



Minutes of Committee Meeting held on Tuesday 6 December 2022 (via Zoom)

Present

Gareth Jones, Pip Collings, Hilary Tucker, Angela Jones, Cheryl Milne (Chair), Henry Loud

Apologies

None

Cheryl opened the meeting with thanks to all for attending.

The main focus of the meeting was preparation for Jack and the Beanstalk and the key points reported and agreed are set out below with action points.

	<u>Action</u>
<p><u>1. Jack and the Beanstalk – January 2023 Panto</u></p> <p><u>(a) General progress report (Pip and Cheryl)</u></p> <p>Pip reported that:</p> <ul style="list-style-type: none"> • All was going well so far. • Almost all scenes had been blocked and all cast were learning lines. • There was a lot of music and movement but not very much actual ‘scenery’ as it was mostly in the form of props and backdrops. • The side panels needed to be changed between almost all scenes from brickwork to forest, although the front ones would not be changed. • Pip advised that she would set up a meeting with Henry at the beginning of January to go through the curtains, scenery and prop requirements in more detail. <p>Cheryl reported that:</p> <ul style="list-style-type: none"> • Costumes and props were coming along well. • She had checked with Lottie and the original nursery Green Room will NOT be available in January but the toilet in the nurse lobby WILL be (important for the children in the old kitchen GR). <p><u>(b) Other panto issues to be dealt with at this stage</u></p> <ul style="list-style-type: none"> • It was agreed that Pip would put together a ‘production plan’ for the set build days (it was important for members to be involved with the painting etc). Pip would indicate who was responsible for what 	<p></p> <p>Pip and Henry</p> <p>Pip (and Cath/Charmaine)</p>

<p>(liaising with Cath and Charmaine). Pip would also liaise with Cath regarding the decoration of the hall entrance foyer.</p>	
<ul style="list-style-type: none"> • It was agreed that Cheryl would double check with Peter at the SMH as to what it was permissible for Shaddo to 'do' regarding putting up decorations in the hall and entrance etc. 	<p>Cheryl</p>
<ul style="list-style-type: none"> • It was agreed that Cheryl would check with Peter at the SMH as to whether the trolleys could be removed from the new kitchen (necessary for space in adult GR). 	<p>Cheryl</p>
<ul style="list-style-type: none"> • It was agreed that Gareth and Pip would discuss the physical positioning of the props tables with Angela and Charmaine. For example, is a table required on each side of the stage or is one table sufficient? 	<p>Gareth, Pip, Angela (and Charmaine)</p>
<ul style="list-style-type: none"> • Cheryl reported that she and Hilary had applied to OCC for the BOPA licence exemption for the children. Cheryl thanked Pip and Hilary for their help as it had been a heavy administrative burden this year. 	
<ul style="list-style-type: none"> • Hilary reported that she had now been registered with NODA as the approved SHADDO DBS contact and had dealt with the application for Cheryl. Hilary would liaise with NODA and ensure this was processed. 	<p>Hilary</p>
<ul style="list-style-type: none"> • Cheryl and Hilary advised that first aiders were required for each performance (this was a BOPA requirement as well as a more general one). Pip agreed to follow this up in order to identify a first aider for each performance. She would contact appropriate people and put out a general call to parents/members. 	<p>Pip</p>
<ul style="list-style-type: none"> • There was a detailed discussion about the mechanics of selling the tickets. Pip confirmed that she was dealing with the 'advance' sales. She did not have the physical tickets as these were being given to Liz, but she would ensure all advance tickets were 'removed' before tickets went into the shops. Pip would liaise with Liz and give Liz a list of advance reservations. Liz would allocate the advance seats. 	<p>Pip and Liz</p>
<ul style="list-style-type: none"> • Pip confirmed that she would liaise with Gareth regarding advance ticket payments and let Gareth have a list of what had been paid for what. 	<p>Pip and Gareth</p>
<ul style="list-style-type: none"> • Gareth agreed that he would liaise with Liz re payment for the shop-sold tickets. 	<p>Gareth and Liz</p>
<ul style="list-style-type: none"> • Pip confirmed that Neill was printing the tickets and that Liz would be holding them in readiness for dealing with ticket sales/allocations. 	<p>Neill and Liz</p>

