

**NTC Minutes
of Committee meeting held on
Tuesday 1st June 2021 on a Zoom conference call**

Present

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

Apologies

Alex Farrell

Draw for Arch 200 Club

The winners of the draw for :

May

1st prize # 41 Sue Small £51.25 - SS will kindly donate winnings to Network Theatre

2nd prize # 30 Graham Harris £30.75

3rd prize # 20 Kay Murray £20.50 - Kay will kindly donate winnings to Network theatre

DY will do a break down of the winnings transferred to FJ so that it can be recorded who made donations to Network theatre - ongoing

Minutes of 4th May 2021

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

Matters arising

RM will send an image and copy to DT for *Back With Love* marketing

Chairman's report

- Lauren Waterman has confirmed that she and Kristen Farebrother will be the directing team for 4.48 Psychosis using the original dates. RM will be the Committee liaison. Lauren would also like a Producer. A meeting needs to be arranged with the Theatre & Technical Manager.
- Network Rail will cover the cost of replacing the ballcock in the water tank which was the cause of no water to the theatre for over a week.
- It was agreed to reimburse the outside company (Stags) a third of their contribution due to the lack of running water during their run.
- SS has agreed that Network theatre can be a venue for the VAULT festival next year for 8 weeks. NTC have been offered two shows during the festival.

FJ will contact the VAULT team to discuss finances.

LC will pass Cameron's bank details to FJ

AGM

After discussion it was decided to hold the AGM by zoom. The documents will be posted on the website.

Treasurer's report

The current bank balances are:

Main account: £ 4051.10

Bar account: £ 5514.10

Main movements:

Income: £10 donation, £22.35 donations via Easy Fundraising.

Expenses: £64.08 in respect of the WIFI, and £132.85 membership for Zoom (the annual subscription agreed last month) £105.00 Little Theatre Guild Membership,

£183.08 David Miller Insurance being the increase in cover to a normal one as agreed last month, £13.07 for stationary, £19.80 for paint and £768.00 for the fogging machine, chemicals and training. The amended request to the Arch 200 club has yet to be submitted.

A Cheque for £70.50 has been received from the Arch 200 club for individuals' winners donations has been received but not yet banked.

No response yet to our 'Rent free' questionnaire from Network Rail

The year end accounts have been completed in draft and are with Paul Durgan our examining accountant. When they have been completed they will be circulated to the committee prior to the AGM.

Site Visits

On the 13th FJ met with WJ fire at the theatre who did a full inspection of the fire extinguishers and replaced all of the out-of-date ones. NTC are now fully compliant for another year. As this was the first visit since October 2019 there were more items that needed replacing so the charge is higher than normal. An invoice for £377.76 was received today and will be paid tomorrow.

On 27th May FJ met with Mark from Network Rail who wanted to do a site survey. The history behind this is that a short while ago in Nine Elms a wall collapsed in one of their arches. As a result all of Network Rail arches will be checked to establish their condition. It was a short visit to see how easy the full survey would take. In the full survey they will be looking at all the walls and ceilings. The plastic and corrugated sheeting in the back arch this will have to be removed and replaced by Network Rail. Everything will be made good after the inspection. The chairs from the auditorium may need to be removed and lighting from the rig so that the roof can be accessed. Equipment in the box will need to be secured. Network Rail are appointing main contractors in July and FJ asked that the main survey be done at the beginning of August when the theatre is dark. As yet there are no details of what happens if remedial work needs to be done.

Future Productions

The new committee will organise the 2022/2023 schedule. A call out for submissions for the VAULT festival (1 hour long) and for Network's own productions (full length) will go out after the July committee meeting. Cinderella, first scheduled for December 2020, will be allocated the same slot in 2022.

Committee members reports

Diary

RM will send the draft contract drawn up for for outside companies to the committee for comments.

Deposits are now required before external companies use the theatre.

Marketing

MC will send some copy about the AGM to DT to post on social

Bar

Nothing to report.

Premises & Technical

The workday on 9th May was well attended and a lot was achieved. AF has cleaned the theatre once and done the fogging twice since the last meeting.

FOH and Bar Volunteers

Nothing to report.

Reading panel

Nothing to report.

Membership

There are 57 active members.

Compliance

Nothing to report

NTC COVID19 Strategy

NTC will continue to follow Government advice.

Date of next meeting

Tuesday 6th July 2021

The meeting closed at 8.15 pm

A handwritten signature in blue ink that reads "J Small". The signature is written in a cursive style and is underlined with a horizontal line that ends in an arrow pointing to the right.