EAST COWES TOWN COUNCIL

Town Hall, York Avenue, East Cowes,
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Meeting of a meeting of **Theatre Committee** held at Town Hall, York Avenue, East Cowes, **Thursday 22nd January 2026 at 5pm**

Present: B. Savage, T. Lambert
Chair: Cllr Palin **Councillors:** Cllrs Reardon, Warleigh-Lack
Also Present: Public x 1
Clerk: S Chilton **Deputy Clerk**: C Jones

TC1/26 APOLOGIES

Apologies were received from Cllr Lake and Cllr Love.

TC2/26 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.

TC3/26 MINUTES

3.1 The Committee approved and signed the minutes of the meeting held on Thursday 23rd October 2025
Resolved: To approve and sign the minutes of the meeting on Thursday 23rd October 2025.

TC4/26 FINANCE

4.1 Members received the Quarter 3 budget report. Deputy Clerk explained that for the 2025 Christmas pantomime, income was reported as £8,082.72 with total expenditure of approximately £4,224.97, giving an overall surplus of £3,857.75. The theatre reserves balance was noted at £1,776.15.

TC5/26 CHRISTMAS PANTO

5.1 An update was given on the Christmas Pantomime, Cinderella by TL and BS. Tickets were sold out for all performances and positive audience feedback was noted. Nomination news for the Island Theatre Awards was mentioned, and it is hoped that the Panto will receive nominations in all categories. Operational learning: there was conflict with a prior Town Hall booking (tea dance) which curtailed the usual Friday setup window and caused pressure on the dress rehearsal. The need to ensure an agreed setup period (from early Friday afternoon) will be incorporated into future booking communications and calendars. It was noted that this was due to a lack of communication between the AWT and the Asst Facilities Officer, responsible for booking.
Resolved: B. Savage to ensure to book the usual Friday setup window for pantomime dress rehearsals on the booking form and confirm with the Town Councils Events and Bookings Calendar.

TC6/26 A NIGHT OF ABSOLUTE ICONIC HITS – 7TH MARCH 2026

6.1 B. Savage explained that this would be an evening featuring professional tribute performances with a short contribution from the AWT cast.
6.2 B. Savage and T. Lambert to invite cast members to be Front of House/Volunteers to assist with ticket checks and refreshments service; committee members to provide oversight. Event requires a simpler technical setup than the pantomime; day booking will be required to allow sound and tech checks from 4pm – 5pm; doors to open at 7pm.

Cabaret/table seating preferred; confirm maximum capacity with tables and whether additional tablecloths are required; low-cost table décor (tealights) supported.

6.3 It was agreed to use existing stock of canned soft drinks; topped up with bottled water; crisps and biscuits; and to consider limited ice-cream stock.

6.4 It was agreed that ticket price will be £10.00 per person plus booking fee (approx. £0.30).

6.5 The poster design was approved. Three banners are to be ordered for display at the Town Hall and other suitable local sites: one portable banner for use at events. It was noted that any decisions regarding alcohol sales/consumption are a matter for Full Council (no decision taken by this committee).

Resolved: B. Savage and T. Lambert will enlist cast members to support Front-of-House and refreshments; BS will confirm booking to allow tech checks 4–5 pm, with doors at 7 pm. There will be cabaret/table seating. Capacity/tablecloth requirements to be confirmed. Refreshments will use existing canned stock, with bottled water topped up, crisps/biscuits offered, and limited ice-cream considered. Tickets to be priced at £10.00 plus £0.30 booking fee. Three banners plus one portable banner will be ordered by TL.

TC7/26 COMMITTEE MEMBERSHIP UPDATE

7.1 Committee noted the resignation of non-voting member Dave Priddle.

Resolved: To send a formal letter of thanks for his contribution and to invite Emily to serve as a non-voting member (subject to her agreement).

TC8/26 CHARGING STRUCTURE FOR THEATRE COMMITTEE

8.1 Members discussed differentiating “Town Hall hire” from “Theatre hire” where the full stage lighting rig and a technician are required. Should this be agreed by Full Council committee members suggested allocating a proportion of full Theatre hire fees to the theatre reserves for reinvestment (e.g., lamp replacement/servicing and minor enhancements). It was agreed that this proposal should be put to Full Council for consideration.

Resolved: To recommend to Full Council that hire for the theatre be separated from general hall hire and that a percentage of the Theatre hire fee be allocated to the Theatre reserves for reinvestment (percentage to be determined by Full Council).

TC9/26 EXCLUSION OF PRESS AND PUBLIC

The council agreed that in view of the confidential nature of the business to be transacted, that it is in the public interest that the press and public are excluded. (1960 Public Bodies Admission to Meetings Act s1 (2)).

Resolved: To exclude the press and public

Meeting closed: 5.41pm