



## EAST COWES TOWN COUNCIL

Town Hall, York Avenue, East Cowes, Isle of Wight, PO32 6RU  
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You are hereby summoned to attend a meeting of the **Theatre Committee** to be held on **Thursday 18<sup>th</sup> July 2024 at 5pm in the Town Hall, York Avenue**, East Cowes to discuss the following matters set out in the agenda.

**Sue Chilton, Town Clerk**

**Dated: 12<sup>th</sup> July 2024**

### AGENDA

- 1 5.00pm APOLOGIES  
To receive and accept apologies.
- 2 5.05pm DECLARATIONS OF INTEREST
  - 2.1 To receive declarations of pecuniary and non-pecuniary interests in items on the agenda.
  - 2.2 To receive and consider granting any written requests for dispensations.
- 3 5.10pm MINUTES  
To approve and sign the minutes of the meetings held on Thursday April 18<sup>th</sup> 2024.
- 4 5.15pm FINANCE
  - 4.1 To note and discuss the quarter 1 statement for the Theatre
  - 4.2 To resolve any actions
- 5 5.20pm LIGHTING REPLACEMENT
  - 5.1 To consider the purchase of the following lights at a cost of approx. £2500.00
    - a) 2 “nearly new” lights, with 1 year’s warranty, to fit back onto rig front bars
    - b) 2 larger versions on the front house bars to provide more directional light
    - c) 4 moving parrs to place onto the side bars, with a cross-over feature of stage lighting with movement
  - 5.2 To resolve any actions
- 6 5.30pm MID YEAR PANTO DEBRIEF
  - 6.1 To consider matters raised at the mid-year debrief meeting:
    - a) “No entry” rope between the town hall and the curve
    - b) Purchase of lanyards for the cast - cost
    - c) Purchase of printed T-shirts for volunteers/staff - cost
    - d) Balcony Rope - cost
    - e) Restriction of alcohol and glasses at performances – signage and volunteer supervision
    - f) Additional dressing area – 2 options to consider
  - 6.2 To resolve any actions
- 7 5.45pm SAFEGUARDING POLICY
  - 7.1 To update the Safeguarding policy to include Appendix 1
  - 7.2 To resolve any actions