



EAST COWES TOWN COUNCIL

Town Hall, York Avenue, East Cowes,
Isle of Wight, PO32 6RU

Tel: (01983) 299082 Email: clerk@eastcowestowncouncil.co.uk

Minutes of a meeting of **Theatre Committee** held at The East Side Curve, York Avenue, East Cowes **Thursday 17th October 2024 at 5pm**

Present:

Chair: Cllr Palin **Councillors:** Cllr Reardon, Brimble-Brennan, Love.

Also Present: Becky Savage, Tressa Lambert

Clerk: S Chilton **Deputy Clerk:** C Jones

TC20/24 APOLOGIES

Apologies were received from Cllr Lake due to sickness and D Priddle due to family commitments

TC21/24 DECLARATIONS OF INTEREST

2.1 There were no declarations of pecuniary and non-pecuniary interests on items on the agenda

2.2 No written requests for dispensations were received

TC22/24 MINUTES

3.1 The Committee approved and sign the minutes of the meetings held on Thursday July 18th 2024

Resolved: To approve and sign the minutes of the meeting on Thursday 18th July 2024

TC23/24 FINANCE

4.1 The Clerk explained the quarter 2 budget report, and this was noted by the committee

Resolved: To note the 2nd Quarter Budget report

TC24/24 MUSIC & LIGHTING

5.1 The committee received an update on the replacement lighting and date of installation and were advised that Ollie Partridge will be contacting the Facilities Officer to arrange a meeting and will be installing on the 5th December

5.2 The committee discussed music/lighting for "other" performances and felt that they need to identify a cost for employing someone to undertake this and add it to the hiring cost. Councillors expressed the wish to be trained in the operation of the equipment. BS and TL will advise on the cost of employing someone.

Resolved: Meeting to be arranged between Facilities Officer and Ollie Partridge to discuss lighting. BS and TL to advise on cost of employing someone to undertake lighting and sound for additional/other performances

TC25/24 STAFF & VOLUNTEER ACCESSORIES

6.1 The committee considered the following options for crew and volunteers for performances

Lanyards for the cast, Tabards/Aprons for Volunteers at a cost of:

- Personalised safety lanyards £5.99 each
- Plain safety lanyards with name pouch - £9.99 x 10
- Personalised Tabards - £115 x 10
- Personalised Aprons - £15 each or £13.50 x 5+

Resolved: To purchase purple 10 x lanyards and name badges

TC26/24 PANTO MATTERS

7.1 The committee received an update from the Clerk on the additional dressing/makeup area backstage. TL and BS were pleased with the space that has been created.

7.2 The Committee discussed miscellaneous panto matters which included staffing, refreshments and confirmation of dates for next year. BS and TL to look at dates and advise for the November Full Council meeting. It was agreed that a volunteer would be stationed in the gallery throughout the performance. 25% more refreshments than purchased midyear were recommended. To include water, sweet bags, popcorn, cans of drink, inc. diet, crisps, cones, hot drinks and individual packs of biscuits. It was agreed that a cleaner would be required before the start of each performance.

7.3 The Clerk gave an update on the cost of blinds for the Curve, which was in excess of £3000. It was agreed that this was too expensive and impractical. TS and BS stated that the Curve open area was not required for the panto. They advised that the meeting room was sufficient. They suggested that other hirers such as Theatre Train, who did use the open area for changing, would need the windows blacked out. Theatre Train would also need to provide numbers of children using the backstage area for health and safety reasons.

Resolved: To purchase refreshments as agreed, TS and BL to advise on dates for next year for the November Full Council meeting, to ensure a volunteer was on duty in the gallery during performance, to ensure the toilets were cleaned and replenished before the start and between performances

Meeting closed 5.54pm