

**NTC Minutes  
of Committee meeting held on  
Tuesday 6th December 2022 at Network Theatre**

**Present**

Sue Small, Moira Cane, Fred Johnson, Kay Murray, Paul Evans, Dom Thomson, Jennie Rich, Paul Lunnon

**Apologies**

Alastair Callcutt, Owain Jones, Rebecca Mason

**Draw for Arch 200 Club**

Dan Young was unable to join the meeting so the Arch 200 Club draw was postponed until next month.

**Minutes of 1st November 2022**

The minutes were signed off as a true record of the meeting and thanks were extended to Owain for taking them.

**Matters arising**

None

**Chairman's report**

- The VAULT companies came in to see the space on Monday. They were all hugely impressed with Network theatre.
- The piano has been tuned.
- Network Rail will be sending contractors to do an annual inspection and a 10 year inspection hopefully on 23rd December

**SS will set up a zoom meeting with Mighty Fin team and PE to talk through the show's technical requirements.**

**Treasurer's report**

The current bank balances are:

Main account: £1825.72

Bar account: £ 4518.19

Paypal Account £4896.27

Zettle Account £2823.35

Main movements:

Income: £10 donation, Ticket Source £215.00 Audition Fees for VAULT productions, £1000.00 transferred from Bar account, £91.25 Easy Fundraising, £200.00 Life Cleaning Donation (*Cinderella*), £500.00 Antares donation (*Cinderella*), £315.73 various cash items including paying into the account the two floats now we are cashless, £2453.00 Mighty Finn (including deposit).

Expenses: £99.09 in respect of the WIFI, £1675.53 bar purchases, £194.40, regarding Cleaners, £71.52 Upgrade of equipment for *Dead Man's Cell phone*, £305.00 programs for *Cinderella*, £58.45 makeup for *Cinderella*, £573.95 Network rail utility costs, £350.00 license from Lambeth Council, and charges of £5.80

#### Bar Account:

Receipts: Via Zettle £2005.00 bar sales, £25.00 Membership, £125.00 program sales *Cinderella*, Ticket sales for *Cinderella* £60.00

Paid out £5.00 charges, Zettle charges £39.06.

#### Paypal:

Receipts: Membership £225.00, Participation fees £90.00.

Expences: Charges £14.58

Items still to process: Electrical survey £2550.00 plus VAT, Other *Cinderella* expenses, Network Rail back dated insurance £772.30 and Network Rail Rent, Service Charge, Insurance for next quarter £6561.02 and restocking the bar.

Other item to note is that now we use Zettle and incorporate the bar accounts into the main accounts I propose to close the Bar bank account with HSBC.

#### Analyses of *Cinderella* Income:

Ticket Source Sales	£4031.00
Walk Ups	£120.00
Programs	£308.00
Donations	£14.00
Bar Sales Gross	£3627.05
Zettle Charges	£72.61

#### **Review of *Cinderella***

The production team will report back next meeting on their views.

The audience thoroughly enjoyed the show which had very good sales and reviews.

There were great performances and the costumes were spectacular.

#### **Future Productions**

- *A Society* - Dom, the producer, said that the auditions went well and that the play has been cast. **DM will send info to SS to put on the website**
- *Someone of Significance* - Rebecca, the Committee liaison, reported that casting is nearly complete and the final script is nearly ready. The Director has requested a small marketing budget for Instagram which was agreed.

#### **Reports from committee members**

##### Diary

The diary is now full until the end of the VAULT festival

### Marketing

DT thought the marketing for *Cinderella* was very good. He is starting to think about marketing for the two VAULT shows and has been in contact with the Director of *Someone of Significance*.

DT will advertise Network's 'Season Launch' which will be on 12th January 2023

### Bar

The bar will need to be re stocked for the Mighty Fin.

PL and PE will share their analysis of bar sales with KM

It was decided to abandon the idea of buying recyclable plastic glasses for the bar because they are very expensive.

Staffing the bar for internal and external productions is proving very difficult.

Members find washing the plastic glasses at the end makes the evening too late.

PE will investigate finding bar staff who will be paid.

### Premises and Technical

Network theatre failed the electrical test on many points. This is partly due to the fact that the regulations have changed since the last inspection. PE has asked for a written list of problems and will assess how much he can sort out himself and how much Network will need to pay for.

PL and David Harvey will look at the sound system to see if they can improve it for those operating it.

### FOH and Bar Volunteers

During the run of *Cinderella 2* bar staff and 2 FOH volunteers were trained.

### Volunteer rota

A rota has been prepared for the Mighty Fin. 10 volunteers are required. So far there are only 5 in place.

### Reading Panel

JR has two scripts to read that have recently come in.

### Social Events

The 2023 season launch party is planned for the 12th January.

### **Membership**

There are 113 active members.

### **Date of next meeting**

Tuesday 10th January 2023 at 7pm in Network Theatre.

Meeting closed 7.45 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.