



## **EAST COWES TOWN COUNCIL**

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Minutes of a meeting of **Theatre Committee** held at The East Side Curve, York Avenue, East Cowes **Thursday 18<sup>th</sup> July 2024 at 5pm**

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### **Present:**

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

**Also Present:** Becky Savage, Tressa Lambert

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

### TC13/24 APOLOGIES

Apologies were received from Councillor Lake and Councillor Love.

### TC14/24 DECLARATIONS OF INTEREST

There were no declarations of non-pecuniary interests

No written requests for dispensations were received.

### TC15/24 MINUTES

**Resolved:** To approve the minutes of the meeting on Thursday April 18<sup>th</sup> 2024.

### TC16/24 FINANCE

4.1 The Clerk summarised the quarter 1 report which showed the total payments and income from performances this year with a positive balance brought forward from the previous year. BS and TL confirmed that this is accurate and is the expected average spend per show noting that if it is a specialist show the costs will be higher, BS and TL confirmed the costs for the Christmas Show will be higher. Cllr Palin mentioned that the majority of customers at the performance had said that the refreshments were lowly priced and there could be potential for a larger margin here. Cllr Reardon had suggested raising ticket prices in response to learning of the £600 profit made from the previous show. BS and TL will look at raising ticket prices after the year end show as well as advertising refreshment prices online.

**Resolved:** Ticket prices to be reviewed following the end of year panto and to advertise refreshments online.

### TC17/24 LIGHTING REPLACEMENT

5.1 The Committee considered the purchase of lights as set out in BS report at a cost of approx. £2500.00

BS stated that 7 of the specialist lights are borrowed and aren't able to be added to the insurance. Some performances are also losing directional light during the show and the purchase of new lights will alleviate this. BS had mentioned she should be able to get assistance in setting the new lights up if purchased, other wise there would be an extra cost incurred. BS estimated that £2500 is realistic for 6 – 7 new lights and confirmed that this cost could come from the reserve. BS and Cllr Reardon mentioned the cost for purchasing microphones, BS stated that Theatre train struggled with these when using the hall. Hiring microphones going forward is the best option as they can be temperamental and repairs on them if owned would get expensive.

Cllr Palin proposed to increase the cost needed for the lights in case we must pay extra for the setup, £3000 seems more realistic.

**Resolved:** BS to liaise with Clerk on the purchase of new lights and to contact Stage gear re set up, a maximum of £3000 to be made available from the reserve for purchase of lights and setup.

## TC18/24 MID YEAR PANTO DEBRIEF

6.1 The “No entry” rope between the town hall and the curve that was brought up in the ‘mid-year’ debrief meeting as a result of a member of the public standing outside the Curve to use the wi-fi. This was felt to be compromising the privacy of the children using the Curve. We are unable to action as this would block a fire exit. The Clerk suggested that blinds could go around the windows in the Curve to add privacy for the cast. This was received favourable.

Cllr Palin would like t-shirts for everyone involved in the show as it looks more uniform, Cllr Reardon thought it may not be inclusive, and it was suggested as a compromise that tabards be purchased and that everyone involved wear a black T-Shirt of their own choosing. BS to look at an alternative branding solution for tabards.

The purchase of lanyards will be looked at in the future as the cost for this could run high with no return.

The purchase of balcony rope was looked at from a health and safety perspective and it was agreed that this would be purchased. The restriction of alcohol and glasses at performances has become an issue, Cllr Palin says there needs to be more signage and volunteer supervision.

Additional changing space was discussed, and BS said that upstairs space wouldn’t be applicable, as a designated changing area for the shows, as the adults and children cannot get to this quickly enough for costume changes mid performance. BS stated that the general clear up behind the stage has really helped alleviate some of this pressure. The Clerk will look at whether any further space can be made available backstage.

**Resolved:** To investigate purchasing blinds for the Curve, to investigate the purchase of tabards that include the AWT logo, Balcony Rope to be installed, a volunteer/chaperone on the balcony during performances, no alcohol signs to be displayed on the gallery, on tickets and advertisements.

## TC 19/24 SAFEGUARDING POLICY

7.1 The Clerk summarised the new Appendix 1 to the Theatre Committee which enables the council to evidence that safeguarding procedures are in place prior to the performances. TS stated that all chaperones have licenses and confirmed she can give the required documentation two weeks prior to a performance. TS also mentioned that one of their chaperones is also a trained first aider. TS stated that there are two current members who need to renew their chaperone license. It was proposed to incorporate Appendix 1 into the Safeguarding policy and it was agreed.

**Resolved:** To include Appendix 1 into the existing Safeguarding Policy. TS and BS to provide the documentation stated in Appendix 1 two weeks prior to a performance.

Meeting closed at 5.53pm

Signed:

Dated: