



Minutes

Crystal Theatre Management Committee

4 March 2014

4.00pm

Crystal Theatre Management Committee

Item Number	Agenda
1	Attendance and apologies
2	Confirmation of minutes from the last meeting
3	Business Arising from the Minutes
4	Cinema Equipment Procedure
5	Mezzanine Lights
6	Sound Proofing Hall
7	Proposed Fees and Charges
8	Recognition of Beverly Morris
9	General Business
10	Next Meeting

CRYSTAL THEATRE MANAGEMENT COMMITTEE MEETING



MINUTES – 4 March 2014

ITEM: 1 ATTENDANCE AND APOLOGIES

Present: The Mayor - Councillor Maree Statham, Councillor Col Hunter, Barbara Bretherton, Sue Rose, Dave Allen.

Apologies: Ron Bidwell, Jacquie Terry, Mary Hampton.

Officers: Andrew Muir, Jim Nichols

Declaration of Interests: Nil

ITEM: 2 CONFIRMATION OF THE MINUTES FROM THE LAST MEETING

COMMITTEE ACTION

THAT the Minutes of the meeting of 18 September 2013 be taken as read and confirmed.

RECOMMENDATION TO COUNCIL – Nil

MOVED: Dave Allen

SECONDED: Barbara Bretherton

ITEM: 3 BUSINESS ARISING FROM THE MINUTES

COMMENTARY

The committee was advised that that the Wizard of Oz show was a success and was well received.

RECOMMENDATION TO COUNCIL - Nil

MOVED: Barbara Bretherton

SECONDED: Cllr Col Hunter

ITEM: 4 CINEMA EQUIPMENT PROCEDURE

The issue of hiring of cinema equipment which is owned by the Crystal Theatre Community Cinema was discussed.

COMMITTEE ACTION

1. It be noted that the use/hire of cinema equipment is to be approved by the Crystal Theatre Community Cinema through Dave Allen or Sue Rose..

RECOMMENDATION TO COUNCIL - Nil

MOVED: Ron Bidwell

SECONDED: Barbara Bretherton

ITEM: 5 BIO-BOX LIGHT SWITCH

It was requested that the automatic dimmer switch be removed and a manual dimmer switch be installed in the bio-box to prevent the lights automatically turning on during electrical storms.

COMMITTEE ACTION: Staff be requested to arrange for Councils electrician to carry out the necessary installation.

RECOMMENDATION TO COUNCIL - Nil

MOVED: Sue Rose

SECONDED: Dave Allen

ITEM: 6 SOUND PROOFING HALL

Discussed and decided that this was a project that could be considered with a future grant submission. The installation of the side curtains was considered as priority.

COMMITTEE ACTION: Staff be requested to follow up the installation of the side curtains.

RECOMMENDATION TO COUNCIL - Nil

MOVED: Dave Allen

SECONDED: Barbara Bretherton

ITEM: 7 FEES AND CHARGES

The fees and charges proposed by Council for 2014/15 were discussed and the committee requested Council increase the booking fee for the upstairs room to \$10.

COMMITTEE ACTION: That the committee support the increase of the upstairs booking fee to \$10.

RECOMMENDATION TO COUNCIL – Nil

MOVED: Dave Allen

SECONDED: Barbara Bretherton

ITEM: 8 CONTRIBUTION OF BEVERLY MORRIS

It was noted with sadness the passing of Community Cinema representative on the committee, Beverly Morris. Beverly had been a very active member of the committee for 10 years and was responsible for establishing the new ticket office and kiosk. The committee agree that arrangements be made for an appropriate plaque to acknowledge Beverly's contribution.

COMMITTEE ACTION: Staff be requested to arrange for an appropriate plaque in recognition of Beverly Morris.

RECOMMENDATION TO COUNCIL - Nil

MOVED: Dave Allen

SECONDED: Cllr Col Hunter

ITEM: 9 GENERAL BUSINESS

1. Council officers will arrange an evacuation plan for the theatre as the previous plan is missing.
2. Arrangements will be made to repair leaking guttering on the front awning.
3. The committee thanked Council employee Al Gerke for the new steps that were constructed for the art show.

COMMITTEE ACTION: That the information be noted.

RECOMMENDATION TO COUNCIL
Nil.

MOVED: Clr Col Hunter

SECONDED: Sue Rose

ITEM: 7 BUSINESS OF GREAT URGENCY

Nil

COMMITTEE ACTION - Nil

RECOMMENDATION TO COUNCIL - Nil

Meeting Closed: With no further business the meeting was closed at 4.00 pm.

ITEM 8: NEXT MEETING:

Next Meeting: Tuesday 3 June 2014 at 4 pm