<ul style="list-style-type: none"> • Pip talked the Committee through the Production Checklist, sharing an updated version at the meeting. This had been updated and is in the Dropbox folder. Key points: Drinks licence done and bins booked Budget produced/agreed Set purchase list agreed (Bob and Neill have confirmed adequacy of the budget) Gareth will pay deposit to SMH when due Neill has made a list of required SFX Cheryl is dealing with costumes which are progressing well Terry has ordered the trestles and boards • Pip agreed to draft a note for Terry to send out (to be sent to Terry for approval and then to Hilary to send out to members via the php list) regarding set build requirements and proposed schedule, with a request for helpers. • Pip agreed to liaise with Terry, Bob and Charmaine to make a plan of works. • Pip agreed to contact Phil re helping with the set build. • Pip also agreed to ask Cath to liaise with Kate re a plan for painting and artwork/decoration at the set build if Cath was unable to attend in person. Pip agreed also to contact Kate to advise about this. • Pip confirmed she was happy to produce the programme and that Nigel had agreed to print it. Cheryl agreed to write a welcome note for the programme as Chair. • Cheryl confirmed that she would deal with any remaining chaperone requirements and would arrange chaperone briefings. • Hilary confirmed that she would produce registers and time sheets for completion by the chaperones at the dress rehearsals and performances. • Gareth reported that he was working on the risk assessment for SMH and would continue to do so over the Christmas break. It was agreed that this assessment should also be widened to cover safeguarding risks at SMH (doing a risk assessment was a condition of the BOPA application). Gareth agreed to set up a meeting in early January with Henry (as stage manager), Pip (as producer) and Hilary in order to progress and finalise the SHADDO risk assessment for JATB. • Pip agreed to ask Terry to check with Peter at SMH as to whether access under the stage was required for others during the show run (e.g. for access to Pilates equipment or similar). 	<p>Pip, Terry and then Hilary</p> <p>Pip (with Terry, Bob and Charmaine) Pip</p> <p>Pip (Cath and Kate)</p> <p>Pip, Cheryl (and Nigel)</p> <p>Cheryl</p> <p>Hilary</p> <p>Gareth, Henry, Pip and Hilary</p> <p>Pip (and Terry)</p>
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<ul style="list-style-type: none"> • Gareth advised that Peter at SMH should be provided with contact details for who to get hold of should there be any practical problems or issues at SMH during Shaddo's time there in January (e.g. a problem with a piece of staging or the hall being left untidy). Cheryl suggested that there be several contacts according to the person's area of responsibility (e.g. Cheryl or Pip if hall left untidy or Terry and/or Bob for stage type matters). Pip (as Producer) to provide these details to Peter. • Gareth also raised the issue of access key cards for the SMH. Pip would give Gareth a list by the end of December as to who needed cards. This would be tightly controlled as to be limited to those strictly requiring access. 	<p>Pip</p> <p>Pip and Gareth</p>
<p><u>2. AOB</u></p> <p><u>(a) Memorial Garden</u> Hilary checked that the rota she had compiled had been received and those present (who were on the rota) confirmed that it had.</p> <p><u>(b) Talking Newspapers</u> Cheryl had received information about this initiative and it was felt to be a very worthwhile project. Cheryl agreed to send out information re this to the members as some might like to volunteer to help (not through Shaddo but on their own initiative).</p> <p><u>(c) Next meeting</u> It was agreed that this would be put on hold for the time being and, unless a meeting was required beforehand, the next meeting would be arranged in February at which point Hilary would remind everyone and request agenda items.</p>	<p>Cheryl</p> <p>Hilary</p>

Cheryl closed the meeting with thanks to all for taking part.