



Copy of letter sent to all Secretaries of LCAG societies and groups – note that the spreadsheet mentioned within is not attached, but again Guild Secretaries will have received a copy.

1 May 2008

As there is not an Open Forum booked at present I thought it best to write to you regarding several issues that have arisen that affect Guild Groups.

1. Thank you to Groups that have invited Bryan and I to attend their Committee Meetings to assist us in opening up clearer lines of communication between the Guild and Societies and help foster an environment of working together. I would ask that the groups who have not as yet invited us to meetings to please contact me. Bryan and I would like to have an opportunity to meet your committee and discuss how the Guild and groups can work together more affectively in the future.
2. Representatives of LCC and Guild Executive have met to discuss the increase in Theatre Hire Charges for 2008/2009. We had no increase last year and it has been agreed by Leeds City Council and Leeds Civic Arts Guild Executive that charges will increase by £10 per 4 four hour session commencing September 2008. **I attach a spreadsheet** that gives details of the new charges. We have provisionally agreed the same increase for 2009/2010 to assist groups with financial planning although the theatre retains the right to review this if necessary.
3. We have had several complaints regarding the condition rooms have been left in by Guild groups after rehearsals. Can you please ensure that they are left in the same state as when you entered the room and all chairs etc replaced in their original position.
4. I would be grateful if Groups could send Eileen Postill copies of their up to date Constitutions for our records. As the ones she holds are probably now out of date.
5. Can I take this opportunity to remind you that Mary Martin does not confirm room bookings with groups. They are displayed on the notice board at the Carriageworks or can be accessed on the Leeds Civic Arts Guild website <http://www.lcag.org.uk>
6. The Carriageworks website has recently been updated so if you get a change log on to <http://www.carriageworkstheatre.org.uk/> to see the changes. You can also take a virtual tour of the theatre which shows most areas of the theatre off to its best advantage
7. Carolyn Craven has been working hard on the Guilds behalf and is the Executive link for Publicity with the theatre. As there seems to be some confusion regarding publicity material being displayed in the theatre we would request the groups do not put up their own posters in the building. To ensure that there is a fair and equitable distribution and display for Guild shows, all posters and flyers should be given to the Duty Manager or handed into the Box Office where Theatre staff will then arrange them to be displayed. We have had instances when guild publicity has been removed by other Guild group members and replaced with their own publicity, therefore this action has been put

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in place to ensure all guild groups publicity is displayed fairly and appropriately. If you have any problems with this please do not hesitate to contact me or Carolyn Craven.

8. Finally just a few of dates for your diary:-

Next Guild Quiz hosted by Limelight Drama Group - 28 May 2008 (TBC)

Guild AGM - 3 Sept at 7.30 venue to be announced

Awards Evening – Saturday 6th September. This is to be a celebration of Tony Hoylands dedication and work within the Guild and more details will be announced shortly. We hope to see as many members there as possible.

Please note you can find this and other member information on the Leeds Civic Arts Guild website.

I apologise that I seem to do nothing but bombard you with information in this letter but they are all important issues. If you have any problems or issues you need to raise please do not hesitate to ring me on 0113 2298170 or e-mail morrellstevejan@ntlworld.com

Thanks

A handwritten signature in black ink that reads 'Jan' with a horizontal line underneath.

Jan Morrell
Chair, Leeds Civic Arts Guild

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