



Minute of Committee Meeting

Wednesday 4 October 2023 at 7.30pm Green Room

Item	Actions
<p>1. Welcome and apologies. Present: Anna, Tony, Margo, Lorna, Gerry</p> <p>Apologies. Barbara Nigel Cindy Andy</p>	
<p>2. Minute of previous meeting</p> <p>2.1 Minute of 16 August approved (Anna, Tony) 2.2 Minute of 11 July Approved (Margo, Anna)</p>	
<p>3. Matters arising</p> <p>3.1 Mailbox is now installed at side of main door. 3.2 We discussed making sure our media outlets and comms were managed in a coordinated way as conflicting info can happen – to be added to a future agenda. 3.3 Tony reported that perhaps now not best time to buy a projector as the technology was evolving – he had offered his one for the panto.</p>	Tony
<p>4. Treasurers report</p> <p>4.1 Microphone license now dealt with 4.2 We had saved £200 on insurance by shopping around 4.3 Membership status not presently known</p>	
<p>5. Productions</p> <p>5.1 Auditions had been held and it had not proved possible to cast ‘The Virtuous Burglar’ but the ‘Book Club of Little Witherington’ was on track. David joined us for the item on the Pantomime. We used the production checklist.</p> <p>5.2 Tickets would be £12 and £8 with no concessions or family tickets. 5.3 130 seats would be made available for each performance. 5.4 Drinks License needs application. 5.5 The absence of a musical director had greatly increased the workload for David. 5.6 Anna would pass on the roster for parental involvement backstage. 5.7 Lorna had a few things she needs help with like the ‘cave’ - Paul Carey to be asked 5.8 Pam would do makeup with a team TBC 5.9 Membership of all participants needs checked – Tony to pass on list 5.10 Keys for hall need to be recovered and made available to a few key participants. 5.11 Named CP officer will be Anna – we need to revisit the documents. Tony advised SCDA would be looking at its procedures. 5.12 Discussion on publication of phone number for Jane – Jane to be consulted. 5.13 Cindy had been asked to purchase a cheap phone on Vodafone network for card purchases. 5.14 Tony would lend his projector for Panto use.</p>	<p>Tony</p> <p>Anna Lorna</p> <p>Tony</p> <p>Anna</p> <p>Cindy Tony</p>

	<p>Other productions</p> <p>5.15 Mr Moonlight rehearsals would restart after the panto.</p> <p>5.16 Virtuous Burglar postponed as not possible to cast.</p> <p>5.17 Book Club Lorna almost finalised casting.</p>	
	<p>6. Social</p> <p>6.1 club outing arranged for Thornhill production by Margo Sat 21 Oct with option of bar meal in Lion and Unicorn beforehand.</p>	
	<p>7. Items for future agenda</p> <p>7.1 Media issues</p> <p>7.2 Lesser Hall photos</p> <p>7.3 Replacement Banners</p> <p>7.4 PVG/Safeguarding policy issues</p>	<p>TONY</p>
	<p>8. DONM</p> <p>Wed 8 November – in person meeting</p> <p>Wed 13 December Online</p>	