



EAST COWES TOWN COUNCIL

Town Hall, York Avenue, East Cowes, Isle of Wight, PO32 6RU
Tel: (01983) 299082 Email: clerk@eastcowestowncouncil.co.uk

You are hereby summoned to attend a meeting of the **Theatre Committee** to be held on **Thursday 25th May 2023** at **6pm** in the **Town Hall, York Avenue**, East Cowes to discuss the following matters set out in the agenda.

Sue Chilton, Town Clerk

Dated: 19th May 2023

AGENDA

- 1 6.00pm COMMITTEE MEMBERSHIP
 - 1.1 To elect a Chair and Deputy Chair to serve for one year
 - 1.2 To elect two members from the Amy White Theatre group to serve as non-voting members of the Theatre Committee
 - 1.3 To resolve any actions

- 2 6.10pm APOLOGIES
To receive and accept apologies

- 3 6.15pm DECLARATIONS OF INTEREST
 - 3.1 To receive declarations of pecuniary and non-pecuniary interests in items on the agenda
 - 3.2 To receive and consider granting any written requests for dispensations

- 4 6.20pm FREQUENCY OF MEETINGS
 - 4.1 To agree the frequency the Theatre Committee shall meet
 - 4.2 To resolve any actions

- 5 6.25pm TERMS OF REFERENCE
 - 5.1 To consider and agree the Terms of Reference
 - 5.2 To resolve any actions

- 6 6.30pm FINANCE
 - 6.1 To agree financial arrangements, including:
 - Transfer of funds from the Amy White Committee
 - Setting an annual budget
 - Ticket prices
 - 6.2 To resolve any actions

- 7 6.40pm RISK ASSESSMENTS, INSURANCE & LICENSING
 - 7.1 To receive an inventory of theatre equipment stored at the Town Hall
 - 7.2 To agree arrangements for risk assessments and insurance, including performances
 - 7.3 To discuss requirements for licensing, including performing rights
 - 7.4 To resolve any actions

- 8 6.55pm SAFEGUARDING/CHAPERONE ARRANGEMENTS
 - 8.1 To discuss current/future safeguarding/chaperone arrangements/policies
 - 8.2 To resolve any actions

- 9 7.05pm PERFORMANCE LICENSING & DATES
- 9.1 To confirm mid-year and panto performance dates
 - 9.2 To confirm hall hire dates
 - 9.3 To resolve any actions
- 10 7.15pm STAGE & LIGHTING
- 10.1 To discuss:
 - Stagehands
 - Ollie & Dan
 - Striking set
 - Lighting bars
 - Revamp of stage
 - 10.2 To resolve any actions
- 11 7.30pm GENERAL HOUSEKEEPING
- 11.1 To agree arrangements for:
 - Disposal of rubbish
 - Cleaning arrangements
 - Refreshments
 - Key holder
 - 11.2 To resolve any actions