

**NTC Minutes
of Committee meeting held on
Tuesday 6th July 2021 on a Zoom conference call**

Present

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

Apologies

Alex Farrell, Lee Copp

Draw for Arch 200 Club

The winners of the draw for :

June

1st prize # 6 Emma Byrne £50.00

2nd prize # 54 Nansi Small £30.00 - Nansi will kindly donate winnings to Network theatre

3rd prize # 24 Emma Byrne £20.00

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 1st June 2021

These were signed off as a true record of the meeting

Matters arising

None

Chairman's report

- SS and PE met with the directors of Psychosis 4.48 where they mainly talked about tech issues. The tech weekend will be brought forward a week to enable the cast to become familiar with the challenging lighting effects. At the meeting it was agreed that the 'read through' would take place at the theatre on 27th July.
- After the recent water issues at the theatre a quote was sought to convert the present water supply from the tank in Thales (upstairs) to mains water. It will cost £1950 +VAT. It was agreed that this project should be a top priority.

FJ will check if this is the responsibility of Network Rail or NTC to finance

- Allocation of roles
 - Diary - Lee Copp
 - Marketing - Dom Thomson
 - Bar - Kay Murray
 - Premises and Technical Management - Paul Evans & Paul Lunnon
 - FOH & Bar Volunteers - Alex Farrell & Sarah Wenban
 - Reading Panel - Owain Jones
 - Membership - Alastair Callcutt
 - Compliance - Rebecca Mason

Treasurer's report

The current bank balances are:

Main account: £ 283.64

Bar account: £ 2514.10

Main movements:

Income: £10 donation, £70.50 receipt from Arch 200 representing winners' donations to the theatre, and £3500 contribution from the bar account.

Expenses: £64.08 in respect of the WIFI, £377.76 WJ Fire for extinguishers inspection, £340 refund to Cameron Corcoran, £45 for fogging during the performance,

£492 plumbing repairs and £6029.12 for rent and service charge for the period July to September.

FJ has spoken with Neil at Network Rail who confirmed that NTC will have the period from January to March 2021 as rent free and that if FJ writes and explains that NTC is an amateur theatre with limited capacity the rules for reopening in May made it uneconomical for NTC to do so then he will probably grant NTC rent free for that period as well.

Site Visits

No news on the possible site survey to be carried out in August by Network Rail. FJ will be abroad in August so someone else will be needed to meet the surveyors at the theatre. PE will help out if he has due warning. The lights will need to be taken down and important equipment stored in the box.

Future Productions

Back With Love - RM said that this event was coming together well. There are 10 acts. The first and second halves would end with a song. AF will tech the show.

RM will send a list of participants to AC

SS will set up the event on TicketSource. Tickets will cost £10

4.48 Psychosis

As in Chair's report

Misanthrope

Nothing to report

SS will write a piece as a call out for submissions for the VAULT festival (1 hour long) and for Network's own productions (full length).

SS will circulate this to the committee for comment before posting

Committee members reports

Diary

SS advised that a play she has been involved in has reserved dates at the theatre in September 2021 as an external company.

Marketing

- Material is ready for *Back With Love*
- DT asked that RM handle the promotional posts for the show as he will be unavailable in the week before the show.
- DT will advertise the reading for *4.48 Psychosis* (27th July at the theatre)
- DT will post the call for submissions for the 2022 season after SS has circulated her suggested copy.

Bar

KM will bring stock to the theatre before 27th July.

Beer on tap will be available for the first full length show at Network (4.48 Psychosis). PE will supply kegs from his pub.

Premises & Technical

PE will look at each show and decide what COVID measures are necessary depending on the latest Government advice.

SS and PE will have a zoom meeting with RM before *Back With Love* goes up to confirm what COVID measures should be in place.

FOH and Bar Volunteers

AF and SW will work together on recruiting and training volunteers.

KM will forward her list of volunteers to AF

Reading panel

Nothing to report.

Membership

There are 56 active members. Once AC has received the list of participants for *Back With Love* from RM he will do his best to ensure that everyone is an NTC member before performing.

Compliance

The insurance claim is ongoing.

NTC COVID19 Strategy

NTC will continue to follow Government advice.

AOB

FJ suggested that it would be in NTC's financial interest and also be of benefit to NTC members if there was an Events Manager to organise a series of readings, talks or just socials at the theatre on a monthly basis. OJ agreed to rake this role forward.

Date of next meeting

Tuesday 3rd August 2021 at Network theatre

The meeting closed at 8.34 pm

A handwritten signature in blue ink that reads "J Small" with a horizontal line underneath and an arrow pointing to the right.