

MEETING of TRUSTEES and COMMITTEE of OLD WELL THEATRE TRUST
TUESDAY 12th FEBRUARY 2019 @ 7.30pm

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

1. Apologies: None

2. Minutes of Meeting of Tuesday 8th January 2019

These were unanimously accepted as a true record

3 Matters arising from the Minutes and not on Agenda

4 more PVG forms are being processed.

A second hand Dyson has been purchased and is now in use.

Liam to email Dan re speaking to school pupils about the Youth Theatre.

Resource Efficient Scotland has offered to send a rep out to give free advice for making the theatre more energy efficient.

4 Treasurer's Report

Actual figures up to 31st January were provided. We are still anticipating an underlying deficit but the final result depends heavily on ticket sales the forecast for which is cautious.

We have extended our insurance cover for vulnerable adults and have paid an extra premium of £171.

The insurers have confirmed that the work of the Drama Coach is covered by our existing policy.

The questionnaire from the bank has been completed, countersigned by our auditors and submitted.

Actual figures will be made quarterly in future.

5 Co-ordinators' Reports

Artistic Coordinator

Dumfries & Galloway Arts has offered a Scottish Comedian, Jay Lafferty, who is touring her show 'Wheesh't' to small venues in June before taking it to The Guilded Balloon Teviot in August for Edinburgh Festival. D & G Arts Live pay and contract the artist direct and work with us on ticket split. D & G Live take first £350, we take the next £150 thereafter 60/40 split in favour of D & G Arts. Ticket price £10. Norma to book date.

Private Hire – Friday 23rd August Blackbird Opera present 'The Marriage of Figaro'. They may use local singers and opera is a new venture for OWT.

Splinters Production have confirmed Friday 5th April for two plays by Caithness playwright Donald Campbell. 'Nancy Sleekit' and 'Howard's Revenge'

Lace Market confirmed Saturday 15th June 'Hannah & Hanna' this play should appeal to teenage audience – consider when advertising.

'Tally's Blood cancelled. Their agent cancelled our licence to perform this due to nationwide tour in 2020.' Perfect days' by Liz Lochhead is the replacement but performances will be pushed back by one week due to there now being less time to prepare.

Technical Coordinator

Dan has been given access to intruder alarm and three people have been removed from alarm list.

Slight changes made to stage, we now have 'boxed in' sets and a new design for set painting.

Door to auditorium is to be reversed.

6 SSE Grant Update

Dan has received his contract. Dan/Liam both to sign to activate it.

7 Lift

Lift has had bi-ennial inspection but unfortunately without Martin being present. The Inspector requested to turn off the lift for two reasons.

1. Emergency Light
2. Alarm not working.

We have received an email from Kone listing 4 faults they would like to repair and an estimated bill for £2993.43 + VAT

The faults listed are: -

- They would like to fit an auto-dialler 2-way emergency communication device and GSM mobile signal unit.
- Landing entrance safety barrier needs to be fitted
- Pit ladder needs to be fitted
- Emergency light unit needs to be fitted inside lift car.

Martin, Ben and John have already fixed 90% of the faults

Auto dialler is unnecessary because lift has large sign that no one can use the lift alone

Duty Manager opens up lift at the end of each performance before leaving the building.

There is already a pit ladder.

Alarm/emergency light has been sorted. £40 cost.

The emergency light is small. Martin suggests replacing it with 2 LEDs with emergency back-up at a cost of £120

When repairs are completed Martin will send an email to Kone requesting lift is switched back on.

Proudfoot Institute have had lift installed suggestion to partner with them and get a contract together with different firm to be added to email to Kone 'the following repairs have been completed is it now OK to switch lift back on'

Contact details to Kone to be amended to 'Technician @ OWT website address.

8.Moffat What's On Guide

What's On is now going on-line. Perhaps we will now be able to update throughout the year. Jim has produced a list of 2019 shows on the calendar so far. Deadline for submission is 28th February 2019.

Jim to liaise.

Visit Moffat are producing a community calendar and have asked us to put our information on the website.

Norma to investigate.

9. Moffat Music Society.

Martin/ Bruce are retiring and Howard/Catherine are taking over and want to improve promotion of events by creating a website. OWT are to offer MMS a page on our website which currently costs us £30 per year. If MMS take up our offer, we will ask for a contribution towards this fee

10. AOCB

Monaive Theatre have borrowed some costumes and requested permission to borrow two swords.

Committee gives permission for this. In return, Monaive have offered some free tickets for their performance. Perhaps Chris could organise a trip to Monaive using ATS minibus.

Norma suggests trying again for the Co-op Grant.

There is a Third Sector roadshow on Thursday 14th February if anyone is interested?

Sandra has sent an email suggesting that for UADS shows there should be a Director and a production team to share the workload. The team can be different for each show. The committee agreed and thought the Director should assemble their team.

For the next Panto a team has already been assembled. Three Pantos are being explored

Director - Ruth

Wardrobe - Sandra

Parent Liaison - Claire

Props person - yet to be found.

Gill/Keith are doing a great job keeping the props catalogue up-to-date. They took this on a trial basis. Are they willing to continue?

A props policy is required.

Petanque Club have offered a repeat competition as last August. Petanque club to sort food. Theatre to staff the event. Martin to liaise with Fran.

Erin would like to add diversity and opportunity to her Spring concert by inviting children involved in 'Dumfries & Galloway Burns Competition to perform at the concert. Committee agreed this would make a nice addition to the programme.

Martin will send Erin some consent forms for the children.

Youth/Philanthropy group from Moffat Academy have chosen OWT as their charity. Different groups in the Academy try to win £3000 to donate to their chosen charity. A group of pupils came from the Academy to make a short comedy film using theatre members. When submitted, if this group reach the final, members of the theatre will be invited to watch the final.

Email received from BBC to enter 'Flour Power' competition which would involve cake making etc. The Committee declined.

AGM – Jim would like to send out the request for renewal of subscriptions giving members a summary of our annual costs.

We should also set a cut –off date for membership renewal. After this date is reached members who have not paid should be removed from the list.

There being no further business the meeting was closed

NEXT MEETING TUESDAY 12th MARCH 2019