

## General Council Minutes

20:00; 09 December 2019, The Old Fire Station

Present: Dave Hollander (DH) Chair  
 Fiona Daffern (FD) Minutes  
 Bryon Fear (BF)  
 Lisa Thomas (LT)  
 Guy Jones (GJ)  
 Mat Hill (MH)  
 Jess Osorio (JO)  
 Gareth Milton (GM)  
 Barry Heselden (BH)

	Item	Action
1.	<b>Apologies</b> Simon Gleisner (SG); Chris Stooke (CS); Ben Rathe (BR); Chaz Doyle (CD)	
2.	<b>Minutes of 11 November 2019</b> Approved; subject to clarification that the request to share the new TC feedback forms was for the sharing of format not content – unless specific action required [note: minutes 111119 updated to reflect].	
3.	<b>Matters Arising (not on agenda)</b>  <b>Outstanding</b> <ul style="list-style-type: none"> <li>• <b>Stage Manager handbook to be completed</b></li> <li>• Hearing Loop to be tested <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>• Tech Training create a document with proposals and create publicity shot inc. <b>Spotlight on GSM by end of October</b></li> <li>• Two additional Bell theatre seats to be placed in foyer – awaiting bolts from Jess</li> <li>• To put Director's Handbook onto the Website</li> <li>• Ice-cream review (due Jan)</li> </ul> <b>Completed:</b> <ul style="list-style-type: none"> <li>• Health &amp; Safety Policy</li> <li>• First Aid Training confirmed with St John's Ambulance 'Essential First Aid - all ages'. Invite to go out within next couple of days to volunteers for dates early next year</li> <li>• Box Office sign quote</li> <li>• Box office phone to be replaced</li> <li>• Joint BPT/SLT/MC Awayday</li> </ul> SG to distribute outputs paper to GC SG to include update in Membership news article	CD CD to talk to Gerard CD CD  TC LT
4	<b>Finance Budget</b>	

	<p>This was discussed in detail at joint meeting with BPT&amp;MC on 4 December. Two main areas of discussion surrounded the need to have a plan in place to achieve forecast 2% increases on ticket sales.</p> <p>Budget commended by CS and unanimously <b>approved</b> by GC.</p>	
5	<p><b>Health &amp; Safety Policy</b></p> <p>Joint policy with BPT also discussed on 4 December and approved by BPT.</p> <p>GC formally <b>approved</b> the policy.</p> <p>Policy summary documents for FoH and Bar volunteers to be produced for volunteers to read and sign.</p> <p>FD requested access to the policies section of the website so she could update policies directly. (Needs access to word versions as can't update PDFs).</p>	<p>FD</p> <p>BF/FD</p>
6.	<p><b>Communication to and from BPT</b></p> <p><b>Maintenance update:</b></p> <p><b>Foyer toilet: will be unblocked before opening night</b> Main waste pipe is partially blocked with paper towels. Building Manager (BM) tried several low cost drain unblocking techniques over the past week which helped but not quite successful. Drain unblocker person scheduled to visit early this week.</p> <p><b>AHU: New filters have been ordered so heat in theatre and bar will be functioning asap.</b> Filters have to be made to order so bit of a delay. Temporary mobile air con unit being used backstage for cast. Bar is heated by separate radiator, should be OK. Approached a new company for AHU &amp; Boiler maintenance contract who are recommended by Baileys.</p> <p><b>Leaks: Two minor leaks under investigation</b> The top of tower is slightly damp (pinched run off from a hopper), and the small drips into theatre we think are tracking through from a blocked hopper on top of lift shaft (professional access only). The theatre drips only happen with prolonged monsoon rain and we have small buckets on the steels, which have been 1cm full max at the worst. Sean closely monitoring the situation when he's up there. In discussion with Ash / Roofers and pursuing a visit from roofers.</p> <p><b>Electrics: minor changes to Wardrobe loo &amp; light switches in Fly/Kit</b> Electrician has been asked to quote for: 2nd floor loo single socket being changed to double for washing machine &amp; tumble dryer</p>	

	<p>Extra switch in Fly &amp; Kit so that automatic lights can be turned off for e.g. PowerPoint presentations</p> <p><b>Bar Ladies loo toilet roll holder</b> Awaiting Chaz to return for a small welding task (They cost c. £50 to replace, so will attempt a fix first!)</p> <p><b>Routine things...</b> Lift has had its routine quarterly inspection and passed. Lambeth inspected our paperwork a month ago and were happy with everything Will be keeping a close eye on cleanliness (especially public areas) during Christmas Carol</p> <p><b>Planned upgrades:</b> Homemade curtains for Kit Room shelves will neaten it up (by Feb 2020) Prompt Room &amp; Top Office to be sorted and made more usable (by Jan 2020) Wardrobe Office shelves now becoming more urgent - this needs to happen before shoe storage can be actioned 'The Shed' – Chaz has resilience money for materials – needs to be built Stairwell cupboards need sorting and painting inside with flame retardant paint Blinds for Fly Loft - U3A contributed most of the cost for the Kit Room ones, - to be bought and fitted in new year</p> <p>Please report anything broken/not working / wish lists to Building Manager via email.</p> <p><b>Visual Story</b> BPT have developed a 'Visual Story' document to improve access for visitors on the autistic spectrum.</p> <p><i>Messages out</i> Heaters in the foyer are variable in giving out hot/cold air. Requested info on how to fix, plus a portable heater by desk.</p> <p>Handover of Building Safeguarding issues to BPT now urgent (note: on BPT agenda for 8/1/20)</p>	FD
7.	<p><b>Communications to and From BarCom</b></p> <p>BarCom working on sound deadening improvements in the bar, mainly on the breezeblocks. To be completed in the next couple of months.</p>	
8	<p><b>Fest Norwood</b> BF shared a document entitled 'Fest Norwood – How it's Run' which shared the principles. Acknowledged as a helpful document to build</p>	

	<p>on.</p> <p>FD requested a detailed breakdown of the planned budget.</p> <p>Agreed need to agree rules about how run across BPT and SLT. Rules to include room hire and Duty Manager facilities.</p> <p>Discussed the question of whether SLT discounts applied only to SLT venue activities and how this was to work with other Fest member orgs (off site activities).</p> <p>Suggested Committee members should have additional responsibilities for delivery, not just managing participants.</p> <p>GC requested monthly progress reports against a project plan.</p> <p><b>Action:</b> All to review the document and feedback additional comments to BF</p>	ALL
9	<p><b>Progress on succession Planning</b></p> <p>DH finalising JD for Training Director. Looking to employ someone on 2 days a week.</p> <p>To do a 'Spotlight on' article for publication after the EGM.</p>	DH DH
	<b>From Work plan</b>	
	<p><b>Volunteer training weeks</b></p> <p>Agreed to continue with the idea of focused weeks to encourage volunteer training. To aim for a week in February, post EGM. On reviewing the work plan a SG lead, not DH.</p> <p>SG to arrange.</p> <p><b>Open House</b></p> <p>Agreed to do Open House this year. BF to apply in Jan.</p> <p><b>Principles for Relaxed performances</b></p> <p>GC confirmed it would like a principles document developed, perhaps to trial during Fest. To be reviewed in February.</p> <p><b>Safeguarding documentation</b></p> <p>Reviewed from SLT perspective – DH to upload new version, as necessary. To be reviewed by BPT for Building.</p>	SG BF TC/CD DH
	<b>General Updates</b>	
10.	<p><b>Finance</b></p> <p>No additional update to budget. <b>Youth</b></p>	

	<p>Term now finished. New teachers planned for next term.</p> <p><b>Theatre Committee</b>  Talked through Feedback form.</p> <ul style="list-style-type: none"> <li>• 4 sections: audition; rehearsals; get in and performance and successes and improvements. Scale 1 – 5 plus text options.</li> <li>• Process: Director sent the link → Director forward to all cast and crew.</li> </ul> <p>New submission period opening 1 January; season announcement on 24 March.  Summer show – two possible submissions.  DH requested change to his audition dates because of EGM</p> <p><b>Membership</b></p> <p>Reasonable month for new joiners. Next new Member night on 17 Dec.</p> <p><b>Publicity</b></p> <p>Everything ticking along. Doing posters for Spring/Summer shows. C 19,500 views on website last month.  Articles for 20 December newsletter required:</p> <ul style="list-style-type: none"> <li>• New season submission (TC)</li> <li>• Being a Director at SLT (LT)</li> <li>• Step Into Acting (for those new to the craft) (LT)</li> </ul> <p><b>GSM</b></p> <p>No report</p> <p><b>Box Office</b></p> <p>Figures circulated, including A Christmas Carol (as sold out). Last two shows best of year for revenue – but extended runs.  Total revenue for 2019: £72,166 of which £64,088 through TicketSource.</p> <p>KDC have requested use of Ticketsource, GM has flagged VAT implications to Bex. JO to ask Bex to contact BF re publicity.</p>	<p>TC</p> <p>TC  LT  LT</p> <p>GM/BL  JO/BL/BF</p>
11.	<p><b>AOB</b>  Charlotte, Marketing Officer sent email recently – please respond asap to queries.</p>	All