**Minutes from the Attfield Theatre Committee Meeting**

***Date:* Monday 6th January 2020**

**Present:** Debs Watson (Chair), Michaela Turner (Minutes), Andy Turner, Helen Roberts, Malcolm Lord, Gordon McCombe, Paul Ashby, Fiona Ashby, Sammy Clarke, Janos Barber, Liz Franks

1. **Apologies:** Debbie Jones, Kath Evans
2. **Action Points from the Last Meeting and Matters Arising**

Debs went through the outstanding action points as follows:

**AP4/23/04 –** Andy to look at getting CCTV. He still hasn’t identified one that he likes yet, so he will keep looking.  **On-going**

**AP5/23/04 –** Debbie to ask Jenny about painting a frieze on the walls. Debbie said that Jenny has some ideas around a Shakespeare theme and will come along to a meeting and show everyone her ideas. **On-going**

**AP5/30/05** – Debbie to get a quote for the changes to the toilet and then send plans to Arren. Debbie was absent and sent a message to Michaela which Debs read out and it explained that she is still having trouble finding a plumber. **On-Going**

Debbie has had a quote from Mark Adams for the work on the Ladies changing room. Debs went through the details and the Committee was in agreement that the work should go ahead.

**AP13/19/08 -** Andy to work out prices for shelving in the scenery dock.Andy said thathe is still considering this and may now use metal shelving as this will work out cheaper. **On-going**

**AP16/19/08 –** Liz to organise the Christmas social at the Bailey Head. This social event was a great success and great fun. Michaela asked if a different venue could be used next year as the area used at the Bailey Head proved to be quite dark and noisy. It was agreed that this would be looked into and a room at the back of the Griffin Inn was suggested. **Complete**

**AP1/23/10 -** Andy has worked out how to turn them on and off manually and will write some simple instructions to put by the side of them. **On-going**

**AP5/23/10 -** Debs to contact painter to re-visit parts missed in the auditorium. Debs reported back that the painter said that he hadn’t quoted for the woodwork to be done **On-going**

**AP1/25/11 –** Andy to sort out an instruction booklet containing technical information**. On-going**

**AP2/25/11 –** Liz to update the playlist. **On-going**

**AP3/25/11 –** Andy to check if hoists need an annual service. Andy checked this during the meeting and the expiry date was 2018 and needs to be done annually so this needs to be done. Gordon will include this cost when known on the non-play expenditure list**. AP1/06/01 New**

Paul to arrange for the service to be carried out on the hoists. **AP2/06/01 New**

Paul also said that for this to be done all the lights need to come off the bar. Andy said that the lights need a clean anyway and so this won’t be a problem. Paul will let Andy know the date for the hoists to be serviced and Andy will take the lights down.

**AP4/25/11 –** Sammy to look at putting photos onto flickr. Sammy is happy to do this and will have a look at putting photos on there**. On-going**

**AP5/25/11 –** Debs will try to sell the bookcase and filing cabinet on Marketplace. Both these items have now been sold and have gone from the ladies changing room. **Complete**

Michaela informed the Committee that she and Andy will look for a smaller filing cabinet in Dykes. However, having spoken to Debbie she advised them to wait until the new work surfaces are installed so that they can check for sizing.

**AP6/25/11 –** Fiona to find out a price for replacing the hemp ropes for the black curtains with electric ones. Fiona had received a quote and went through the details. The main work would cost £7,857 plus vat. If we wanted the ones done on the proscenium arch then this would cost a further £2,125 plus VAT. Basically about £10,000 plus VAT. Debs will add this onto the future spending spreadsheet. Fiona said that if we had enough money then from a safety point of view this would be a good thing to get done. Andy said that the problem with the hemp ropes is that they stretch and you have to keep adjusting them. Gordon said that are not using them all the time to warrant spending this amount of money at present. There are more needy things to spend money on at present.

Debs proposed that we put the details onto the future spend list and see how much money is available later on. **Complete**

**AP7/25/11 –** Sammy to produce an advertising flier for help at the Attfield with the programs. Sammy produced these and they were very informative. He hadn’t heard anything. One lady asked if a minor could help out with the set, but Fiona had said that a parent would have to be present. However, if it became a regular thing then some chaperoning could be sorted out, but nothing has been heard since from this lady. **Complete**

1. **Correspondence**

Debs has had a request via Arren Roberts if someone could use the theatre on the 4th February, but had not heard anything since. Debs will chase Arren up about this. **AP3/06/01 New**

Debs had also noticed in Visit Oswestry that the theatre does not have a mention. She has contacted them about this issue. They said that it is too late to be added into the booklet as it was published in September. They can however include the theatre on the website for £50, but it only costs £60 to be on the website and the in the booklet. It was decided best to leave it until September now as we are half way through the Attfield season. Debs to sort this out with them nearer to September. **AP4/06/01 New**

1. **Treasurer’s Report**

Gordon handed out his current report and went through the details. He said that James and the Giant Peach had been a great success with a profit of £3,118.58. He congratulated Janos as the producer and said that he had done a great job and kept expenditure on the production well in control. He also congratulated Andy for his work creating the amazing set.

Gordon went on to say that Ticket Source is proving to be very successful and is very efficient with ticket control as paid customers are on the list and hence less money transactions are needed and this in turn cuts down on queueing. Plus daily reports come through from the system.

Debs said that she will ask Mark to send out a couple of advertisements on Mailchimp for the next production Proof.

Gordon said that the biggest outstanding bill now is the tax return which he will pay soon because it is due by the end of March.

