

General Council Minutes

20:00; 14 July 2020, by Zoom

Present: Simon Gleisner (SG); Chair
 Dave Hollander (DH)
 Fiona Daffern (FD); Minutes
 Lisa Thomas (LT)
 Guy Jones (GJ)
 Chaz Doyle (CD)
 Chris Stooke (CS)
 Mat Hill (MH)
 Gareth Milton (GM)
 Bryon Fear (BF)
 Jess Osorio (JO)
 Barry Heselden (BH)
 Ben Rathe (BR)

	Item	Action
1.	Apologies None	
2.	Minutes of GC 8 June 2020 Approved	
3.	<p>Matters Arising GC (not on agenda)</p> <p>Outstanding</p> <ul style="list-style-type: none"> Chinese take away drivers parking outside our fire exit. CD exploring legal options to mark pavement with Lambeth. Fob deactivation – ongoing issue with deactivating from the server, but no significant issue. Talking to Castle to fix CS to advise on most efficient methods for donations CS to cancel Global payments account GM has set up iZettle a/c for wardrobe – to train Jenny and Jess Bryon to set up 200 Club email for Cal <p>Completed</p> <ul style="list-style-type: none"> Stage Managers' Handbook: Chaz to circulate link General Technical Manager's Handbook: Chaz to circulate link Ice-cream review Merchandise a success: c 70 orders. BF to send out details of profit margins <p>Outstanding – to be completed on return to Theatre</p> <ul style="list-style-type: none"> Operators' Handbook Hearing Loop to be tested Two additional Bell theatre seats to be placed in foyer – CD to 	<p>CD</p> <p>CS</p> <p>CS</p> <p>GM</p> <p>BF</p> <p>CD</p> <p>CD</p> <p>BF</p> <p>CD</p> <p>CD</p> <p>CD</p>

	<p>Speak to Hans to action</p> <ul style="list-style-type: none"> • Info on how to work the heaters in the foyer (Bex) • 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). • Volunteer training weeks • Mission and vision to membership to be circulated prior to AGM • AHU Reconfiguration • Membership Survey (review in 6 months) 	<p>FD SG/DH</p> <p>SG SG</p> <p>GJ</p>										
4.	<p>Financial Statements for the year ended 31 December 2019, together with Auditors' Report and Directors' Report</p> <p>CS talked through previously circulated paper. The Audit has been completed satisfactorily and is provided in two formats, along with the Auditors' Report and Directors' Report.</p> <p>All income is accounted for, possibly a couple of wrinkles with allocation. Increased use of iZettle will improve this in the future. Net profit for the year was + £7k, close to expectations.</p> <p>Some uncertainties with the impact of Covid-19 but auditors happy with the forecast to end 2021.</p> <p>Questions invited: GM questioned why Ticketsource costs showing in 2018 but not 2019? CS: Administrative costs now borne by audience CS acknowledged VAT review was outstanding, but advised to wait for clarity on the volume of wider activities moving forward. Potentially bigger savings if we de-register. DH asked whether Youth classes were VAT exempt as educational? CS will investigate with begbies.</p> <p>CS Commended these for approval. APPROVED unanimously * see appendix for standalone minuted approval.</p>											
5.	<p>Communication to and from BPT BPT had just secured a £40k emergency grant from the HLF to cover:</p> <table border="1" data-bbox="272 1713 1099 2016"> <thead> <tr> <th>Item</th> <th>£Amount</th> </tr> </thead> <tbody> <tr> <td>Cleaning (4 months) and PPE*</td> <td>6,093</td> </tr> <tr> <td>Reconfigure air handling unit in theatre</td> <td>15,000</td> </tr> <tr> <td>Install new air conditioning in basement</td> <td>12,800</td> </tr> <tr> <td>Perspex fittings for box</td> <td>1,200</td> </tr> </tbody> </table>	Item	£Amount	Cleaning (4 months) and PPE*	6,093	Reconfigure air handling unit in theatre	15,000	Install new air conditioning in basement	12,800	Perspex fittings for box	1,200	
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	Still not able to open the building, in line with Govt advice, but Chairs meeting weekly to be able to react quickly.											
6.	<p>Communication to and from BarCom</p> <p>Tempered approach to opening the bar. Survey about to go out to assess members appetite for attending the bar and serving and what people would expect to give confidence.</p> <p>GM suggested it could go to the wider volunteer base. GJ to circulate questions.</p>	GJ										
7.	<p>AGM</p> <p>Three nominations received so far. All gently reminded of the need to submit nominations forms and videos by 22 July if standing.</p> <p>SG to do membership push through newsletter/website.</p>											
8.	<p>Fest Norwood</p> <p>BF confirmed everything was on track. Just received approval for the Promenade production in West Norwood Cemetery for the Sunday.</p> <p>Only three events to be ticketed.</p> <p>C6 short (5 minute) films being produced. These would be on the Fest Norwood website and require a password to access.</p> <p>Other events: treasure hunt, art trail, photo competition, picnic with comedy in the park hosted by Angela Barnes (tbc), otherwise everything on last GCs list going ahead.</p> <p>Some confusion between Youth Summer classes and Youth Fest but there will be online activities organised by Siobhan.</p>											
9.	<p>Youth Activities/Training Director</p> <p>DH circulated a spreadsheet with options for Youth activities.</p> <p>Main issue - DH does not have the time to organise/administer and do risk assessment. Also still waiting for confirmation of teacher availability.</p>											

