



Minutes

Crystal Theatre Management Committee

16 September 2014

3.30pm

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	Waiver of Fees Walnut Weekend
5	Downpipe Repair
6	Memorial Plaque for Beverly Morris
7	General Business
8	Next Meeting

CRYSTAL THEATRE MANAGEMENT COMMITTEE MEETING



MINUTES – 16 September 2014

ITEM: 1 ATTENDANCE AND APOLOGIES

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

Apologies: Jacquie Terry.

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 4 March 2014 be taken as read and confirmed.

RECOMMENDATION TO COUNCIL – Nil

MOVED: Dave Allen

SECONDED: Barbara Bretherton

ITEM: 3 BUSINESS ARISING FROM THE MINUTES

COMMENTARY

Two Issues were discussed:

1. Samples have been requested from the original suppliers of the curtains to allow the committee to select the side curtains.
2. Soundproofing theatre was discussed and determined that no action would occur until grant funding was available.

COMMITTEE ACTION

1. That the information on the side curtains and soundproofing be noted.
2. An inspection take place to compare the existing curtains to sample materials for the side curtains once the sample arrives.
3. No further action to be taken with regard to sound proofing at this stage unless grant funding becomes available.

RECOMMENDATION TO COUNCIL - Nil

MOVED: Barbara Bretherton

SECONDED: Cllr Col Hunter

ITEM: 4 WAIVER OF FEES FOR WALNUT WEEKEND

The committee discussed the use of the theatre by the Walnuts for the preparation of displays for the weekend in October and the waiver of fees.

COMMITTEE ACTION

1. Recommendation to Council that the fees for the Walnut Weekend be waived as it is a community based activity.

RECOMMENDATION TO COUNCIL : That no fee be charged for the use of the theatre from 24 – 26 October 2014 by the “Walnuts” signwriters for preparation of community signs.

MOVED: Mary Hampton

SECONDED: Sue Rose

ITEM: 5 DOWNPIPE ISSUES

It was requested that repairs be carried out to the downpipes and guttering to the front awning that is leaking onto the footpath crossing.

COMMITTEE ACTION

1. The Group Manager Environment & Development be requested to arrange the necessary repairs to the downpipes.

RECOMMENDATION TO COUNCIL - Nil

MOVED: Sue Rose

SECONDED: Dave Allen

ITEM: 6 COMMEMORATIVE PLAQUE BEVERLY MORRIS

The committee viewed the commemorative plaque that was obtained to recognize the contribution of Beverly Morris to the committee and identified an appropriate location in the front foyer for installation.

COMMITTEE ACTION

1. That the plaque be placed in the location determined by the committee and Beverly's husband be notified when it has been installed.

RECOMMENDATION TO COUNCIL - Nil

MOVED: Dave Allen

SECONDED: Barbara Bretherton

ITEM: 7 GENERAL BUSINESS

1. Council officers will arrange an evacuation plan for the theatre as the previous plan is missing.
2. Letter presented by the Portland Purchase Society that the Art Purchase Society holds \$3,500 from a previous State Government Donation. The \$3,500 will be allocated by the Portland Art Purchase Society to Council to be spent on the building. A tax invoice be sent from Council to the Art Purchase Society.
3. The Mayor advised that Council will sponsoring a play, Frozen, on 21st December 2014 in the theatre. The Cinema Committee will be putting on afternoon tea for the show.

COMMITTEE ACTION

That the information be noted.

RECOMMENDATION TO COUNCIL - Nil

MOVED: Clr Col Hunter

SECONDED: Sue Rose

Meeting Closed: With no further business the meeting was closed at 4.45pm.

ITEM 8: NEXT MEETING:

Next Meeting: Tuesday 18 November 2014 at 4 pm