

## Report No.1

### Report to Town Council 28<sup>th</sup> May 2013

#### Cinema at the Town Hall - Coordinator

##### 1. Background

- 1.1 Since December 2010 the Town Council has provided facilities to enable a cinema to operate in the Town Hall.
- 1.2 Originally this was part of the national lottery scheme aimed at providing a rural cinema service to those areas either the facility did not exist or there were transport issues which prevented easy access to other towns.
- 1.3 When the lottery project finished the Town Council secured the necessary equipment so as to enable the cinema to continue in the Town Hall.
- 1.4 The success of the project has been largely due to the enthusiasm and commitment of a team of volunteers who are prepared to operate the projector and provide the front of house presence required at each performance.
- 1.5 The lead role to coordinate the project was previously undertaken by Charles Vernon, a former Town Councillor.

##### 2. Proposals

- 2.1 The current activities may be identified as follows:

Town Hall Staff:      Order films  
                                 Sell advance tickets  
                                 Account for ticket & bar receipts  
                                 Market the films by email & facebook

Volunteers:            Arrange the film programme  
                                 Sell advertising to local businesses  
                                 Market the films by updating website, newspapers and  
                                 leaflets  
                                 Run the shows & the bar.

Co-ordinator:          Prepare films for showing  
                                 Ensure equipment is operational  
                                 Oversee the volunteers  
                                 Submit written report to each THM meeting

- 2.2 The major time consuming part of the Co-ordinator's role is the downloading and ingesting of the films ready for the performance, the projector being operated by a team of volunteer projectionists who have received suitable training.
- 2.3 The presence of a volunteer coordinator eases the pressure on available staff resources and has worked effectively over the last few years.

2.4 The situation has now changed in that although Charles Vernon is prepared to continue in the coordinator role he is no longer a member of the Town Council and his continuation would need to be agreed by the Town Council.

2.5 The options available to the Council are to accept Mr Vernon's offer to continue as a volunteer in the coordinator role, seek a replacement from within the Town Council or include the activities within those currently undertaken by the Town Council staff.

3. Financial Implications

3.1 There are no direct financial implications attached to the proposals contained within this report.

4. Recommendations

4.1 The instructions of the Town Council are requested.

Jeff Penfold  
Town Clerk  
May 2013