be made nearer to Christmas.

1. **Health and Safety**
* **Fire Risk Assessment Remedial Works AP3/29/03 On-Going**

Paul reported that there is no update as yet. The glazing was put in before Christmas and then taken back out again as it had been fitted incorrectly. It is now due to be fitted on Monday 14th or Tuesday 15th January 2019.

The auditorium doorstop failed and has gone back for repair. The council very kindly lent us one of theirs.

Fiona and Paul have not heard back from Ken Whitmore the architect.

Fiona to ask about the loose wood along the sound and lighting box. Fiona said that this issue is on the snagging list for jobs that need attention after the work has been completed. **AP3/30/08 Discharged**

Electrician to look at dimmer switch. Paul said that this will be looked at when the new heating system is installed. **AP3/15/10 On-Going**

Andy said that he has temporarily rigged the lighting desk down in the auditorium.

The door part way through the corridor to the auditorium now has the magnetic catch mechanism in place which links to the fire alarm system. The door catch is rather fiddly to engage and drops down when the door is opened as it is on a pivot.

Gordon asked about the light switches, this is to be addressed with the electrician.

Paul said that ADT are not impressed with the glazing and are not happy to connect to something which they have not supplied. They have installed a heat/smoke sensor in the new lighting room. Paul said that they will see what happens when the glazing is put in. If ADT are still not happy this issue will be on the snagging list.

1. **Heating in the Theatre**

This is now due to be installed at the end of January. Debbie said that it isn’t too bad in the theatre at rehearsals at the moment as the weather has been mild. She suggested waiting until the end of January to see if the heating is fitted. It was decided to purchase another heater anyway for the theatre and TG Builders Merchants have one for about £100. Paul and Fiona to enquire and buy a heater for the theatre. **AP1/10/01 New.**

1. **Next Production**

Debbie reported that there are two new members now involved with Ladies in Lavender being Janet Williams who is doing props and John Newton who is playing the part of Dr Mead. She has a full cast and has lighting and sound sorted. However, she hasn’t got a Stage Manager. Debs agreed to take on this role.

Debbie has a few people to help with the set and she and Jenny are going to mark up the set on the stage.

Debbie strongly advised having readings for casting productions because she said she now has two new members who are really keen and if plays are going to be pre-cast then we have nothing to offer them this season and the next.

Fiona and Liza said that they always have a casting for their plays, but sometimes people don’t turn up to them.

Gordon mentioned his timeline and said that it is a very good guide on what jobs need to be done in connection to the play. He said that the Risk Assessment was missing, but this is on the Producer’s list. He also mentioned that photos need to be taken and there is a deadline for this. He said that he will be away now for a month and so cannot take the photos. Headshots need to be taken of new people for inclusion in the program and poster and a photo for the newspaper and this needs to be done mid-February. Debbie said that she will make sure everything is done for the program.

Liza asked for measurements for the costumes and this will be done in a couple of weeks.

Debs asked Debbie what she would like help with and Debbie asked Debs to be Stage Manager.

1. **Review of Duties**

Debbie said that having done front of house for a couple of plays now it is getting difficult toachieve a full rota for the week of the production. Especially if there is a large cast and some of the Committee are involved.

She also said that the E-Mails don’t seem to be getting through to everyone. A discussion took place about progress chasing people by individual E-Mail or telephone and asking them if they can help out.

Debbie said that with the new health and safety set up she would like to form a sub-committee with several people to review how we can best utilise people. Paul, Andy and Michaela agreed to help Debbie with this.

1. **Raising the Attfield Theatre’s Profile**

Debbie gave an update of the progress following on from her meeting with the Council. She obtained photos if the sails and sent them to Arren. He was concerned that the sails would detract from the look of the historic building, but Debbie pointed out that they have these outside the V & A museum in London. Arren has an idea to project photos in front of the building.

Debbie is waiting to hear back from them regarding the wording on the sails which needs to be pro-council.

The Attfield sign outside the Guildhall needs to be replaced with a new up to date one. The registered address is well out of date. The sign may need a new one displayed. Michaela and Andy will look into getting a new Attfield sign. **AP2/10/01 New**

Debbie said that there are plans for a new Theatre/Arts centre in Oswestry. This will be independent of the Council. The centre will be big and modern and Debbie said that we are struggling in an old building.

Debs said that they are looking at turning the Regal building which was the old cinema years ago in an all-purpose arts centre. There is to be a public meeting on 10th February from 10:30 to 4:30. She said that Kinokulture are looking to move there as their rent/rates have increased and the building is not in a good state of repair.

Debs said that we need to think about moving the Attfield there. The theatre may be bigger and so we could look at dropping a night’s performance or just do 4 nights. If they have plans for a café and bar then this would mean a team of paid staff and this would solve our stewarding problems etc.

Grants have been applied for to make the Regal into a new arts centre. Debbie and Debs will go along to this meeting and asked if anyone else is interested to go to it too.

1. **Social Club**

The Christmas social event was a great evening with about 20 people in attendance. Christmas poems and songs were shared and a very merry time was had by all who attended. The next event is on Monday 14th January and Liz has organised a quiz night. Nibbles have been ordered at the Bailey Head for this at a cost of £4 per head. The Attfield will pay for this as it is our new year get together. Debs said she saw a notice at the Guildhall saying the Council Chamber and the Walford Davies suite is for hire and she thought it was less than what we pay, but she would have to check this out. However, Fiona pointed out that the Council let us use other rooms and keys and help us out in other ways free of charge.

Michaela will organise the February social event and this will be a play reading at the Attfield Theatre.

