

**NTC Minutes
of Committee meeting held on
Tuesday 5th January 2021 on a Zoom conference call**

Present

Sue Small (Chairman), Moira Cane (Secretary), Fred Johnson (Treasurer), Alastair Callcutt, Paul Evans, Dom Thomson, Kay Murray, Owain Jones

Apologies

Alex Farrell, Rebecca Mason, Lee Copp

Draw for Arch 200 Club

Dan Young did not join the meeting and so the draw did not take place for the second month. KM has tried to contact him and will try again.

Minutes of 1st December 2020

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

Matters arising

It was unrealistic to try and do the LTG COVID19 Compliance course as everyone would need to do it at the same time.

SS has asked for a price for a professional theatre COVID19 Compliance course. The sewing machine has been found in the Props cupboard.

RM will draw up a 'Signing Authority' document and will present it to the committee at the next meeting - ongoing

Chairman's report

Nothing to report.

Treasurer's report

The current bank balances are:

Main account: £ 4784.67

Bar account: £ 5514.10

Main movements:

Income: £10 donation.

Expenses: £56.27 in respect of the WIFI, and £301.48 to Network Rail in respect of electricity for March 2020. Other bills are expected and will have to be taken into account in the balances. 2 x payments of £14.39 each for membership for Zoom.

No correspondence was received from Network Rail, although they did try to take £5842.10 for Rent and Service Charge, which was returned by the bank as it took the account overdrawn. Neither Network or the bank have contacted NTC even though this happened on the 29th December. No invoice has been received either.

FJ will be contact Network Rail again to explain and also enquire about the rent free period already mentioned.

Insurance:

RM has queried whether NTC need to pay the full insurance premium whilst the theatre is not being used.

The committee agreed with FJ's view that it would be best to continue with the current policy because if NTC are given the go ahead to open it could take some time to re instate a full policy. Also the outstanding claim has not yet been settled which needs to be taken into account.

Future Productions

- *Back With Love*

On LC's suggestion it was agreed to defer this production from February until May. However It will be dependent on whether it is deemed safe to return to the theatre in May.

LC will contact all actors and directors who have registered interest and inform them of the present situation.

Committee members reports

Diary

People are still expressing interest in using the theatre but no bookings can be confirmed at the moment.

Marketing

DT will change the Facebook Events page to reflect the postponement of '*Back with Love*'.

SS will do the same to the website.

Bar

Out of date stock has been removed.

Premises & Technical

Nothing to report.

FOH and Bar Volunteers

Nothing to report.

Reading panel

OJ received the script from Joseph Dewey entitled '*Never Say Never*' and will circulate to the reading panel.

Membership

There are 64 active members.

Compliance

Nothing to report

NTC COVID19 Strategy

This will be revisited when it looks like the theatre can open again. PE's Risk Assessment is ready to use. SS is researching training for volunteers. LC is getting an evening's programme together.

AOB

OJ suggested that NTC do another online reading, He will research some scripts out of copyright and come back with ideas to the committee during the month.

Date of next meeting

Tuesday 2nd February 2021

The meeting closed at 19.40 pm

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