

## General Council Minutes

20:00; 14 October 2019, The Old Fire Station

Present: Simon Gleisner (SG) Chair  
 Dave Hollander (DH)  
 Fiona Daffern (FD) Minutes  
 Bryon Fear (BF)  
 Ben Rathe (BR)  
 Lisa Thomas (LT)  
 Guy Jones (GJ)  
 Mat Hill (MH)  
 Jess Osorio (JO)  
 Gareth Milton (GM)

	Item	Action
1.	<b>Apologies</b> Chaz Doyle (CD); Chris Stooke (CS); Barry Heselden (BH)	
2.	<b>Minutes of 16 September 2019</b> Approved	
3.	<p><b>Matters Arising (not on agenda)</b></p> <p><b>Outstanding (new actions/comments in bold)</b></p> <ul style="list-style-type: none"> <li>• Health &amp; Safety Policy <b>aim for completion end of October</b></li> <li>• Hearing Loop not tested yet <b>need to find time with Carole Coyne, for performances directional mics needed, SG would like it up and running in time for Christmas shows</b></li> <li>• Membership Survey <b>postponed to February</b></li> <li>• First Aid Training SG to pick up with FD</li> <li>• Honoraries List <b>criteria to be drawn up</b></li> <li>• Tech Training create a document with proposals and create publicity shot inc. <b>Spotlight on GSM by end of October</b></li> <li>• Spotlight on Bar Duty</li> <li>• Open GC Dates to be checked for clashes</li> <li>• Two additional Bell theatre seats to be placed in foyer</li> <li>• Box Office sign quote</li> </ul> <p><b>Completed:</b></p> <ul style="list-style-type: none"> <li>• Website Log-ins to be allocated by next GC</li> <li>• SG to create paper (in next 2 weeks) regarding potential decisions in respect to Governance &amp; Roles and what GC may look like in future</li> </ul> <p><b>Action:</b> Comments back by 27 October</p>	<p>CD, FD, Bex</p> <p>CD</p> <p>Bex DH CD</p> <p>GJ TC CD BF</p>

	<ul style="list-style-type: none"> <li>• GM changed wording on Ticketsource to discourage printing of eTickets to limit customers from thinking they only need paper ticket to access auditorium</li> <li>• GJ undertaken iZettle training for GM and JH. Introduce for 'How to Disappear'. GL confirmed £1 charge for programmes as VAT free. GJ and GM to recommend if new equipment needed (iPod touch or similar)</li> <li>• Website – two websites now working. To review progress towards single site as part of the marketing and publicity review</li> <li>• Polycarb signage subject to planning permission and fundraising.</li> </ul>	GM/GJ
4	<p><b>Restructure</b> Committee thanked for their contributions, there was quite a lot of overlap. SG to shared paper with proposed new roles to cover current needs and governance requirements.</p> <p><b>Action:</b> Comments back by 27 October</p>	All
5	<p><b>Ice-Cream</b></p> <p>LT had investigated some options. We would need: a display fridge and storage freezer, costing c £300-£400 each. Issues to be resolved include: where to sit (foyer, bar or other?), stock maintenance, temperature re-freezing. GM questioned whether this would impact on flow if in the foyer?</p> <p>Possible to order small amounts of stock, tubs ranging from 95p - £1.25 – could sell at £2 - £2.50 and make a reasonable profit.</p> <p>Bar Com had discussed and there was a strong resistance to the idea of selling ice-cream. Concerns include conflict with drink sales, location of equipment, mess in the theatre.</p> <p>GC suggested we could trial it. There was money in the resilience budget for equipment. Raffle could sell in the interval. Felt it could be an additional revenue stream rather than competition. To discuss with BPT and BarCom.</p> <p>LT to produce more detailed proposal for discussions.</p>	GJ to raise with BarCom. LT to discuss with BPT
6.	<p><b>FEST</b></p> <p>It was agreed in principle that FEST was a good thing for community engagement and widening the reputation of SLT.</p> <p>However, key learning related to the need for more detailed and earlier planning, long-term commitment to the who and</p>	