1. **Next Production – Proof**

Liz reported that she now has a cast and crew and she ran through who is involved. They all had a first readthrough and Liz said that it is a very pacey play.

She said that Sian is her Stage Manager and Debbie is her Producer. Fiona will be Prompt (ASM) and Liza has offered her services to help with costume changes. Paul and Jeremy will be doing the set and Jenny has offered to help too. She hasn’t got a Business Manager and Debs said that she is happy to take on this role.

Malcolm and Helen said that they would be doing the Box Office.

1. **Next Season 2020/2021**

Debs had done some good work and preparation for the next season. So well done to Debs. She had gone through the playlist and contacted people to see if they were still interested and was waiting hear from several people.

Debs went through the plays on offer eliminating ones where the licences were not available. Liz helped by checking them during the meeting. Debs had also checked dates, avoiding events once again such as Mayor Making and Oswestry Live at Christmas time. After various considerations the following plays have been proposed pending agreement from the directors:

Breaking the Code – Director Debbie Jones – 28th September to 3rd October or 5th October to 10th October 2020

A Christmas Carol – Director – Sian Kerr – 7th to 12th December 2020

All My Sons – Director Malcolm Congreve – 22nd February to 27th February or 1st March to 6th March 2021

Allo Allo – Director Michaela Turner – 17th May to 22nd May 2021

Debbie has also expressed an interest in doing a youth production to get younger people involved with the Attfield Theatre, possible at the beginning of July. Debbie has suggested doing East End Tales.

Fiona asked why we wanted to put on a 5th production when we struggle to get things done. She said that this would be during our closed season and we should use the time for sorting other issues within the theatre.

Debs said that it doesn’t necessarily have to be performed at the theatre and could be done open air. Debs said that we should discuss this further when Debbie is present at the next meeting.

1. **Publicity**

Sammy said that having the next season’s plays already mapped out is a good start if the directors are in agreement. He can start sorting out the tri-folds. He asked Liz if she had any ideas for Proof and she said that she has a clip board.

1. **Future Spending/De-Cluttering (Props, Costumes, Mezzanine Clearance)**

Debs will update the spreadsheet. Debbie still hasn’t found a plumber. Paul suggested asking the council who they use. Fiona said that during the performances of James and the Giant Peach the toilets were awful. Debs will message Arren about this issue. **AP3/06/01 New**

Work on the ladies dressing room was discussed and it was decided that the room would be cleared over the weekend of the 25th and 26th January 2020. Michaela to ask Debbie for a date when the man can come and carry out the work on the ladies dressing room. **AP5/06/01 New**

1. **NODA**

Gordon said the man who did the review for the last play brought his replacement with him as he has been assigned to do other work. Gordon is hoping that the review for James and the Giant Peach is better than the first one as he seemed more enthusiastic. This item can now be dismissed from the agenda.

1. **Raising the Attfield’s Profile**

We are still waiting to hear back about the finger post and the sails. The socials are going well and seem to be bringing more people into the Attfield. Debs asked if anyone had any more ideas for socials. Janos suggested having an Attfield Awards Ceremony which could be called the Attys. People could be nominated and voted for various awards.

1. **AOB**

**Debs –** She will write to future directors to see if they are happy to direct their chosen plays. **AP6/06/01 New**

There was no other AOB.

The meeting closed at approximately 9:15pm. The date of the next meeting is Wednesday 19th February 2020, 7:30pm in the Theatre.

**Summary of Action Points**

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| **Action Point** | **Description** | **Owner** | **Status** |
| AP4/23/04 | Andy to look at getting CCTV | Andy | On-Going |
| AP5/23/04 | Debbie to ask Jenny about painting a frieze on the walls | Debbie | On-Going |
| AP5/30/05 | Debbie to get a quote for the changes to the toilet and then send the plans to Arren. | Debbie | On-Going |
| AP13/19/08 | Andy to work out prices for shelving in the scenery dock | Andy | On-Going |
| AP16/19/08 | Liz to organise Christmas social event at Bailey Head | Liz | Complete |
| AP1/23/10 | Andy to write instructions on how to work heating controls | Andy | On-Going |
| AP5/23/10 | Debs to contact painter to re-visit parts missed in the auditorium | Debs | On-Going |
| AP1/25/11 | Andy to sort out an instruction booklet containing technical information | Andy | On-going |
| AP2/25/11 | Liz to update the play list | Liz | On-going |
| AP3/25/11 | Andy to check if the hoists need an annual service | Andy | Complete |
| AP4/25/11 | Sammy to look at putting photos on FLICK R | Sammy | On-going |
| AP5/25/11 | Debs will try to sell the bookcase and filing cabinet on Marketplace | Debs | Complete |
| AP6/25/11 | Fiona to find out a price for replacing the hemp ropes for the black curtains with electric ones | Fiona | Complete |
| AP7/25/11 | Sammy to produce an advertising flier for help at the Attfield with the programs | Sammy | Complete |
| AP1/06/01 | Gordon to include service cost for hoist on his non expenditure list | Gordon | New |
| AP2/06/01 | Paul to arrange for service of the hoists | Paul | New |
| AP3/06/01 | Debs to chase Arren about the person wanting to use the theatre and cleanliness of toilets during the last play | Debs | New |
| AP4/06/01 | Debs to sort out advertising the theatre in Visit Oswestry for the next season | Debs | New |
| AP5/06/01 | Michaela to ask Debbie for date for the work on the ladies dressing room | Michaela | New |
| AP6/06/01 | Debs to write to directors asking if they are happy to direct their chosen plays | Debs | New |