

## General Council Minutes

20:00; 09 November 2020, by Zoom

Present: Simon Gleisner (SG); Chair  
 Marissa Papas (MP)  
 Fiona Daffern (FD); Minutes  
 Lisa Thomas (LT)  
 Chris Stooke (CS)  
 Gareth Milton (GM)  
 Ben Rathe (BR)  
 Cal Beckett (CB)  
 Roisin Deady (RD)  
 Guy Jones (GJ)

	Item	Action
1.	<b>Apologies</b> Barry Heselden (BH)	
2.	<b>Minutes of GC 19 October 2020</b> Approved	
3.	<p><b>Matters Arising GC (not on agenda)</b></p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>• RD to arrange for donate button to be put on the website (awaiting guidance from BF)</li> <li>• B/F to next meeting Discussion about Streaming platforms</li> <li>• Googledrive transition: paused whilst recruitment in progress but GM will resume in next week. MP to move Googledrive docs folder. Bryon to change codes on the website to redirect.</li> </ul> <p><b>Completed</b></p> <ul style="list-style-type: none"> <li>• Nick Hern contacted re additional numbers for streaming. They are fine up to c100 accessing.</li> <li>• YouTube copyright – CB has provided LT and Chaz with details of audio network to get copyright.</li> <li>• Audience survey of streaming experience uploaded.</li> <li>• Volunteering article for newsletter written</li> <li>• BPT web details passed to RD/CB</li> <li>• Box office message for streaming audience done</li> </ul> <p><b>Outstanding – for future review on timeframes</b></p> <ul style="list-style-type: none"> <li>• Hearing Loop to be tested</li> <li>• Info on how to work the heaters in the foyer (Bex)</li> <li>• Volunteer training weeks</li> <li>• Mission and vision to membership – review over next few</li> </ul>	<p>TC GM/MP</p> <p>GTM Bex MP SG</p>

	<p>months</p> <ul style="list-style-type: none"> <li>• AHU Reconfiguration – project started</li> <li>• Membership Survey (review in Feb 2021) (volunteer survey completed)</li> </ul>	GJ
4.	<p><b>Lockdown impact on Season – next steps</b></p> <p>Season rescheduled. Grimm to retain December slot, but can be moved to early January if lockdown extended and/or theatres not permitted to reopen (question what tier do we return to?). Double Bill and Super Happy rescheduled for Feb. FoH and BarComm all aware.</p> <p>GM confirmed shows cancelled on Ticketsource (to enable refunds) but new dates up so people can rebook.</p> <p>Window of opportunity in January for maintenance or projects (e.g AHU?) FD to contact project group</p> <p><i>Ticket prices for Grimm</i> Agreed to keep at lower rate as production costs will be lower this year.</p> <p>Proposed a free show for families using the Foodbank (funded from HLF grant). Suggest QR Code or Just Giving rather than buckets for cash collection this year.</p> <p>LT to check if Nick Hern will subsidise rights for this one show for free promotion.</p>	<p>FD</p> <p>LT</p>
5.	<p><b>Funding Award</b></p> <p><i>Recruitment for Youth and Learning Officer:</i> 50 applicants, 7 shortlisted, provisional offer made and accepted (subject to vetting checks). BPT will be the employer; MP line manager.</p> <p>2 very good back ups with particular skills in the digital space who have expressed willingness to work with postholder, may also be able to deliver some workshops.</p> <p>Starting w/c 16/11 and preparing for community outreach and Youth Theatre to start post Christmas.</p> <p>FD to do contracts, payroll set up and ensure vetting checks completed etc.</p> <p><i>Community programme</i> Festive Norwood plans scaled down. CB meeting with Lottie and Bryon on Wed. to revise plans for online offering. Funds OK til Spring. Hoping for Christmas Grotto. Tbc</p>	FD

	<p><i>Diversity and inclusion Monitoring.</i> HLF require monitoring of diversity re both membership and outreach. CB has met with Margaret Casely-Hayford (Chair of Globe) and got some good contacts for diverse playwrights to submit.</p> <p>SG asked GC members to consider if they would be our Diversity champion to take agenda forward.</p> <p>Discussion held about asking for information about race when taking out membership – issues about holding data on special characteristics under GDPR.</p> <p>FD to forward information from the ICO re special characteristics. SG and GJ to review GDPR implications</p>	FD SG/GJ
6.	<p><b>Skills Shortages</b> Skills shortages identified particularly on technical aspects (sound, light, streaming, etc.)</p> <p>This would be part of the Youth and Learning Officer's remit to review and recommend how to upskill people.</p>	
7.	<p><b>Website</b> Initial proposals for revamping the website put forward. Proposal in the Googledrive. Agreed important to get the architecture right and on site needed. Agreed need for more detailed spec and additional quotes to be submitted (for procurement) before any agreement to proceed. Requested the BPT website is reviewed as part of this – there may be a solution. If not, just need clarity as to why unsuitable.</p> <p>All to pass comments to RD by Monday 16<sup>th</sup>.</p> <p>RD and FD to discuss policy uploads to existing website</p>	ALL. RD/FD
8.	<p><b>BPT and Bar Comm Updates</b> Lottie submitting bid for capital costs grant. Bar closed. Suggested to do a video on audience experience under Covid to reassure audience about theatre and bar when reopen.</p>	GJ
9.	<p><b>Vacancies on GC</b> RD and SG still to meet to discuss publicity vacancy. CS progressing conversations with SW re finance support.</p>	
	<b>General Updates</b>	
11.	<p><b>Finance</b> Nothing to add</p> <p><b>Youth &amp; Volunteering</b> Nothing to add</p> <p><b>Theatre Committee / GTM</b></p>	

	<p>Propose running more film nights after Xmas, Rob Wallis to curate. Rob Tavernier to lead Black Excellence Night 2. TC asked to review whether Friday or Saturday night best as they would be on show run up week and impact of cast not getting access to theatre on Friday.</p> <p>GM questioned whether FoH and Bar resources are available to support this.</p> <p><b>Membership</b> General downward trend on numbers, but revenue stable.</p> <p><b>Publicity</b> Nothing to add.</p> <p><b>House</b> Concern about resourcing FoH for shows, lots of traditional FoH people impacted by covid. Big shout out to BH and Jess who did lots of FoH slots for their shows. Now have 10 shows to source for Grimm (including free). GM to write a proposal for paid Duty Managers.</p> <p>RD to do publicity piece for Xmas show volunteers</p> <p>Requested TC arrange one announcement for start of show</p> <p>Running short of ice creams. LT to order once we know show is definitely going ahead.</p> <p>On the plus side, volunteers all happy with the precautions in place.</p>	<p>TC</p> <p>GM</p> <p>RD</p> <p>TC</p>
12.	<p><b>AOB</b> GJ notified he had the changed the policy to be able to pay membership in person. RD asked if merchandise should be ordered for Xmas? RD to investigate timescales and logistics.</p>	RD