

Report No 2.

Report to Town Council Management Committee

Report on the cinema operation

1. Background

1.1 The Town Council recently deferred a decision on the appointment of a cinema co-ordinator.

1.2 Newly elected Councillor Stewart Shape expressed an interest in getting involved.

1.3 The cinema operation is complex and training will need to be undertaken to ensure that there is continuity in service.

1.4 Please refer to Appendix A for a further in depth report on requirements.

2. Recommendations

2.1 The committee are asked to appoint a cinema co-ordinator as a matter of urgency and time allocated for training due to the imminent loss of resource in the office.

2.2 Training will take minimum of a week for all aspects of the service to be covered, to include logistics, DCP and KDM ingestion, BOR returns, ticketing, online ticket sales, volunteer rotas and film bookings.

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