1. **Future Spending – Prioritising Future Investments**

Debs presented a spreadsheet of future spends an went through the list and prioritised the spending as follows:

* **Item 7 Sound System/ Front Speaker.**

These needs looking at now as having problems with the speakers. Paul will ask Roger Williams about it. **AP3/10/01 New**

* **Item 1 Redecorate the Dressing Rooms**

We need to hire someone to do this as they are in a bad state and this would have to be done in our closed season. We could ask Jeremy Smith to do this.

* **Items 5 and 6 Laptop, Dongle and Printer**

Malcolm can sort these out when he returns from is holiday. The council has a big screen so the information can be displayed on this. Committee members need to be trained to do the ticket bookings. Malcolm will also sort this out.

* **Items 2, 3 and 4 Stage Manager Corner, CCTV to Dressing Rooms and Redecorate Auditorium**

It would be good to have CCTV screen backstage to se what is going on. Estimates would be needed for this.

Changing the dressing rooms and the scenery dock were discussed, but Andy said that this would be impractical because of the bannister by the ladies room and we couldn’t get the doors into the men’s room.

* **Item 9 Wardrobe and Props**

Debs will ask Arren if there is any spare room that we could have. We can pay for the room especially if we are going to do our own box office. **AP4/10/01 New**

Debbie said that she has the stairs made for Leading Ladies but all props need to be catalogued photographed so that we know exactly what we have. These details can be put on the website. If we do buy props then re-sell them afterwards.

* **Item 8 New Modern Lights**

Malcolm said that the lighting technician from Crew Lyceum is happy to come along and advise on the lighting. Malcolm will E-Mail him and Andy so that they can get together to discuss the lighting.

Andy also said that we may want to consider adding wireless headsets to the comms system so that comms reaches the mezzanine and the box office and this will allow the stage manager more freedom to move about. The House Manager could have one too. Andy will look into this. **AP5/10/01 New**

Debs also had a list of future plays as these need to be decided upon soon. It was suggested looking for something for young people to do. Fiona was also looking at April in Paris and Michaela The Soapy Murder Case.

Janos has expressed an interest in doing James and the Giant Peach. He did a really good job of directing Danny Champion of the World.

Debbie commented that when working with children directors need to be strict on timings and start promptly and you need continuity and props. She also said that children can be incorporated into the changing room and do not need to be kept away from the main cast when parties are already dressed for the play, this is fine as long as the chaperone is with them. She also made a valid point that a chaperone should not be alone with a child as they also need to protect themselves when chaperoning. The committee agreed that this was a sensible approach.

Liz handed round some plays for people to read that she would like to direct.

Gordon said that Janos and Sammy were at the theatre early for every performance. Fiona Evans, who was the “Danny” stage manager, did a very good job especially as she had no experience of it beforehand.

Debs said that she will go back to the people on the list and check that they still want to direct. Liz will check the licences for the mentioned plays. **AP6/10/01 New**

1. **Social Media – Liz**

Liz said that there wasn’t much of an update. She hasn’t put much information on as it is too early and people may lose interest. She will look at Twitter a bit more. Debs said she will look at how many people have signed for Mail Chimp and send Liz the link.

India asked if she could advertise the Regal meeting. Liz has also been looking at the public site.

1. **On Line Ticketing**

Some areas of this were discussed earlier on under other items. Malcolm said that we need more people trained in readiness for Helen’s play. Debs can add the fact that we intend to do all the bookings for the tickets next season to her E-Mail to Arren. Malcolm talked about having a credit/debit card payment capability, but this can be for later on. Malcolm suggested having two Saturday mornings before the plays to take bookings at the Guildhall.

However, Gordon has some concerns about credit/debit card payments. He said that we need to be careful taking card details. It was advised to let Ticket Source do it and take the stress out of the bookings. Quite a few people already booked and paid on line for the previous plays.

Next season we need to think about increasing prices we charge for the tickets.

1. **AOB**

**Liza** – Preview night for Shaun’s play Black Dog. It was decided this can be show on the 11th July 2019. Liza also said that after the last play of the season need to make sure there is nothing going on and that it will be available. She said that Shaun is looking for a donation towards this and there will be an update at the next meeting.

**Debs** – Little Mickey is a play written by Dave Bennett. Gordon said that he has had some support from the British Ironworks Centre for this. He has got a publisher for the play. However, Debs said she is surprised it is a play. It is a crime thriller about mental health issues. She doesn’t think that it will work as a play at the Attfield. Fiona will look at it and get back to Dave. **AP7/10/01 New**

Debs said that if he wants to put it on as a play then it needs to be written in a different format. The Attfield don’t tend to do homespun plays anyway.

There was no other AOB.

The meeting closed at approximately 10:00 pm

The date of the next meeting will be on Wednesday 13th February 2019 at the Theatre

**Summary of Action Points**

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| **Action Point** | **Description** | **Owner** | **Status** |
| AP1/29/03 | New heating system in theatre | Paul  | On-going |
| AP3/29/03 | Obtain Fire and Safety update from Council | Fiona | On-going |
| AP3/15/10 | Instruct electrician to look at dimmer switch | Paul | On-Going |
| AP5/15/10 | Investigate local shed group  | Andy | On-Going |
| AP1/10/01 | Fiona and Paul to buy a heater for the theatre | Fiona/Paul | New |
| AP2/10/01 | Michaela and Andy to look at getting a New Attfield Sign | Michaela/Andy | New |
| AP3/10/01 | Paul to ask Roger Williams about the speaker system | Paul | New |
| AP4/10/01 | Debs to ask Arren if we can have spare space | Debs | New |
| AP5/10/01 | Andy to look at wireless comms | Andy | New |
| AP6/10/01 | Debs and Liz to check play details | Debs/Liz | New |
| AP7/10/01 | Fiona to check the Little Mickey script | Fiona | New |