	<p>Comments on proposals to SG by Thurs. SG to liaise with DH.</p> <p>SG to liaise with CB (BPT) and DH re Training Director role moving forward.</p>	<p>All/SG</p> <p>SG</p>
10.	<p>Options for Activities (TC) BR introduced options paper and update on Govt advice: whilst guidance issued for opening theatres this was professional theatre only and amateur theatre is still to follow normal social distancing at home rules (i.e. two families).</p> <p>Propose: invite submissions for smaller/shorter shows Auditions to be held, either in person or remotely, subject to BPT guidelines. CD circulated doc with streaming options. Streaming high cost compared to video. All subject to shifting guidelines.</p> <p>Plan – APPROVED TC to start advertising for plays immediately</p>	
	General Updates	
11.	<p>Finance Nothing to add</p> <p>Youth Nothing to add.</p> <p>Theatre Committee Nothing to add.</p> <p>Membership Quarterly update due – will send to Bryon for publishing. Despite drop in April figures, a promising increase of renewals in June.</p> <p>Publicity Accepted for Open House (19-20 September) Participated in Light It Up Red External banner sign is broken. AGREED to a new temporary banner to be erected.</p> <p>GSM Taking down Do Not Disturb set this coming weekend. Chaz/Anna and Bryon/Mat (four only) to do to ensure social distancing rules of two family groups adhered to. To take photos first for posterity (GM volunteered as in tomorrow).</p> <p>Discussion as to whether Zoom could be set up in the Theatre for some members who couldn't access AGM via Zoom from home? Would still need to be subject to social distancing rules.</p>	

	<p>Box Office GM reported he had received an email from iZettle re temporary reduced VAT rates that will take place in UK for hospitality and tourism related businesses from the 15th of July 2020 until the 12th of January 2021. Could we take advantage for the bar/ice-cream sales etc?</p> <p>CS felt not applicable to us.</p>	
12.	<p>AOB None</p>	
13	<p>Thank You's SG thanked everyone who had served so diligently on the committee this year, particularly with such unprecedented impact from Covid-19. Particular thanks to those who were not standing for re-election for their valuable input over some turbulent, but exciting recent years! To have a toast together once we are able!!</p>	

SOUTH LONDON THEATRE CENTRE LIMITED

**Minutes of a Meeting of Directors' held at 2a Norwood High Street on
14 July 2020**

Present: Simon Gleisner
Benjamin Rathe
Fiona Daffern
Charles Doyle
Bryon Fear
Barry Heselden
Matthew Hill
David Hollander
Guy Jones
Lisa Thomas
Jessica Osorio
Christopher Stooke

RESOLVED : Simon Gleisner is Chair of this Meeting.

RESOLVED : That the Financial Statements for the year ended 31 December 2019, together with Auditors' Report and Directors' Report be approved and authorised for issue.

RESOLVED : That there being no further business, this Meeting be terminated.

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Simon Gleisner
Chairman