

MEETING of TRUSTEES and COMMITTEE of OLD WELL THEATRE TRUST
TUESDAY 8th JANUARY 2019 @ 7.30pm

Present: Liam O'Neill, Jim McConnell, Martin O'Hare, Ann Falch, Claire Black, Chris Jerrett, Janette Richardson

1. Apologies: Norma Fears

2. Minutes of Meeting of Tuesday 11th December 2018

These were unanimously accepted as a true record

3. Matters arising from the Minutes and not on Agenda

2 drivers now have PVG clearance to work with vulnerable adults. 3 Further members are to apply for adult PVG clearance.

Ruth has purchased 168 raffle prizes.

Roy and George (TIC) have both received a bottle of scotch as a thank you for selling theatre tickets.

Roy has accepted an offer of £50 for the two printers used for printing tickets. Theatre now needs to purchase paper for ticket printing.

Martin has produced instructions for Technical Support for private and incoming shows.

Equipment in projection room has been reorganised so that equipment not available for private hire/incoming shows can easily be removed.

4. Treasurer's Report

Actual figures up to 31st December 2018 were provided. Ticket sales were better than forecast. We are still anticipating an underlying deficit of around £600 depending on ticket sales. We have purchased two ticket printers from the TIC, and this year's figures include a PRS bill from the last financial year due to a late bill following the merger of PRS and PPL.

There has been no reply from our Insurers yet regarding our submission re protection of Vulnerable Adults.

We have a long questionnaire, from the bank, that needs to be completed presumably as part of anti-money laundering regulations.

5. Co-ordinators' Reports

Artistic Coordinator

Friday 8th January 2019 Film Comedy Quiz for members. Karen/ Michelle are Quizmasters.

'This Girl Laughs' is in May

Raw Guffaw Comedy Evening (funded by Support for Ambition) date not yet set.

Tannahill Weavers 15th February. Tickets now on sale at Town Hall.

We have two possibilities for performances in May/June. Isosceles and Lace Market Theatre but as we also have D & G Arts Festival items for the same dates, we are going to go for Lace Market Theatre. This could be SFA funded. Norma to offer them 15th or 22nd June.

Their fee is £70 for the night then profit share. There are six people involved who require overnight accommodation.

Isosceles perhaps later this year or 2020.

Private hire in November 'A Psychic Night' - an evening of mediumship would like to use our box office.

Martin to consult with George.

We don't wish to take The Circus Act

Bottles of wine/raffle prizes to be used for Comedy Quiz prizes.

Martin will organise dates for projection/bar staff training.

Nursery children thoroughly enjoyed their Christmas film.

For the calendar: - 1/2/3/4th May Tally's Blood

2/3/4/5th October Autumn Play

Technical Coordinator

Martin/Jim have completed and returned Questionnaire on abuse requested by Insurance Company.

Upstairs printer was damaged but is now repaired after new drums were fitted.

6. SSE Grant Update

Claire /Martin have dealt with YL applications. There were three applicants and all have been invited for interview on Saturday 12th January beginning at 10 am. There will be a 30-minute interview followed by an hour's workshop.

6 young people have been invited as a class for applicants.

Claire to circulate interview questions and arrange lunch.

Claire/Liam and Ann to meet at 9.15 to discuss interview questions.

7. Vulnerable Adults Policy

Thank you to Martin for all his work outlining obligations/care and producing 'Vulnerable Adults Policy'. This was signed by Liam at the meeting.

Martin will put policy on website this week.

8. Advertising

There was a discussion re publicity following a report produced by Sandra Jerrett

Currently adverts are displayed in TIC, theatre notice boards, various shops, Buccleuch Hotel, campsite, hospital, school (if appropriate) Beattock and Dumfries one month prior to the event. Are we advertising too early?

The suggestion is to have a 'tick box' sheet at door and for FOH manager to ask patrons how they found out about the event.

Ann to produce tick sheet ready for next event.

9. AOCB

The building Energy report has been completed.

Dyson Hoover needs replacing. Martin to source.

Charlie has personally bought an urn which he will make available to the theatre when needed.

Ann to write and thank him.

Town Hall Trust has received a letter, Card and Panto programme thanking them for their sponsorship towards youngsters' costumes.

Ann and Claire have met re Claire taking over FOH/Bar Manager rota.

Chris has offered to organise a members' trip to the theatre.

There being no further business the meeting was closed

NEXT MEETING TUESDAY 12th FEBRUARY 2019