



Minutes

Union Theatre Management
Committee
04 April 2013
4 pm

Union 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	Extension – Dressing Room Facilities – Lithgow Musical Society
6	New Business
7	Next meeting



MINUTES – 4 April 2013

ITEM: 1 ATTENDANCE AND APOLOGIES

Present: Councillor Col Hunter, Councillor Joe McGinnes (from Item 2), Rae Burton, Al Ritchie and Leo Vliegenthart

Apologies: Nil

Officers: Andrew Muir

Declaration of Interests: Nil

Appointment of Office Holders: Councillor Col Hunter was appointed unopposed as Chairman and Councillor Joe McGinnes, Deputy Chairman.

ITEM: 2 CONFIRMATION OF THE MINUTES FROM THE LAST MEETING

COMMITTEE ACTION

THAT the Minutes of the meeting of 16 December 2010 be taken as read and confirmed.

RECOMMENDATION TO COUNCIL – Nil

MOVED: Al Ritchie

SECONDED: Leo Vliegenthart

ITEM: 3 BUSINESS ARISING FROM THE MINUTES

There were no matters arising from the minutes of the meeting of 16 December 2010.

COMMITTEE ACTION - Nil

RECOMMENDATION TO COUNCIL - Nil

MOVED: Rae Burton

SECONDED: Al Ritchie

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. Rae is still to attend and requested that if possible the next session not be held on a Wednesday. Andrew will email the most recent Model Code of Conduct to Members.

COMMITTEE ACTION

That Andrew Muir email a copy of the most recent Model Code of Conduct to members.

RECOMMENDATION TO COUNCIL - Nil

MOVED: Rae Burton

SECONDED: Al Ritchie

ITEM: 5 EXTENSION OF DRESSING ROOM FACILITIES

Andrew Muir gave an overview of the proposed works to the toilets, fire stairs, disabled access and landing. There will not be sufficient funds for major extensions at the rear of the building. There will be additional funds available in 2013/2014 but this will still be well short of what will be required for the major extensions. The committee was of the view that the first priority when additional funding becomes available in 2013/2014 was to proceed with the preparation of Architectural plans for the future dressing room addition. This will place Council in a better position to apply for external funding under programs which often require an advanced stage of planning.

It was also felt that some funding could be applied to sanding and resealing the floor and the purchase of a floor polisher.

COMMITTEE ACTION

1. That as part of funding to be made available in 2013/2014, a recommendation be made to Council that priority be given to the preparation of Architectural plans for proposed extensions at the rear of the building which should incorporate dressing room facilities and additional toilets.
2. Quotations be obtained to sand and reseal the floor of the main auditorium and that part of the 2013/2014 funding be allocated to this project as well as the purchase of a floor polisher.
3. That as part of funding to be made available in 2013/2014, priority be given to the preparation of Architectural plans for proposed extensions at the rear of the building incorporating dressing room facilities and additional toilets.

4. Quotations be obtained to sand and reseal the floor of the main auditorium and that part of the 2013/2014 funding be allocated to this project as well as the purchase of a floor polisher.

RECOMMENDATION TO COUNCIL - Nil

MOVED: Leo Vliegthart

SECONDED: Rae Burton

ITEM: 6 NEW BUSINESS

Draft 2013/2014 fees and charges. The committee considered the proposed hire charges for 2013/2014 currently on exhibition and considered the following changes to be appropriate for Council consideration:

Description	Fee/Charge Basis	Proposed Fee as exhibited (inc GST if a bond that is retained)	Committee Recommendation for change (Inc GST if a bond that is retained)
Community Groups	Per event up to 3 days	\$386	\$195
Lighting System – refundable deposit (Community Use)	Per session	\$647	\$50
Sound System – refundable deposit (Community Use)	Per session	\$647	\$50
Sound System Hire (Community use)	Per Session	\$440	\$100
Upstairs Room – Refundable Deposit – Community Groups	Per event	\$372	\$100

The committee was also of the opinion that the \$24 charge per hour for the upstairs room for community groups should altered to \$24 per booking up to 4 hours. Finally, the committee was of the view that a community group or use should be defined as a not for profit body or group and that should the booking not be for the pupose of profit or gain then the community charge may still be applied irrespective of whether a professional or commercial artist is engaged by the group.

Faulty heating. Rae Burton indicated that problems were being experienced with the heating. Andrew advised this would be investigated and attended to.

Progress with demolition of stables and provision of temporary dressing room facilities. Andrew advised that final quotations were still to be recieved for demolition. If there was a delay in demolition of the stables prior to the Musical Society production Council will arrange short term hire of temporary facilities.

Upstairs cleaning. The committee was advised that there is not a vacuum cleaner for the building, particularly required for the upstairs area. Andrew will investigate the possibility of purchasing a vacuum cleaner.

Temporary closure of fire exits on southern side of building. It was noted that the southern side fire doors have been temporarily closed due to construction works by the University of Western Sydney. The committee asked if it may be necessary to implement interim egress arrangements until the works have been completed. Andrew Muir will investigate the matter.

Musical Society container. Rae asked that the ground where the musical society container is located be investigated as there may be some erosion underneath. Andrew will arrange an inspection.

COMMITTEE ACTION

1. Proposed alterations to the draft 2013/2014 fees and charges as outlined in these minutes be provided as a submission on the draft fees and charges. These proposed changes are as follows:

Description	Fee/Charge Basis	Proposed Fee as exhibited (inc GST if a bond that is retained)	Committee Recommendation for change (Inc GST if a bond that is retained)
Community Groups	Per event up to 3 days	\$386	\$195
Lighting System – refundable deposit (Community Use)	Per session	\$647	\$50
Sound System – refundable deposit (Community Use)	Per session	\$647	\$50
Sound System Hire (Community use)	Per Session	\$440	\$100
Upstairs Room – Refundable Deposit – Community Groups	Per event	\$372	\$100

- The \$24 charge per hour charge for the upstairs room for community groups be altered to \$24 per booking up to 4 hours.
 - A community group or use should be defined as a not for profit body or group and that should the booking not be for the purpose of profit or gain then the community charge may still be applied irrespective of whether a professional or commercial artist is engaged by the group
2. Andrew Muir arrange for an inspection of the gas heating and repairs as appropriate.
 3. Should the demolition of the stable building prove not to be feasible prior to the next Musical Society production then Council will arrange for the hire of temporary building/s for dressing room facilities.
 4. Andrew Muir will investigate the possibility of purchasing a vacuum cleaner.
 5. Andrew Muir will investigate the need for any additional measures whilst the southern fire exit doors are closed for adjoining building works.
 6. Andrew Muir will arrange for an inspection of the Musical Society container.
 7. Should the demolition of the stable building prove not to be feasible prior to the next Musical Society production then Council arrange for the hire of temporary building/s for dressing room facilities

RECOMMENDATION TO COUNCIL - Nil

MOVED: Rae Burton

SECONDED: Councillor Col Hunter

Meeting Closed: With no further business the meeting was closed at 4.50 pm.

ITEM 7: NEXT MEETING:

Next Meeting: A date for the next meeting was not set but will be scheduled in accordance with the committee's Terms of Reference.