

**NTC Minutes
of Committee meeting held on
Tuesday 6th October 2020 on a Zoom conference call**

Present

Sue Small (Chairman), Moira Cane (Secretary), Fred Johnson (Treasurer), Alastair Callcutt, Paul Evans, Lee Copp, Dom Thomson (joined after the meeting @ 8 pm), Kay Murray, Rebecca Mason, Owain Jones,

Apologies

Alex Farrell

Draw for Arch 200 Club

Dan Young did not attend the meeting so the draw did not take place.
There are still 2 winners who have not been traced yet.

Minutes of 8th September 2020

The minutes were signed off as a true record of the meeting.

Matters arising

FJ will liaise with LC about wording for the contract. RM offered to draw up a contract for approval

Chairman's report

Crowdfunder - the time frame for this appeal has been extended beyond the initial month. More advertising needs to be done to reach more possible supporters. The total currently stands at over £1200.

Health & Safety Audit - this was completed on 28th September. SS has no reason to believe that NTC did not meet all the criteria.

Props - all props have been cleaned and catalogued and returned to the props store.

January 2021 production - a first read through has taken place of the one-woman show for potentially performing in January 2021 at Network.

Treasurer's report

The current bank balances are:

Main account: £4298.99

Bar account: £ 5514.10

Main movements:

Income: Proceeds form the YouTube event £418.59

Expenses: Internet access (£11.99) and Zoom subscription (£14/month) purchase of PAT testing equipment (£225.16) Network Rail (£4110.27) which is assumed to be a charge for the Rent and the Service Charge for the quarter until 25th December as the Treasurer has not received a break down yet.

Committee members reports

Diary

There have been two enquiries to use the theatre since the last meeting but neither have resulted in a booking. FJ suggested that as these are unusual circumstances the level of contribution for a booking could be negotiable. This was agreed.

February evening of short plays - LC sent out a document during the month asking for committee members' views on this event. It was agreed that it would be a programme of monologues or duologues but no poems or singing. It would be open to all to participate but if someone took part who was not a NTC member they would be asked to pay a participation fee. The event would run for 4 nights and the maximum audience would be 32 people. It was agreed that LC would have the authority to decide if submissions were appropriate for the event. He will pass new writing to OJ and the reading panel for their approval before including them in the programme. It was decided that as the event will take place in February a theme of 'love' would be appropriate. AC suggested 'Back to love' as a title. If there were any other suggestions LC would welcome hearing them by the end of the week.

LC will choose an image and write a description of the event and will liaise with DT about marketing it.

Marketing

SS and PE will send photos of the theatre to DT to post on Facebook and Instagram to boost the Crowdfunder appeal.

Bar

Nothing to report. If there is a committee meeting in the theatre in November or December it will be an opportunity to use some of the stock which is getting close to the expiry date.

Premises & Technical

PE explained that the furniture store was part way through completion. Photos were circulated in advance of the meeting. PE and SS were hugely thanked for the tremendous amount of work they have done in the theatre during the lockdown.

The COVID risk assessment that PE circulated during the month was considered to be very comprehensive and suitable for NTC. AF noted that the wearing of masks by the audience until they were seated wasn't stipulated. However it was agreed that this was a good idea. It was decided to adopt these guidelines with the proviso that amendments might need to be made in line with future Government directives. The Track and Trace QR code will be downloaded for the theatre.

FOH and Bar Volunteers

Nothing to report.

Reading panel

SS will send a copy off the one-woman play to OJ to circulate to the reading panel.

Membership

There are 84 active members with 16 pending. AC has written to lapsed members but with no response.

Compliance

RM is working on the insurance claim.

Date of next meeting

Tuesday 3rd November 2020.

The meeting closed at 19.45 pm

A handwritten signature in blue ink that reads "J Small" with a long horizontal line extending to the right.