

**NTC Minutes
of Committee meeting held on
Tuesday 3rd August 2021 on a Zoom conference call**

Present

Sue Small (Chairman), Alastair Callcutt, Paul Evans, Kay Murray, Owain Jones, Rebecca Mason, Dom Thomson, Paul Lunnon, Daniel Young, Sarah Wenban

Apologies

Moira Cane (Secretary), Fred Johnson (Treasurer), Alex Farrell, Lee Copp

Draw for Arch 200 Club

The winners of the draw for:

July

1st prize #23 – Ruth Sanderson £50.00

2nd prize #71 – Nansi Small £30.00 – Nansi will kindly donate winnings to Network theatre

3rd prize #24 – Emma Byrne £20.00

DY – sorted out cheques from last month, on their way to KM. She will send them on to Fred. DY will look at getting more people to join and a more tech way to do the draw. 39 members of Arch Club at the moment. DY writes on back of cheque whose winnings any donated prize is from, for Fred's info. DY will get joining form refreshed this month.

Minutes of 6th July 2021:

These were signed off as a true record of the meeting.

Matters arising

Fred trying to get Network Rail to pay for plumbing – ongoing

Back With Love actions and COVID meeting – carry over

Requests for next year – come back to later

Kay brought stock to theatre on 27th July

Kay to send volunteer list to Alex – ongoing

Events manager – Owain – come back to later

Chair's report

Really good attendance for 4.48 reading, Owain to update later. Thanks to SW for cleaning the chairs and for doing the minutes. Nothing further to report at the moment.

Treasurers report:

The current bank balances are:

Main account: £ 229.56

Bar account: £ 1767.42

Main movements:

Income: £10 donation

Expenses: £64.08 in respect of the WIFI

Total cost of bar purchases £746.68

Still no news on the April to June rent free period.

Site Visits

Still no news on the possible site survey to be carried out in August by South Western Railway. As I will not be here in August, we will need someone prepared to meet them at the theatre and also possibly do some preliminary work such as moving stuff. We won't know until they contact me again.

The next big rent bill will be due at end of Sept.

External show end of August will bring some income.

Future productions

4.48 Psychosis

OJ – 4.48 readthrough, well attended, 15-20 people, good engagement. Good to hear the play read out loud. There will be 9 live performers plus 3 recorded in the cast. Audition forms are on the Google drive, SS has checked them and will send them to OJ. SS will send OJ list of people booking auditions. It looks like people are choosing to pay membership fee instead of audition fee. 10 booked on one day and 8 the other. AC offered to go to the start of each audition evening to collect fees from any walk-ups. Will need blank forms for this. AC will print off audition forms. OJ and SS to put something around COVID vaccination requirements on form.

Still looking for producer and tech team. This is a concern, as it's a very technical piece with lighting, sound and projection. DT will put out a call for tech people.

PE has contacts through Google groups for crew members, but better to approach people directly. OJ to ask Emma and Mike if they could work jointly on the projection at home. Licence for show not contravened as Lauren hasn't edited, just allocated the lines and added stage directions, which is permitted and doesn't need to be submitted for approval.

BWL

RM - the show has been put on hold because of pingmageddon and worries about spike in COVID cases. When is there time in the diary to do this? Needs to go up before programme relaunch in October. Don't know when South Western Railway is coming to do survey this month, so can't schedule anything in August. September dates available Sat 18th and Sat 25th, which should work for rehearsal day and tech/performance day. KM can't make 25th. RM will find out who still can/wants to do the show and go from there. RM will include AC in emails so he can monitor membership.

2021-22 season

Suggested deadline dates for submissions are end of Sept for new writing and end of Oct for others. Agreed. DT will send SS the docs after the meeting to put on the website. 4.48 – need to put out call for crew, call for auditions and make the ticketed event. For crew call contact should be Lauren, then she can liaise with Paul E. DT will update call for auditions and send out. DT and SW will talk to divvy up marketing duties and report back to the committee.

Committee members reports

Diary

Looks OK at the moment.

Marketing

SW has been added to marketing email by PE. DT has sent SW login details for Twitter and Instagram. Eleni Young is keen to help out with the marketing. SS will make sure DT and SW have her contact details.

Bar

KM has stocked bar, thanks to SS, Jacob T and KM's brother for all their help. If tap beer to be ready to serve for end of August show, PE will need to change a part of the gas cylinder connection.

Suggested buying beer kegs from PE rather than brewery as can monitor and order/provide the number of kegs as and when needed. PE needs to talk logistics with KM. All agreed this was a good idea. PE to liaise with AF around training for serving keg beer.

Need to review COVID hygiene, particularly as end of August show permitted to have full attendance. Reusable glasses are fine as long as washed in hot, soapy water. A COVID risk assessment needs to be done for visiting company, after which decisions can be made. SS, PE and LC to meet with visiting group on Friday.

Need to get a volunteer training day for FOH and bar staff in the diary before August show, cover COVID rules etc, how we manage audience.

Need to monitor Gov't guidance to decide whether a vaccine passport policy will be necessary, especially as the Theatre is a high-risk venue.

Tech & premises

The SWR survey is looking inside the theatre to check the safety of the tunnel, they don't know about the water ingress. (A tunnel fell down in West London, so they are checking all their tunnels.) PL and David Harvey have looked into the water ingress and believe external work a couple of years ago has caused the problem. PL to take the lead as he knows the history and can present our concerns. He and David Harvey to be present if possible when survey is being done.

State of theatre is mouldy and dirty, but we have a plan of action for weekly deep cleaning and then clean before the show in August, auditions, rehearsals. AF is on top of this and PE is monitoring.

FOH

Training needs to be organised. If AF is unavailable to do this, someone may need to step in.

Reading panel

There has been one submission this month, but is has been submitted and read before, so probably not suitable.

Membership

AC – 59 active members. 3 added in last month. One wanted membership refunded, AC said BWL only postponed, so will wait.

Compliance

RM has submitted COVID claim to insurers of around £8,500. Solicitor's opinion has been useful. But there is a question around this possibly being construed as a grant. There are also complaints processes we can explore, but they are slow.

COVID strategy

We are meeting with visiting companies and will see how it goes.

Events

OJ has couple of ideas – pub quizzes, social evenings, workshops. Committee agreed that a regular slot for these is a good idea. Decided on 3rd Thursday of the month, starting 21st October. Start with social events, then can add workshops or others late on.

Date of next meeting

Tuesday 7th September 2021 at Network Theatre at 7pm

The meeting closed at 8:30pm

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 arrowhead pointing to the right.