

## General Council Minutes

20:00; 14 September 2020, by Zoom

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

	Item	Action
1.	<b>Apologies</b> None	
2.	<b>Welcome to new GC Members</b> The Chair formally welcomed MP, TW, CB, and RD to their first official GC.	
2.	<b>Minutes of GC 14 July 2020</b> Approved	
4.	<p><b>Matters Arising GC (not on agenda)</b></p> <p><b>Outstanding</b></p> <ul style="list-style-type: none"> <li>Chinese take away drivers parking outside our fire exit. CD exploring legal options to mark pavement with Lambeth.</li> <li>Fob deactivation – ongoing issue with deactivating from the server, but no significant issue. Talking to Castle to fix</li> </ul> <p><b>New Action</b></p> <ul style="list-style-type: none"> <li>RD to arrange for donate button to be put on the website</li> </ul> <p><b>Completed</b></p> <ul style="list-style-type: none"> <li>CS advised on most efficient methods for donations – any mechanism that includes Gift Aid, e.g. Ticketsource</li> <li>CS cancelled Global payments account</li> <li>200 Club email set up</li> <li>GM has set up iZettle a/c for wardrobe and trained Jenny and Jess</li> <li>Operators' Handbook</li> </ul> <p><b>Outstanding – for future review on timeframes</b></p>	<p>FD refer to BPT FD refer to BPT</p> <p>RD</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>• AHU Reconfiguration – project started</li> <li>• Membership Survey (review in Feb 2021) (volunteer survey completed)</li> </ul>	<p>GTM Bex MP SG</p> <p>GJ</p>
5.	<p><b>Appointed of Finance Director</b></p> <p>CS was appointed to the role of FD for the next 12 months. CS requested support for spreadsheets.</p> <p>GM to email FoH/Box Office volunteers (incl. recommendation from CB) for volunteers</p>	<p>GM</p>
6.	<p><b>Communication to and from BPT</b></p> <p>Bex returned on flexible furlough (2 days a week, Mon &amp; Fri). Focusing on hires (which are looking promising) and building safety. Bex will co-ordinate the building calendar so TC, wardrobe, Youth (&amp; Barden) need to let Bex know what their needs are.</p> <p>Film season will finish mid Nov - 2 shows from Soho Theatre in September and also Fest shorts. Currently looking at alternate weeks in Oct and the preference is Fridays on non-show weeks.</p> <p>AHU Project Group has started and had a preliminary talk with Baileys who are drawing up more detailed plans. There is a suggestion that the bar and cellar is separated from the rest of the building AHU and cooling needs. This would reduce the need for redirecting much of the ducting, no work to be done in the Foyer and work in the Theatre minimal and would be cheaper. Money to be spent by December. Bex supporting this group.</p> <p>CB queried progress with 'covid safe certification'. FD to check with CB</p>	<p>FD</p>
6.	<p><b>Communication to and from BarCom</b></p> <p>Plans to pilot indoor bar space for winter underway, possibly Flyloft?</p> <p>GM raised concern for bar protocol during shows and film nights and impact on FoH. Confirmed 'table service' ie drinks would be served to peoples' seats. Concern about access to toilets. Accessible loo in foyer won't be sufficient if full audiences. Need to work out audience flow to basement loos.</p>	
7.	<p><b>Starting Up the Theatre</b></p> <p>5 shows selected for mini season to December. Waiting for rights to</p>	

	<p>be confirmed before advertising. BH directing first show (13 – 18 Oct) and auditions over next 2 nights. Seating in place, set built.</p> <p>Have been working with Bex on audition and rehearsal schedules. Will get all Directors together to discuss covid safety for rehearsals and performances.</p> <p>Discussed impact of new Govt rules.  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a> still saying 2 households only together in theatres (last updated 11 Sept); whereas Govt ‘rule of 6’ (from 14 Sept) is for inside and outdoors meetings. GM/FD to keep an eye on govt. updates and clarifications.</p> <p>Financial viability based on 18 audience members plus 30 on streaming nights. Agreed £5 ticket price for streaming shows.</p> <p>Discussion about benefit of live audience (e.g. for comedies) on streaming nights. LT to explore rights if audience and streaming. Chaz to advise on mics when streaming. SG reminded us of the importance of having several people able to do the streaming.</p>	<p>GM/FD</p> <p>LT</p>
8.	<p><b>Youth/ Training Director</b></p> <p>Summer school went well, but not financially viable. Many thanks to Siobhan.</p> <p>Youth Theatre runs on commercial model with paid Training Director and Teachers; not financially viable to start this term due to number restrictions. Also not enough teachers available to teach this term.</p> <p>Dave Hollander currently Training Director but wants to step down. DH had produced options paper for moving forward.</p> <p>Current dilemma, need a qualified Training Director to put proposals in place, but no income to fund role whilst YT closed. Awaiting outcome of a funding bid before discussing options in more detail. (On hold).</p>	
9.	<p><b>Open House</b></p> <p>On Saturday, 19 Sept. Lots of volunteers. Chris Bennett has written the guide. Format: 6 groups of 4 people (plus guide) between 11 – 5. GM undertaking H&amp;S training sessions for volunteers on Tues and Risk assessment to be completed. All tickets gone.</p> <p>GM raised concern that some events are being arranged at short-notice with insufficient planning time with a presumption House Manager will resolve.</p> <p>Confirmed TC should have oversight of all events in the Theatre and</p>	

	<p>ensure all the necessary people are involved early on (House Manager, Building Manager, Bar Manager, etc.) will clearly defined roles and responsibilities.</p> <p>SG to raise at Chair's Meeting.</p>	SG
10.	<p><b>Marketing and Publicity Handover and Priorities</b> Handover from Bryon commenced. Need to get dates fixed for website training.</p> <p>TW/RD working through the priorities:</p> <ul style="list-style-type: none"> <li>• keeping current members/volunteers interested</li> <li>• Members update due this week – announce mini season then revert to old newsletter format.</li> </ul> <p>TW/GM to liaise re show dates for publicity and Ticketsource. GM will get everything ready and just await casting and rights confirmations.</p>	
11	<p><b>Privacy Policy</b> GM updated the Privacy Policy to reflect new systems in place and data kept in response to Covid. Changes AGREED.</p>	
	<b>General Updates</b>	
11.	<p><b>Finance</b> CS to update the Charity Commission return with new Director's personal details.</p> <p><b>Youth</b> Nothing to add.</p> <p><b>Theatre Committee / GTM</b> Nothing to add.</p> <p><b>Membership</b> Current membership 326 incl. Friends. London and Zurich account should be online for new DD tomorrow.</p> <p><b>Publicity</b> Nothing to add.</p> <p><b>House</b> Had first pre-GC meet with volunteers. Very positive. GM will circulate new FoH roles/rules for shows Will not have a Raffle person present.</p>	
12.	<p><b>AOB</b> SG noted that Jeanette Hoile is stepping down from FOH after many years tireless work. GC recorded its gratitude for the work done and was pleased she will continue to support publicity and raffle.</p>	