



East Cowes Town Council

Town Hall, York Avenue, East Cowes, Isle of Wight, PO32 6R
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Minutes of a meeting of **Theatre Committee** held at East Cowes Town Hall, York Avenue, East Cowes
Thursday 25th May 2023 at 6pm

Present

Chair: Cllr Priddle

Councillors: Cllr Lake, Cllr Reardon, Cllr Love

Clerk: S Chilton, **Assistant Clerk:** C Gale

Also present: Becky Savage, Emily Smith

TC01/23 COMMITTEE MEMBERSHIP

1.1 The Committee considered the election of a Chair and Deputy Chair to serve for 1 year.

1.2 The Committee considered the election of 2 members of the Amy White Theatre Group to serve on the committee.

1.3 **Resolved:** To elect Cllr Dave Priddle as Chair and Becky Savage and Tress Lambert to represent the Amy White Theatre Group and to amend the Terms of Reference to enable a substitute to attend meetings if Becky or Tressa are unable to attend.

TC02/23 APOLOGIES FOR ABSENCE

Apologies were received from Tressa Lambert.

TC03/23 DECLARATIONS OF INTERESTS

3.1 Cllr Priddle declared a non-pecuniary interest as a member of the East Cowes Business Association.

3.2 No written requests for dispensations were received.

TC04/23 FREQUENCY OF MEETINGS

4.1 The Committee considered the frequency of meetings.

4.2 **Resolved:** To meet 4 times a year with dates for the next twelve months agreed as Thursday 6th July and Thursday 2nd November 2023 and January 11th and March 7th 2024 to take place from 5-6pm.

TC05/23 TERMS OF REFERENCE

5.1 The Committee considered the Terms of Reference. The Terms of Reference were amended as follows:

1 Aim of the Committee

The aim of the Committee will be the development of performing Arts in East Cowes and to support the East Cowes Community pantomime/theatre group in the production of an annual pantomime and any other agreed theatre production. To ensure that any profits generated by the Amy White Theatre

group are used to enhance and improve the theatre and performances, which are financially or otherwise, supported by East Cowes Town Council.

2 Membership

2.1 The Committee shall comprise of 7 members; comprising 5 Town Councillors, appointed at the annual meeting of the Full Council, and 2 non-voting members and one deputy from the pantomime/AWT group, nominated annually in May from within their cohort.

5.2 **Resolved:** To agree the Terms of Reference as amended.

TC06/23 FINANCE

6.1 The Clerk stated that the remaining funds held by the Supporters of the Amy White Theatre Group amounting to £8549.69 will be transferred to the Town Council bank account and given its own cost centre in the accounts so that it is used for improvements to the theatre and towards the cost of productions. Any expenses beyond this will need to be approved by the Full Council. In the autumn when the Council considers the budget for 2024/2025, an amount will be set for this cost centre. The ticket price is currently £8 with under 2's free. The need for a seating layout for ticket sales was discussed due to under 11s not being permitted on the balcony. Current guidelines are needed. As well as ticket sales, income is generated from selling refreshments.

6.2 **Resolved:** To set the ticket price at £8.

TC07/23 RISK ASSESSMENTS, INSURANCE & LICENSING CASUAL VACANCY

7.1 Becky stated that The Amy White Theatre Group will provide an inventory of information stored on the premises and items brought in during the rehearsal and performance period.

7.2 Becky confirmed that the risk assessment for the production is completed by Ollie. A collaborative risk assessment prepared by AWT Group, and the Town Council is needed for use of the stage and theatre space. Insurance for the performances has previously been purchased by the Supporters Group. This will need to be arranged by the Town Council from November onwards.

7.3 AWT has already purchased the performance licences for the next 2 productions. These are for 4 performances of Dick Whittington in December 2023 and 2 performances of The Wizard of Oz in May 2024. Copies were provided. In future Becky will complete the performance licence applications and the Town Council funds set aside for the theatre will cover the cost.

Resolved: AWT To provide an inventory of equipment permanently stored at the Town Hall and portable equipment brought in for performances. Insurances for performances to be covered by Town Council insurance from November.

TC08/23 SAFEGUARDING/CHAPERONE ARRANGEMENTS

8.1 The Committee already has safeguarding and chaperone policies in place. These will need to be brought to the Town Council for formal adoption. Tressa and Becky undertake safeguarding training annually and are interviewed for the chaperone licensing, they are DBS checked. Tressa is formally appointed as the Safeguarding and Chaperone Officer. The chaperone application is very rigorous. The required information is displayed at performances. If additional DBS checks are needed they will be paid for from the Town Council budget. The use of CCTV in the town hall could be useful for cueing during performances if the height of the camera can be adjusted. 2 hall hire forms were provided for Becky to complete and return to the Assistant Facilities Officer.

Resolved: AWT to provide the current safeguarding and chaperone policies to be adopted by Council

TC09/23 PERFORMANCE LICENSING & DATES

9.1 The performance dates for the Panto and Mid-Year Show were considered. The use of the library area of The East Side Curve could be used for Theatre Committee meetings to free up the hall and allow better availability for rehearsals.

9.2 The hall hire dates for both shows were put forward.

Resolved: To agree the performance dates and rehearsal dates as put forward. To add the location for Theatre Committee and Facilities, Projects and Events Committee meeting to the next Facilities Projects and Events Committee agenda.

TC10/23 STAGE & LIGHTING

10.1 Ollie & Dan are the sound and lighting engineers and take care of the technical requirements for performances. They are both in the profession and bring a lot of expertise. They now live off the island. Currently they provide their time freely, but an honorarium was discussed for the future. It would be helpful for councillors and staff to have a guide for the use of basic sound and lighting for when the hall is booked for other events and hirers.

10.2 **Resolved:** To cover the travel and accommodation costs of the sound and lighting engineers. To discuss an honorarium for Ollie and Dan at a future meeting

TC11/23 GENERAL HOUSEKEEPING

11.1 Cllr Priddle stated that the cost of rubbish removal could be reduced if a different provider was sought. Cleaning needs will be added to the hire form. Help will be needed for providing refreshments at the performances due to the supporters group standing aside. MDF fills on the servery including a space for a box office hatch for the performances would improve the space. Providing a programme for the shows with sponsorship and advertising was put forward. Access to the premises for performances and rehearsals was discussed.

11.2 **Resolved:** To agree to the non-voting members of the committee holding a key for the duration of the rehearsal and performance period.

Meeting closed at 8.05pm

Signed:

Dated: