

## General Council Minutes

20:00; 09 March 2020, The Old Fire Station

Present: Simon Gleisner (SG); Chair  
 Dave Hollander (DH)  
 Fiona Daffern (FD); Minutes  
 Lisa Thomas (LT)  
 Guy Jones (GJ)  
 Ben Rathe (BR)  
 Chaz Doyle (CD)  
 Chris Stooke (CS)

	Item	Action
1.	<b>Apologies</b> Mat Hill (MH); Gareth Milton (GM); Bryon Fear (BF) Jess Osorio (JO); Barry Heselden (BH)	
2.	<b>Minutes of GC 20 January 2020</b> Approved	
3.	<b>Minutes of EGM 3 February 2020</b> Approved. GJ to provide names of attendees to FD for minutes.	GJ
4.	<b>Matters Arising GC (not on agenda)</b>  <b>Outstanding</b> <ul style="list-style-type: none"> <li>• Stage Managers' Handbook to be completed. Promised for end of April. CD</li> <li>• General Technical Manager's Handbook CD</li> <li>• Operators' Handbook CD</li> <li>• Hearing Loop to be tested need to find time with Gerard Johnson. Still to do. CD</li> <li>• Two additional Bell theatre seats to be placed in foyer – CD to speak to Hans to action CD</li> <li>• To put Director's Handbook onto the Website. Still to do. TC</li> <li>• Ice-cream review SG</li> <li>• BF to give FD access to the policies section of the website BF</li> <li>• Info on how work the heaters in the foyer (Bex) FD</li> <li>• Training Director JD to be circulated (with Charlotte for funding review) – discussed hold up re fundraising and what the job needs to be (2 or 3 days). SG to raise with CB on 4/3 SG</li> <li>• Volunteer training weeks (Feb). 0 see agenda item SG</li> <li>• Principles for relaxed performances and guidance for FoH, backstage and actors where unplanned attendees (for Feb) TC</li> </ul> Articles newsletter: <ul style="list-style-type: none"> <li>• Being a Director at SLT (info collated) LT</li> <li>• Step Into Acting (for those new to the craft) LT</li> </ul> EGM actions: Mission and vision to membership due in next couple of weeks SG	

	<p><b>Completed:</b></p> <ul style="list-style-type: none"> <li>• Spotlight on GSM (with Cal)</li> <li>• Open House application</li> <li>• Discussed open mic night with Katrina, discussed membership options. Visitors book in place.</li> <li>• CS confirmed no new money for neon signs from SLT. Agree to hold subject to AHU reconfiguration.</li> </ul>	<p>CD BF GJ CS</p>
5.	<p><b>Communication to and from BPT</b></p> <p><b>Fundraising</b> We have spent some time with an external fundraiser identifying some grants we are eligible for with the priority being focussing on the expansion of the youth offer, in line with the business plan. We have one lottery bid at the expression of interest stage that will cover a lot of projects over three years. If this is unsuccessful we will progress a one off £10k from Awards for All and if this is unsuccessful start to pursue the smaller £1- £5k options.</p> <p><b>H&amp;S Audit</b> Bex is in the planning stages of assessing what work needs to be done, by whom, and the priorities. It would be useful to have a joint meeting with a key person from each committee to discuss the roll-out of improving systems and policies. We need to cover practical improvements, risk assessments, safe systems of work, training, incident reporting and record keeping/reporting.</p> <p><b>First Aid training</b> St John's are giving us the run-around with dates, but Bex is chasing weekly and will update the volunteer teams as soon as she has a confirmed date. Now that the Library is available on Saturdays we have more flexibility.</p> <p><b>Building wide Storage re-jig</b> Books in kit room to go up to library, and kit room shelves will be tidied. BPT building paint in stairwell cupboard to go into old gents loo once we have shelving, which will free up that cupboard. Loft now has a proper loft ladder so can think about insulating &amp; boarding more of it for longer term storage items. Shed is imminent (we hope!) We're having trouble getting rid of the large partners desk - It's been on gumtree for over 6weeks at £50, but not getting any bites. If anyone has any thoughts please contact Bex</p> <p><b>Minor/aesthetic improvements</b> Curtains for Kit Room shelves imminent (have the material, will speak to Jenny to see if sewing bee can hem them)</p> <p><b>Kit Room floorboards</b></p>	

On the list to be fixed asap

### **Library**

Bex is sourcing bookcases.

Once Kit Room and the Library have had some love, paintwork in Fly is getting a bit scruffy, and we need to sort out the fireplace in there.

Graham and David Clements are installing shelves & some extra mirrors in loos in next fortnight

Bex is speaking with Bryon about artwork/posters for loos

Festen framing is in Chaz's hands - it is stored in Prompt room

### **Maintenance:**

No significant maintenance issues or work on the horizon for the next couple of months.

Three small (<5cm holes) in the flat roof have been patched with flashing tape/heat gun, so the water ingress into the theatre should have stopped.

AHU maintenance visit is imminent in the next fortnight.

Quarterly Tecno lift service happened - all fine and he also cleaned out the bottom of the shaft. Alarm/call centre response is working.

### **Longer term building projects:**

#### **AHU reconfiguration**

Chaz and Bex met with Russ Bateman from the Bailey Partnership last Friday. Russ is going to draw up some options and send them through by the end of this week.

The items discussed were:

- a) Rerouting the theatre ducts through foyer / top left corner of horse picture. (plus installing a output grille into the foyer to help warm the foyer)
- b) Retro-fitting cooling into the theatre and bar
- c) Improving the cooling in the bar cellar
- d) Amendments to the lighting in the foyer (the duct work will likely interfere with the current lighting arrangement, and Simon (architect) has said he's never liked the current ones). Initial thoughts were a theatre style lighting bar with one switch behind the counter that controls a bank of sockets in the Watch Room (hidden under the false floor, near the floating door through to foyer).

Also, Russ thought that the controls for the Bar & Theatre didn't make much sense - he couldn't see how the temperatures were being controlled separately. He wondered if there was a more elegant solution where the bar was run on a completely separate AHU. This would have the advantage of greater control, may be a way of getting more flow in/out of the cellar, plus may free up space for cooling units on the plant room roof and reduce ductwork through foyer. But is

	<p>likely to be costly.</p> <p>Russ will try to design it so that the SLT members' image and horses' image aren't impacted, but we may need to factor in costs to redesign them slightly (i.e. position of images/firemen's heads) and have them remade.</p> <p>Bailey Partnership have a large in-house team that includes an interior designer, and work to cover all aspects of the project. We discussed working with Ash again as contractors, and Russ called PJM to get some CAD drawings. From the earwiggling it sounded like they would be happy to collaborate as well.</p> <p>Once we get the initial plans through, we would like a small steering-group to oversee this project (all committees)? Anyone like to be involved?</p> <p><b>Foyer security</b> BPT assessing options for improved door security</p> <p><b>Fire exits</b> Chinese take away drivers parking outside our fire exit. CD exploring legal options to mark pavement with Lambeth.</p> <p><b>Communications to BPT</b> SG and GJ to be on AHU Reconfiguration steering group</p>	<p>CD</p> <p>FD</p>
6.	<p><b>Communication to and from BarCom</b></p> <p>Liz Glazzard taken over as secretary from Caroline Doyle.</p> <p>No other particular comms to or from.</p>	
7.	<p><b>Fest Norwood</b> Report emailed:</p> <ul style="list-style-type: none"> <li>• We have 7 applications for major theatrical events.</li> <li>• Siobhán is confirmed as lead on Youth and parents are being notified of dates this week (need to set up payment system for places on course). This year we are doing 2 age groups. One to run in morning one to run in afternoon.</li> <li>• Meeting with incoming Mayor of Lambeth in coming weeks who still wants to back and wants Lambeth to support Fest as much as possible.</li> <li>• Not heard back from National Theatre yet on possible educational workshop involvement.</li> <li>• Press release is going out this week to all previous year's participants with dates of festival and how to get involved.</li> </ul>	<p>BF to set up a/c</p>

	<p>FD queried what actual support likely to be coming from Mayor. CD suggested publicity rather than money.</p> <p>SG requested a full plan from the Fest Committee as to who was doing exactly what and where the planning was against key milestones, including financial forecasts. Wants to be assured the learning from the last two years is being addressed. FD confirmed she had circulated thoughts on project and budget planning previously. BF to talk to SG if unclear what needed.</p>	BF
8	<p><b>AGM/succession planning</b></p> <p>FD circulated planned comms and notices. Any comments back to FD by Friday 13.</p> <p>CS to speak to Lily Ann re impact on run up week. (CS is AD on Iron).</p> <p>All to declare if planning to stand by next GC meeting.</p>	All CS
9	<p><b>200 Club proposal</b></p> <p>GJ thanked for comprehensive proposal.</p> <p>Discussed number of shares (200/300/400 etc.). Agreed to stick with 200, could easily expand if demand.</p> <p>Agreed not to only do annual subscription but allow throughout the year. GJ and CS to work through how this would be accounted for.</p> <p>Discussed storing of members' bank details/ interaction with LoveAdmin. For GDPR compliance would ask winners to provide bank a/c details on a monthly basis then destroy.</p> <p>GJ would find someone to run the scheme.</p> <p>Proposals approved.</p>	GJ/CS     GJ
10	<p><b>Stage Managers' Handbook</b></p> <p>Not Completed. Now due end of April.</p> <p>FD confirmed she had sent CD comments on this and GTM Handbook drafts.</p>	CD
11.	<p><b>Ice-Cream Report</b></p> <p>With SG to complete.</p>	SG
12	<p><b>Corona Virus and impact on SLT</b></p> <p>FD circulated a Coronavirus briefing and action plan drafted by Bex. Bex thanked for this work. FD had also drafted comms for members for SG, Charlotte and Adam.</p>	

	<p>Agreed that very important to manage risks in an informed and thorough way. To ensure we were following government advice and guidance.</p> <p>Stressed the importance of tight liaison with BPT and MC.</p> <p>At this point not proposing to stop performances or shut the building but would review on a regular basis.</p> <p>SG would review draft member comms with CB and AC on 4/3 and circulate.</p> <p>Need for decisions and actions to take place outside of committee cycle. BR to review activities with TC, information for Directors and what to do if cast, crew or volunteers unwell.</p> <p>SG to oversee comms and actions.</p>	<p>SG</p> <p>BR</p>
13.	<p><b>Volunteer Weeks</b></p> <p>Volunteer training weeks planned for w/c 26 Apr. Bar, FoH, box office and wardrobe on board</p>	
14.	<p><b>Principles for Relaxed Performances</b></p> <p>BR to discuss with TC. Stressed the importance of guidance for casts, crew and volunteers if unplanned visits, rather than trying to find a suitable performance to trial.</p>	BR/TC
15.	<p><b>Membership Survey</b></p> <p>Question re 6-month v 12-month season inserted in membership survey. Survey to go out in next week or two.</p>	
	<p><b>General Updates</b></p>	
16.	<p><b>Finance</b></p> <p>CS reported that improved audience figures/income for the first four productions this year compared to same period in 2019.</p> <p>Discussion about how to increase audience attendance early in the week (Tues/Wed). Thoughts to SG.</p> <p>CS working on year-end figures. Looking on track.</p> <p><b>Youth</b></p> <p>Working on show for next month.</p> <p><b>Theatre Committee</b></p> <p>Jeffrey Bernard is Unwell will be staged in the theatre not bar. Sept 20 – Mar 21 season – potential directors being interviewed this</p>	All

	<p>week. 30+ submissions for 10 slots.</p> <p>Announcement planned for 24 March.</p> <p>SG raised need for discussion about future slots for hire. Charlotte leading on a review of hires. BH leading form TC on scheduling. To discuss outside of GC.</p> <p><b>Membership</b>  Quarterly article submitted.  Feb – revenue up 35% from previous Feb.  Membership holding steady at 380/390 (including friends).  New members’ night tomorrow.</p> <p><b>Publicity</b>  Open House have accepted SLT application to take part in this year’s event. 19/20 September.</p> <p>Discussed if doing Lambeth Country Fair this year? Agreed not to.</p> <p>Gala Show: TC to confirm with BF to he can plan the invitation process.</p> <p><b>GSM</b>  Prioritising actions from H&amp;S audit.  Requested TC liaise with Directors re tidiness of backstage after a show.</p> <p><b>Box Office</b>  No report</p>	
17.	<p><b>AOB</b>  DH reported that the new writers’ club would like the opportunity to pitch new plays to potential directors prior to season submission.  Agreed a good idea.</p>	