



Minutes

Crystal Theatre Management
Committee
23 April 2013
4 pm

Crystal Theatre Management Committee

Item Number	Agenda
1	Attendance and apologies
2	Confirmation of minutes
3	Business Arising from the previous Minutes
4	Committee Members Code of Conduct
5	Possible Sound Proofing For Crystal Theatre
6	New Business
7	Next meeting



MINUTES – 23 April 2013

ITEM: 1 ATTENDANCE AND APOLOGIES

Present: The Mayor - Councillor Maree Statham, Councillor Col Hunter, Dave Allen, Barabara Bretherton, Laurel Scott, Mary Hampton, Guy Hampton

Apologies: Ron Bidwell, Beverly Morris, Jacqui Terry,

Officers: Andrew Muir

Declaration of Interests: Nil

Appointment of Office Bearers: Councillor Maree Statham was appointed as Chairperson unopposed and Councillor Col Hunter Deputy Chairperson

ITEM: 2 CONFIRMATION OF THE MINUTES FROM THE LAST MEETING

COMMITTEE ACTION

THAT the Minutes of the meeting of 6 November 2013 be taken as read and confirmed.

RECOMMENDATION TO COUNCIL – Nil

MOVED: Cllr Col Hunter

SECONDED: Cllr Maree Statham

ITEM: 3 BUSINESS ARISING FROM THE MINUTES

COMMENTARY

New Electricity Switch - Dave Allen requested that Council's electrician be requested to meet him on site to arrange for the installation of a switch outside the Bio Booth.

It was noted that the disabled lift is designed for a standard sized wheel chair. It was requested that the lift be looked at to allow operation by a carer, ie no need for the operator to keep their finger on the button. Also a second set of keys was requested.

It was noted that pursuing the two side curtains that were supposed to be supplied with the stage curtain needs to be pursued as a matter of priority.

It was noted that the payment for hire for the 2011 and 2012 Art shows may not have occurred due to the inability to provide a tax invoice. This shall be checked and if payment has not been possible Council will issue tax invoices.

COMMITTEE ACTION

1. Andrew Muir will contact Council's electrician to arrange an onsite inspection with Dave Allen in relation to a new electricity switch outside the Bio Booth.
2. Council officers will pursue Jands regarding supply of the missing curtains.
3. Andrew Muir will check with Ron Bidwell as to whether payment has been made for the 2011 and 2012 Art Shows. Guy Hampton will also check records through the Art Purchase Society. If payment has not been made Council will issue tax invoices to the Art Purchase Society.
4. That should enquiries reveal payment has not been made for the 2011 and 2012 Portland Art Shows, Council issue tax invoices to the Portland Art Purchase Society.

RECOMMENDATION TO COUNCIL - Nil

MOVED: Barbara

Bretherton

SECONDED: Cllr Col Hunter

ITEM: 4 COMMITTEE MEMBERS CODE OF CONDUCT

It was noted that most members had attended Code of Conduct Training but another session will be held. Andrew will email the most recent Model Code of Conduct to Members.

It was noted that the Portland Development Association is now the Portland Community Group.

A list of current members and who they represent will be emailed.

COMMITTEE ACTION

1. Andrew Muir will email a copy of the most recent Model Code of Conduct to members.
2. The Terms of Reference for the Committee be amended to reflect the change of name for the Portland Development Committee.
3. A list of current membership and who they represent will be emailed.

RECOMMENDATION TO COUNCIL - Nil

MOVED: Dave Allen

SECONDED: Guy Hampton

**ITEM: 5 POSSIBLE SOUND PROOFING FOR CRYSTAL THEATRE, FITTED
IN MUDGEE PAVILION SEE ATTACHMENTS, IN THIS CASE
REDUCED ECHO FROM 6.5 SECONDS TO 1.2 SECONDS**

Dave tendered details on possible noise attenuation which has been undertaken by a company, Commtech, for a facility at Mudgee. Commtech have looked at the Crystal and will provide a quotation. Maree indicated that possible community funding has been advertised in the newspaper and there may be opportunities for member groups to seek funding.

COMMITTEE ACTION

1. The matter be further considered by the committee following the provision of a quotation from Commtech Audio.
2. Individual committee members representing community groups will look into community funding options.
3. Dave Allen will investigate whether other providers may be able to provide additional quotations.

RECOMMENDATION TO COUNCIL - Nil

MOVED: Dave Allen

SECONDED: Laurel Scott

ITEM: 6 NEW BUSINESS

Proposed Fees and Charges for 2013/2014. Draft fees and charges have been placed on exhibition for 2013/2014. A copy will be provided to committee members for comment.

Left hand fire exit near stage. Apparently water came in through this fire exit in the last heavy downpour. Andrew Muir will arrange for Al Gerke to have a look.

Fee payments and bookings from 1 July 2013. Andrew Muir advised from 1 July 2013 that it will be necessary to commence a Council controlled process of bookings and taking payments. Whilst it may still be possible for bookings to be taken locally, the committee felt that it was best to be from one central point. Andrew will also talk to Council's Finance Manager about options for accepting payments, eg barcode for payment at post office. The committee will also need to consider what to do with remaining funds in the bank account when it is no longer required and in this regard it will be necessary to provide a current statement to the next meeting. Council will also write to the 2 schools advising that after 1 July 2013 bookings will be through Council.

COMMITTEE ACTION

1. Committee members to provide any comments on proposed fees and charges back to Andrew Muir.
2. Andrew Muir to arrange for Alan Gerke to have a look at the left hand fire exit to look where water may get in in a heavy downpour.
3. Andrew Muir to hold discussions with Council's Finance Manager to put in place the arrangements for bookings and payments from 1 July 2013 and this to include an option for payments at other locations, eg the Post Office.

RECOMMENDATION TO COUNCIL - Nil

MOVED: Guy Hampton

SECONDED: Barbara Bretherton

Meeting Closed: With no further business the meeting was closed at 5.10 pm.

ITEM 8: NEXT MEETING:

Next Meeting: Tuesday on 18th June 2013 at 4 pm