

## General Council Minutes

20:00; 8 February 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
1.	<b>Apologies</b> None	
2.	<b>Teresa Donoghue</b>  <u>Youth and Training update</u> A variety of classes for youth and adults were planned. Youth classes £10 per child, one off workshops free for members.  Working with Company 3 on phase 2 of a youth project 'When this is over'. Hopefully face2face and young person led.  In conversation with the Oval Theatre on a potential collaboration.  <u>Safeguarding</u> Did one-hour free Lambeth training – recommend for Directors/Stage Managers.  Spoken with LB Lambeth re chaperones: must have a least one licensed chaperone per live performance (1 chaperone per 12 young people). Licences cost £75 (which includes DBS check).  <u>Youth Theatre</u> Reviewing Teacher JDs and Agreement to Teach documents. Reviewing induction for new tutors.  <u>Challenges</u> Love Admin – thanks to GJ for his support Drop out rates on course (often happens when free) Promotion of courses	

	<p>LT asked about contracts for people delivering training – needed for governance and payments. TD confirmed all general workshops were via invoice rather than on payroll.</p> <p>FD asked to view Agreements to Teach – and to share the standard Teacher contracts previously used. Teachers should be on payroll.</p> <p>CB raised payments for chaperones – to be reviewed as part of the budget.</p>	
3.	<p><b>Minutes of GC 11 January 2021</b> Approved</p>	
4.	<p><b>Matters Arising GC (not on agenda)</b></p> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>To devise/share UK GDPR Guide for anyone with access to the LoveAdmin database by end of Feb.</li> <li>CS to set up BPT/GC/BarComm finance meeting</li> <li>Plan for AGM (from April)</li> </ul> <p><b>Completed</b></p> <ul style="list-style-type: none"> <li>Gift Vouchers scheme – now uploaded on Love Admin</li> <li>Google meet tested, but Zoom quality far better – agreed to transfer to charity rates on Zoom (subsequently completed)</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 months</li> <li>Membership Survey (review in Feb 2021) (volunteer survey completed)</li> </ul>	<p>GJ (GM)</p> <p>CS FD</p> <p>GTM Bex MP SG GJ</p>
5.	<p><b>Lockdown</b> TC had met to discuss plays previously submitted alongside new ones. Interviewing potential directors next week. Around 7/8 suitable plays in the pipeline for when we can reopen. Mark and Lisa’s plays are lined up ready for ‘go’.</p> <p>In the interim the following online offerings are in preparation:</p> <ul style="list-style-type: none"> <li>Poetry and monologue evening (Jenn Nettles)</li> <li>Casablanca (Cal Beckett)</li> <li>Lunch Girls (Hayley Thomas)</li> <li></li> </ul>	
6.	<p><b>Website Update</b> Sub group had spoken with Charle (who developed the BPT website), they are no longer undertaking Wordpress development but recommended Chaptr. Chaptr offered two approaches with varying costs, incl charity concession. Timeline - 4 months.</p>	

	<p>Daz (Freelancer) able to offer a more incremental approach to tidying up the website and cheaper. Timeline – 3 month.</p> <p>The relative merits of both proposals were discussed, including risks of single contractor vs agency approach. For both the focus would be the architecture, we would lift and shift content. Getting this right and future proofed of foremost importance.</p> <p>Wiki also discussed – agreed out of scope for this bid.</p> <p><b>AGREED:</b> RD to go back to Chaptr for best and final offer and CS would review if there was any wiggle room in the accounts for any difference with earmarked HLF funding. CS, SG and RD to agree out of meeting cycle if doable.</p>	
7.	<p><b>Diversity and Inclusion</b> SG had shared an initial D&amp;I policy – to share updated version after the meeting. This was a statement of intent - agreed need to develop an action plan to put substance to the intent.</p> <p>Discussion about how to measure socio-economic background.</p> <p>SG invited thoughts and ideas from individual areas on where we could make good progress and for each to share by end of Feb.</p> <p>GJ updated that, following discussion with Naomi and potential GDPR implications, now felt the data was sufficiently secure to ask for and keep ethnicity data for the membership for the purpose of supporting our EDI policy, funding bids, and to inform our seasons. GJ to update new membership/ renewal forms.</p>	<p>SG</p> <p>ALL</p> <p>GJ</p>
8.	<p><b>Streaming Platforms</b> BR shared a paper on behalf of TC, following conversations with Chaz. 2 main options: YouTube or Zoom webinars. YouTube less secure in terms of audience forwarding links, Zoom more expensive and new equipment untested with this format. (Paper outlines full pros and cons).</p> <p>Recommendation: Stick with YouTube LT to discuss any additional issues with Nick Hern and Concorde (previously Samuel French) re rights issues with different formats.</p>	
9	<p><b>Gift Vouchers Scheme</b> Completed – now available to purchase via Love Admin</p>	
10.	<p><b>BPT &amp; BarCom Update</b> AHU – further discussions held with PJM and Baileys with a reduced offer at £30k. HLF happy with the proposal. PJM contacted to confirm progress. Key aspects:</p>	

	<p>Ducts removed from the theatre and rerouted through the foyer. Additional duct in the theatre and ramping up airflow will create cooler environment in the summer.</p> <p>A new duct will drop vertically from the foyer to the bar.</p> <p>Air transfer grilles to be fitted into most doors – should improve the damp downstairs, especially basement accessible loo.</p> <p>Cellar cooling achieved by wall mounted air-con unit (outside of PJM quote).</p> <p>Safeguarding – covered by TD.</p> <p>No Bar Comm update.</p>	
11.	<p><b>Fest Norwood</b></p> <p>Insufficient time to discuss in meeting – but acknowledged need to progress for planning. SG, CB and GM to take offline and discuss.</p>	SG, CB, GM
	<b>General Updates</b>	
12.	<p><b>Finance</b></p> <p>New set of projections to be discussed at BPT on Wed, then will be shared. LT has made progress on publicity invoices.</p> <p>New signatories approved.</p> <p><b>Youth &amp; Volunteering</b></p> <p>Nothing to add</p> <p><b>Theatre Committee / GTM</b></p> <p>Nothing to add</p> <p><b>Membership</b></p> <p>Options for paying membership in instalments now available.</p> <p><b>Marketing.</b></p> <p>Newsletter out this Friday</p> <p><b>House</b></p> <p>SE27 noted as high risk zone for the SA variant. 50% of FoH volunteers now got their first jab!</p> <p>Some discussion about possibility of reintroducing BSL performances.</p>	
12.	<p><b>AOB</b></p> <p>None</p>	