

HIND LEYS COLLEGE
Theatre User Group Meeting
Wednesday 18th March 2009; 7.00pm



Present: Peter Fines; Steve Dootson; Linda Howe; Paul Boneham; Adrian Dobson; Pat Clark; Sharon Wood; Christine Hunt; Christine Hibbard; Cheryl Perkins; Val Capwell.

1) Apologies: Simon Birchall, Iain Hunt, Louise Hunt

2) Minutes of last meeting

All agreed that the minutes were a true and accurate record.

3) Matters arising

All included as agenda items

4) East Midlands Airport Grant

Last year it was agreed at a previous meeting to go for a lighting desk. Since then we have received £2,000 towards the desk from the East Midlands Airport community fund. SD asked how we can take this forward as at the last meeting it was suggested that the college would contribute half towards the cost of the desk. PF stated that it would be a request to college management SLT. SD reported that we had to reply within a specific time which was twelve months. It was also suggested to other theatre user groups that they look to the East Midlands Airport's community fund for grants. LH also stated that East Midlands were keen to support Shepshed Youth Dance for programs and suggested that other companies looked at the website.

5) Provisional bookings for 2010

This item was deferred to the end of the meeting as it did not concern everybody present. Attached to the minutes are all the provisional bookings discussed during the meeting.

6) Changing Rooms

AD and CH reported changing rooms being a problem but this could not be helped due to a room being un-finished. PF reported that the room is nearly finished and thanked everybody for their cooperation. SD requested which rooms would be the two main changing rooms so he could continue with the changing room monitoring project. PF suggested the music room and the new PE teaching room. SD will concentrate on these two rooms first by wiring up both audio and video systems. SD is also trying to arrange a meeting with Gareth to discuss the foyer project.

7) Foyer Bar

With reference to the foyer bar area PF reported that the proposal at the moment is that the area will be refurbished to provide the facility for soft drinks, sandwiches and a school shop. The big issue is licensing of the premises and a licensed bar is not being offered. There have been problems with this from the college's point of view with regard to healthy schools status etc. It was suggested that as a user group this affects the potential audience. PF suggested temporary licenses or ticket books to avoid the problem. If groups want to make their own arrangements, and PF and VC did not think that the governors would object to this, although we would have to wait for their decision on this. CP and asked for clarification on licensing and if it needs to be a special licence for these premises. VC stated that we do not have any licensed staff at the moment and licensing laws changed about five years ago. From September onwards there was a query whether the new facilities would be used. SD suggested that the booking form needed to be amended in the light of the findings of these discussions.

8) Handover / Handback Forms

Since the last meeting there has been a college production which needed no hand over. It was found that the Gilbert and Sullivan occupation took place without a handover or a hand back. It should be emphasised that the hand back form provides the trigger mechanism for the office to return the deposit. It is therefore in the interest of the user group to make sure and back takes place. Act One had some problems with the projector remote. It was agreed to buy a spare remote once it had been established which projector was to remain in the theatre. This remote would be kept by, and dedicated to theatre user groups. Coalville reported everything was OK but did mention a dangerous ventilation grill. SD said he would attend to this with a temporary repair but would seek a more permanent solution over the summer break. The lack of space back stage is also becoming an issue and again this would be solved in the fullness of time.

9) Technician's Report

SD briefly went through the five year development plan and stated just how far we had come since the plan was first conceived. SD reported an amplifier which had blown and needed replacing as a matter of urgency. SD outlined some of the tasks which had recently been undertaken such as the installation of the DMX cable, a DMX splitter, and the installation of several additional mains sockets is also being costed.

The Sirius lighting desk is in need of a service and VC said she would look in to the servicing. It was thought that Crown Stage were responsible through County, but if possible SD would prefer a more local source such as Chameleon.

AD suggested upgrading to 15A sockets on the lighting bars. SD will add this to the 5 year plan, although lighting bars are already on there which would automatically come with 15A sockets.

10) Data Projector

There was a query over whether the data projector was to remain in the theatre or if the current one was there on a temporary basis. This was discussed earlier in the context of the remote control, and SD will follow this up.

11) Sound and Lighting Courses

SD reported that both the courses were very successful which was seconded by PF. All other feedback was positive too. SD proposed a vote of thanks to PB and SB, both of whom would be prepared to run another series of courses. PF stated that Arts Award accreditation could be looked at in more detail for next time.

12) Control Box Redesign

The control box redesign has been downgraded as a project for several reasons including cost and feasibility. The clock mechanism and air conditioning vents both prevent the space directly above the existing box being used, which leaves us with the option of raised platforms either side of the box.

SD was also going to source a lock for the window having made the sliding panes of glass.

13) Items/Skills for Hire

SD suggested a series of pages on the website where societies and individuals could offer their services to others. SW suggested this could be extended to skills as much as equipment. This was well received, and SD requested anybody wishing to have an inclusion on the website to email him asap. SB sent in a list of equipment available for hire. SD will add this list to the website once it has been received electronically.

14) AOB

A tidy up backstage was suggested for the week following the meeting.

Date of the next meeting: tba