	<p>how this would be managed in the future and the need for final budget to be shared.</p> <p>Tickets sales : .£4300 (profit share to be confirmed and deducted). Costs c £2000 (receipts to be submitted in normal way). Need to review the number of free events to ensure it makes sufficient profit. Also need to factor in volunteer time.</p> <p>A separate planning meeting required outside of GC to review in more detail.</p>	SG to set up
7	<p><b>5 Year Business Plan</b></p> <p>SG reminded all to read his paper, previously circulated, in advance of the joint BPT/GC/BarCom meeting on Saturday 19 October.</p>	
	<b>General Updates</b>	
8.	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>No report</li> </ul> <p><b>Youth</b></p> <ul style="list-style-type: none"> <li>Matinee on 30 Nov for Sweeney Todd impacting on youth groups. Request also for 23 Nov matinee. Agreed not to pursue 23 Nov matinee as too great an impact.</li> <li>Dec 7 – end of term showcases (agreed with Chaz)</li> <li>March shows on the theme of mythology. DH to manage bookings and FoH – will not go through Ticketsource.</li> <li>GM and DH to talk about concessionary pricing for YT members.</li> </ul> <p><b>Theatre Committee</b></p> <ul style="list-style-type: none"> <li>To put Director’s Handbook onto the Website</li> <li>Discussed membership for Band members in shows. Agreed that musicians should be paid. They will be paid in membership so the principle of membership maintained, but musicians not disincentivised.</li> <li>Still looking for a family-friendly show for next summer.</li> <li>SG raised disparity between forecasted revenue for shows and actual revenue, which was lower. TC asked to think about ways to increase revenue.</li> <li>TC to talk to LT about possible change of dates for Good.</li> </ul> <p><b>Membership</b></p> <ul style="list-style-type: none"> <li>Membership figures slightly down. GJ reviewing to see is seasonal trend, though data limited to 2 years. For future would be interesting to track length of membership and</li> </ul>	<p>GM/DH</p> <p>TC</p> <p>TC</p>

	<p>retention.</p> <ul style="list-style-type: none"> <li>• Use of go cardless increasing our profit margins.</li> </ul> <p><b>Publicity</b></p> <ul style="list-style-type: none"> <li>• Screen now more operative, showing scrolling photos of the show this week.</li> <li>• BF will produce a 2-sided DL flyer to Sweeney Todd and A Christmas Carol.</li> </ul> <p><b>GSM –</b></p> <ul style="list-style-type: none"> <li>• Draft Stage Manager’s Handbook circulated, appendices still to be completed.</li> </ul> <p><b>ACTION:</b> All to respond to CD with comments by 27 October To be fully completed by first week of November for approval at next GC. To put on website when completed</p> <ul style="list-style-type: none"> <li>• Health &amp; Safety Policy - CD reviewed the document sent by FD, but limited progress so far.</li> <li>• Hearing Loop - no progress so far as there hasn't really been a good time to test given shows in/out.</li> <li>• Spotlight on GSM for website - I have some questions and basic format. I am confirming with Bryon for when it can go out.</li> <li>• BPT Website - it is up and live, but as discussed in the BPT AGM it is focused almost exclusively on room hire. Further meeting to discuss moving forward will happen as a result of the business plan away day this coming weekend.</li> </ul> <p><b>Box Office</b></p> <ul style="list-style-type: none"> <li>• Changed Ticketsource to be clear that access to the bar for non—members is show night only for licensing.</li> </ul> <p><b>Director without Portfolio</b></p> <ul style="list-style-type: none"> <li>• LT to write two articles: <ul style="list-style-type: none"> <li>○ Being a Director at SLT</li> <li>○ Step into acting – for those new to the craft</li> </ul> </li> </ul>	<p>All</p> <p>CD</p> <p>CD</p> <p>LT</p>
9.	<p><b>Messages to and from BPT</b></p> <ul style="list-style-type: none"> <li>• Ice- cream trial proposals</li> </ul>	LT
10.	<p><b>Messages to and from Bar Comm</b></p> <ul style="list-style-type: none"> <li>• Ice- cream trial proposals</li> </ul>	GJ
11.	<p><b>AOB</b></p> <p>SG liaising with TC and FD re building manager role and comms.</p>	

	<p>SG requested building maintenance schedule for the year to discuss at next GC</p> <p>DH overseeing 'SLT Write Club' which has just been relaunched.</p> <p>FD and DH were liaising on Teachers Contracts. <b>AGREED</b> General Secretary would be named person on Employee Privacy Notice for any employment related data protection queries.</p>	
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