

General Council Minutes

20:00; 11 January 2021, 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)
 Barry Heselden (BH)
 Guy Jones (GJ)
 Roisin Deady (RD)

In attendance Teresa Donoghue (TD)

| | Item | Action |
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| 1. | Apologies None | |
| 2. | Teresa Donoghue Teresa was warmly welcomed by GC and invited to give a short update of progress and future plans during her contract. <u>Youth and Training</u> Activities <ul style="list-style-type: none"> • The Christmas community performance welcomed 9 children and 7 parents; some had never been to a theatre before. • 150 presents were given out to families using the Foodbank. • TD had started on outreach work, contacting schools, Lambeth foster carers, foodbank, Rathbone Society, etc. • Surveys had been sent out to <ul style="list-style-type: none"> ○ Adult members (30 responses) ○ Young people (25 responses) ○ Parents and Carers (21 responses) • Dates were pencilled in for end Feb/early Mar for resumption of Youth activities (tbc) • Online workshops at minimal charge (2 free) were planned, using guest presenters. Adult member preferences are: storytelling, cold reading, auditioning. A free for members creative writing course due to start imminently. Youth Theatre Role of Youth Theatre teachers to be reviewed, to include tiered levels of ability/responsibility and pay. Safeguarding TD working with FD and Gerri McAndrew (BPT) on Safeguarding and | |

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| | <p>Chaperoning polices Talking to Lambeth re registering chaperones and licence requirements plus identifying training options.</p> <p>Lottie to confirm spending pots for these activities.</p> <p>TD congratulated on progress in a short period, all activities welcomed.</p> <p>TD asked to provide a written monthly update on progress for GC.</p> | |
| 3. | <p>Minutes of GC 14 December 2020 Approved</p> | |
| 4. | <p>Matters Arising GC (not on agenda)</p> <p>Actions</p> <ul style="list-style-type: none"> • To add question on ethnicity for new/renewal of membership • To devise/share UK GDPR Guide for anyone with access to the LoveAdmin database by end of Feb. • Streaming options paper – b/f for Feb meeting • Gift Vouchers scheme – b/f for Feb meeting • Discussed moving Zoom account to charity rate – agreed! • Check out if ‘virtual bar’ group could use Google meetings for free <p>Completed</p> <ul style="list-style-type: none"> • Googledrive training undertaken Googledrive documents transferred • Discussion held with Naomi Liddle (author of current policy) re collection of special data for members under GDPR. Confident we can be compliant with the LoveAdmin set up, as long as maintain security and only use for stated purposes. • Mailchimp charity rates investigated – standard rates only available <p>Outstanding – for future review on timeframes</p> <ul style="list-style-type: none"> • Hearing Loop to be tested • Info on how to work the heaters in the foyer (Bex) • Volunteer training weeks • Mission and vision to membership – review over next few months • Membership Survey (review in Feb 2021) (volunteer survey completed) | <p>GJ GJ(GM)</p> <p>BR GJ GM GM</p> <p>GTM Bex MP SG GJ</p> |
| 5. | <p>Lockdown Impact of latest lockdown on future shows discussed. Felt likely that April would be earliest any show could be performed. Lisa and Mark would need 3 weeks run up. To review at Feb half-term point.</p> <p>New submissions pushed back to end of Feb.</p> | |

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| | <p>TC to put forward proposals for alternative activities.</p> <ul style="list-style-type: none"> • Queried what had happened to the Creative Writing project led by Dave Hollander? • Suggestion of possibility of using the Play Reading Group for Directors/TC to hear works/submissions | |
| 6. | <p>Website Update RD been to set up a meeting of the sub-group this week to progress. (Work had been very busy.)</p> | |
| 7. | <p>BPT and Bar Comm Updates BPT AGM – Carole Coyne and Geoff Lil stepped down after 14 years service. Both will maintain a small involvement to complete some projects. Noah Wright has joined and will take over CC’s functions. BPT to advertise for a Finance Trustee.</p> <p>Minutes from BPT shared.</p> <p>AHU project progressing. Only one tender received and significantly over available funds. Discussions continuing to see what can be achieved within budget.</p> <p>CS to lead a joint finance meeting between PBT/GC and BarComm.</p> <p>No update from BarCom.</p> | |
| 8. | <p>Safeguarding and Chaperones FD had circulated a draft Safeguarding policy. Questions for consideration as to whether TC able (with training) to take an operational lead on Theatre-related Safeguarding matters; i.e. ensuring Directors were briefed and compliant. Also the feasibility of (basic) DBS checks for Directors/SMs of shows with YP. Also question of ongoing costs to be met in respect of these.</p> <p>TC requested clarity on whether Directing a show with YP constituted regulated activity.</p> <p>TC meeting next Monday and would discuss these plus any other aspects from the draft policy</p> | <p>FD</p> <p>TC</p> |
| 9. | <p>Diversity and Inclusion SG offered to take the lead on D&I matters unless any other volunteers.</p> <p>SG invited thoughts and ideas from individual areas on where we could make good progress.</p> | |
| 10. | <p>2021 AGM Agreed to plan for the 2021 AGM to be held in Aug/Sept rather than</p> | |

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| | May given the ongoing difficulties during the pandemic. | |
| | General Updates | |
| 11. | <p>Finance CS undertaking the year-end accounts now. Will need office holder reports for the annual report.</p> <p>Agreed to move to online annual reporting rather than printed reports.</p> <p>CS thanked LT and Carole Coyne for their hard work on sorting out signatories and compliance with HSC anti-money laundering compliance processes.</p> <p>Youth & Volunteering Nothing to add</p> <p>Theatre Committee / GTM Nothing to add</p> <p>Membership Membership down again. Now 218 Full members and 55 Friends members.</p> <p>Agreed members could top up their 200 Club holdings. To be advertised in the newsletter.</p> <p>Marketing. Newsletter out this Friday</p> <p>House To consider ways of identifying the diversity of audiences - to investigate if can add to Ticketsource?</p> <p>Some discussion had been held by FoH volunteers about vaccination (compulsion or otherwise). Universally agreed that it was an individual choice about both vaccination and whether people comfortable volunteering.</p> | |
| 12. | <p>AOB CB raised an ongoing planning application for a recycling facility in West Norwood and whether increased traffic would have any impact on the theatre.</p> <p>To refer to Chairs to agree if any mileage in responding.</p> | |