

General Council Minutes

20:00; 12 April 2021, by Zoom

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

	Item	Action
1.	Apologies Ben Rathe (BR)	
2.	Minutes of GC 8 March 2021 Approved	
3.	Matters Arising GC (not on agenda) Completed <ul style="list-style-type: none"> GDPR Guide for anyone with access to the LoveAdmin database completed and circulated Info on how to work the heaters in the foyer Confirmed it is possible to live stream with an audience (subject to rights); it is still a logistics issue. Outstanding – for future review on timeframes <ul style="list-style-type: none"> Hearing Loop to be tested Volunteer training weeks Mission and vision to membership – review over next few months Membership Survey (review in Feb 2021) (volunteer survey completed) 	GTM MP SG GJ
4.	SLT 2020 Accounts <ul style="list-style-type: none"> CS confirmed the 2020 had been submitted to the Auditors for audit. The accounts show a small profit, due to deferment of rent and overhead costs by BPT. Headlines: ticket sales down; membership income down; fundraising (incl. BPT) increased, rent and rates halved. Small net profit, cash position is strong. <p>Draft report to be put onto GC drive for comments</p>	FD

	SG asked for reports to be submitted for the Annual Report	TC, wardrobe
5.	<p>FEST Norwood</p> <p>Constructive dialogue and agreement on ways forward with BF and FEST team. Following roles designated:</p> <ul style="list-style-type: none"> • BF – Creative Director • CBen – Project Manager • 8 – 9 others in team <p>MP working with BF and CBen on project plan and budget; discussed timings; agreed need for profit. BPT providing £2k seed funding. Provisional dates: 13 – 22 August</p> <ul style="list-style-type: none"> • Discussed need for two budgets dependent on whether able to proceed with full or reduced audiences only. • Determine the terms of the seed funding • Appoint TC Rep • To firm up timelines and publicity 	MP TC
6.	<p>Opening up the Building</p> <ul style="list-style-type: none"> • 17/5 Building open for rehearsals and Barden • TC discussing room bookings with Bex, possible overspill the first week with BBC. • AHU Project will then commence – rehearsals OK, could be issue with auditions. • Query whether we would be looking at lateral flow tests. FD confirmed that deadline for registering for lateral flow tests as an organisation passed, so would need to be done through local authority, if at all. 	
7.	<p>2021 Season Update</p> <p>Significant issues with rights. Lots of plays rejected, still waiting on others.</p> <p>Agreed to advertise what is known to membership rather than waiting for a full season announcement.</p>	
8	<p>Website Update</p> <ul style="list-style-type: none"> • Currently working on the wireframes. • Conversations ongoing with Youth and Learning Officer and Building Manager re needs • Need to discuss box office and bar needs • June/July estimated date for completion. 	
9	<p>SLT Wiki</p> <p>CB raised concern that Wiki site at odds with branding and needed updating. Interested in option of incorporating photos onto the wiki site.</p>	

	No additional funds for a project – CB to see if there were any volunteers interested.	CB
10	Youth and Adult Training TD contract extension to be reviewed. MP to discuss finances with CS and produce a business case. To circulate offline.	MP
11	Safeguarding and Chaperone Policies and supporting documents Acknowledged a huge amount of work has gone into these documents. Request to move contacts higher up the document. No other comments. Happy to approve Theatre related docs and support Safeguarding policy for BPT sign off.	
12	EDI Policy FD and CB had added comments / suggestions. Request for everyone else to add comments by 25 April.	All
13	AGM Date TC and FD to discuss and agree offline, subject to season schedule. Looking at or around first week of September.	TC/FD
14.	BPT & BarCom Update Nothing to add	
	General Updates	
15.	Finance Nothing to add Youth & Volunteering Nothing to add Theatre Committee / GTM <ul style="list-style-type: none"> • Arranging Season Director get together post 21/6 • Updating Register of Theatre Reps get together post 21/6 • Building audition schedule Membership Nothing to add Marketing. Newsletter out this week House Gift organised for Jeanette to thank her for her 10 years loyal managing FoH. GC noted their thanks and appreciation for her dedication.	
12.	AOB none	