

**NTC Minutes
of Committee meeting held on
Tuesday 8th September 2021 at the Theatre**

Present

Moira Cane (Secretary), Fred Johnson (Treasurer), Alastair Callcutt, Paul Evans, Owain Jones, Lee Copp, Dom Thomson, Paul Lunnon

Apologies

Sue Small (Chairman), Alex Farrell, Kay Murray, Rebecca Mason, Sarah Wenban

Draw for Arch 200 Club (Via Zoom)

The winners of the draw for:

July

1st prize # 7 Rebecca Mason £48.75

2nd prize # 24 Emma Byrne £29.25

3rd prize # 51 Nansi Small

Minutes of 3rd August 2021

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

Matters arising

RM was pleased to advise that the insurers had finally agreed to our claim for loss of earnings and authorized a payment of £6000. The committee expressed their thanks to RM for her persistence in this matter.

4.48 Psychosis

The director Lauren Waterman joined the meeting via Zoom to give an up date on progress. The show is fully cast and the technical team are still missing a couple of key people but the team are working with PE to resolve this. LM asked if the budget could be extended to include some professional graphics work which will enhance the show. There was also a request for the theatre to purchase a Dry Ice machine to use in the show. The poster is ready and SW will collect this and put up in the theatre. There was also discussion around the programs for the show. The committee thanked LM for her report and offered support. LM said she would attend the next meeting if required.

SW (producer) will provide costing for the graphics and dry ice machine and discuss with FJ.

PL will provide SW with costings and conditions for production of the programs.

Chairman's report

SS is recovering at home and MC has sent some flowers on behalf of the committee. SS will continue to produce the weekly newsletter with input from other members.

Treasurer's report

The current bank balances are:

Main account: £ 7349.98

Bar account: £ 1767.42

Main movements:

Income: £10 donation, £25.08 donations via Easy Fundraising, £175.50 net receipts from auditions for 4.48 Psychosis, £1200 from external company, £25 Membership fee and £6000 received for the Covid insurance claim.

Expenses: £83.40 in respect of the WIFI, £196.76 from Network Rail in respect of electricity, and £35 for flowers.

Two Cheques for £100.00 and £768.00 have been received from the Arch 200 club for individual's winners' donations and reimbursement of the fogging machine but not yet banked.

The Theatre have also received an invoice from Network Rail for the October to December rent for £5904.44 which has yet to be processed.

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

Site Visits

Still no news regarding the site visit to inspect the arches.

Little Theatre Guild

The Southern Region Conference which was to be held in October at Tower Theatre has been cancelled.

Vaults Festival 2022

FJ has received the proposed budget for the 2022 festival which still has to be checked. The Vaults have amended some of the percentage splits and increased our minimum receipt to £6000 (from £5666), plus 100% receipts for our own shows. Last year's figures were £8494 plus £4227 for The Future is Mental and £1637 for Safe Sex.

FJ will complete checks on the figures and report back before signing off.

4.48 Psychosis

The budget has been received from SW and has some items which need looking at.

FJ will discuss the budget with SW

Future Productions

Back with Love

RM reported that with the change of date she had lost 40% of the proposed pieces and along with other time constraints feel she cannot take it forward. No one else felt that they were able to carry it forward so it was decided to cancel the show and do something later in the year.

RM to contact each of the people involved to advise them of the cancellation.

Misanthrope. The reading is scheduled for 9th September with auditions the following week. DT will set up an events page and update the website.

MC will contact the director to offer help with both and also AF with regard to running the bar during the reading.

2022 schedule. This needs to be publicized more on a regular basis.

Committee members reports

Diary

Whilst there have been a number of enquiries there are no new bookings as groups want the same period that the Vaults Festival is on. Next year's schedule of Networks shows will follow the same pattern as previous years. Deposits are now required and it was decided that as an interim measure they would be set at 20% or a minimum of £100.

MC will review previous minutes to review original decision.

FJ will develop a form for the release of the deposits.
PE will draw up a list of items that will affect the release of the deposit.
LC will set up a date for a sub group to review the deposit scheme.

Marketing

DT reported on the results of talks with SW regarding the split of marketing duties. One member of the team will be dedicated to each production with them alternating. DT has also contacted Eleni Young to discuss her future involvement.

Bar

2 cases of Budweiser and 1 of Koppaberg are out of date and undrinkable. Sales during the recent external booking were £288.90 taken on the card reader and £170.00 in cash.

Premises and Technical

PL advised that the bar flap was now repaired. There is mould in the chair store and someone had left the top tool box unlocked. PE is concerned about the cleaning. There has been water in the technical box which has caused damage to the lights which need repair. The water connection to the toilets is ongoing.

FOH and Bar Volunteers

The last external company use went well with 2 bar staff each night including 1 new person.

LC to identify dates to arrange training for FOH and Bar with one happening prior to the next committee meeting (5th October 2021).

Reading panel and Events

1 full script has been received and will be circulated to the reading panel. 2 extracts have also been received which need more work. Events will be scheduled for the 3rd Thursday of every month with the first one happening on the 21st October 2021, and will take the form of a pub quiz. It was decided that this one will be open to all but in future events will be free to members and £5 for non-members.

Membership

There are 70 active members of which 10 have joined in the past 30 days. 1 member has requested a refund following cancellation of Back with Love.

AC to forward details of refund to FJ

Compliance

Nothing to report

AOB.

PL handed MC the Network Archive on 2 USB sticks.

OJ asked that the bar be allowed to be opened after rehearsals provided a committee member is present. This was agreed.

Date of next meeting

Tuesday 5th October 2021

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.

The meeting closed at 9.27 pm