

**NTC Minutes  
of Committee meeting held on  
Tuesday 2nd March 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, Rebecca Mason,

**Apologies**

Lee Copp, Alex Farrell

**Draw for Arch 200 Club**

The winners of the draw for :

February

1st prize # 23 Ruth Sanderson £51.25

2nd prize # 42 David Harvey £30.75

3rd prize # 41 Sue Small £20.50 - SS requested that her winnings be donated to Network theatre.

**Minutes of 2nd February 2021**

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

**Matters arising**

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

**Chairman's report**

A report was circulated in advance of the meeting. This included specific details from the Government Roadmap about Performing Arts.

From 17th May rehearsals may be conducted inside the theatre.

From 21st June the theatre can open for performances with an audience. The Government guidelines are under constant review and each NTC production team will need to be fully aware of the guidelines at the time of their performance going up. With this in mind it was agreed that a COVID Aware team from the committee be created to support Directors.

Following guidance from LTG SS has been in contact with the Directors who were not able to put on their productions in the second half of 2020.

Lorenzo Mason (Much Ado About Nothing) has now approached another theatre group to stage this play but is still keen to direct at Network another time.

Lauren Waterman is happy to direct 4.48 Psychosis using the original dates or dates slightly later in the year.

Paul Evans is unable to direct Cinderella in 2021 due to work commitments but would like to be considered for December 2022.

The committee agreed to this production being re scheduled for December 2022.

After much discussion it was agreed that Network would be open for volunteer training from 17th May and also for external companies to use the theatre.

From the 21st June the following schedule was decided upon:

Early September - *Back with Love*

SS will contact LC to ascertain whether he would still like to coordinate this production and whether these dates suit him.

Mid October - 4.48 Psychosis

December - ?

SS will contact Jenny Fox to see if she is able and willing to direct *The Misanthrope* in this slot.

## Treasurer's report

The current bank balances are:

Main account: £ 3226.83

Bar account: £ 5514.10

Main movements:

Income: £10 donation

Expenses: £70.67 in respect of the WIFI, payment to David Miller Insurance of £859.53 in respect of Insurances, £14.39 each for membership for Zoom and £350 to Lambeth Council in respect of the Bar licence mentioned in last month's report.

There is still no word from Network Rail regarding the rent free period claim, but there have been no new rent demands. An adjustment to the Year End Accounts will need to be made for the service charge not yet invoiced.

RM and FJ decided to insure the theatre with a minimum coverage as assurances were given by the company (David Miller Insurance) that the insurance could be increased quickly if the theatre were to open at short notice.

## Future Productions

Dealt with during the Chair's report

## Committee members reports

Diary The diary will be on the Google Drive with access for all committee members. All external bookings can be taken from 17th May.

### Marketing

Advertising was done for *Ghosts* (Ibsen) and will now start for *Mrs Warren's Profession* (George Bernard Shaw).

FJ will send the zoom details to DT

### Bar

KM informed the committee that as things stand she is willing to come to the theatre and restock the bar before the next show. Should she not feel safe when the time comes she will let the committee know and other arrangements will be made.

### Premises & Technical

A report was circulated in advance of the meeting.

RM to send Insurance documents to PE so that they can be uploaded onto Google Drive

DT to send social media details to PE

FJ will liaise with WJ Fire and arrange a date to do a check on the fire extinguishers before 17th May

The Premises Risk Assessment recommendations for external companies without a bar, with a bar and Network's own productions were accepted by the committee.

PE, SS, RM, AC and OJ volunteered to be part of the COVID Aware team. PE recommended that 3 people should be assigned to cover each production from this group and that they should be fully up to speed with the latest guidelines at the time of the production.

It was agreed to purchase a 'fogging machine' to clean the theatre after each performance. PE suggested that Network pay cleaners to operate this machine and this was accepted. The cost of the machine is £500 and the chemicals for one clean is £15.

SS and FJ will contact LC to advise him of the additional costs that external companies will need to pay for sanitising the theatre after use.  
FJ will ask Dan Young if the Arch 200 Club can cover the cost of the machine.  
PE will continue with the maintenance schedule that he has drawn up.  
RM offered to donate her old phone to the theatre before the next show goes up.

#### FOH and Bar Volunteers

Nothing to report.

It was noted that as soon as the theatre can open (17th May) plans should be in place for volunteer training.

SS will liaise with AF

#### Reading panel

The reading of *Ghosts* (Henrik Ibsen) on Tuesday 16th Feb was a great success. AC was thanked for organising this event.

OJ will coordinate the next online reading which will be *Mrs Warren's Profession* (George Bernard Shaw) scheduled for 16th March @ 7pm. A link to the text will be put in the newsletter and also on the Events page.

Following that MC is planning to organise an online reading of *Heartbreak House* (George Bernard Shaw) over 2 weeks (13th & 20th April).

#### Membership

There are 60 active members.

#### Compliance

RM will continue to pursue the insurance claim. It is now with lawyers.

#### **NTC COVID19 Strategy**

This will be continually revisited when the theatre opens.

#### **Date of next meeting**

Tuesday 6th April 2021

The meeting closed at 21.03 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.