

## 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)  
Chris Stooke (CS)  
Gareth Milton (GM)  
Barry Heselden (BH)  
Ben Rathe (BR)  
Cal Beckett (CB)  
Roisin Deady (RD)

In attendance for items 2,3,4,5 Charlotte Benstead (CBen), Adam Crook (AC)

	Item	Action
1.	<b>Apologies</b> Guy Jones (GJ)	
2.	<b>Tier 2 Impact on Season</b> TC introduced a paper (previously circulated), which outlined the latest Government advice and TC's recommendations. Priority for us to be both safe and legal with whatever we do. Paper assesses: 1) Our viability as a performing venue: Entertainment venues can remain open in Tier 2 if covid safe. Volunteers can work for a charity. 2) Can we rehearse? We are not working or providing entertainment. Govt guidance states 'in a covid-secure venue... non-professional performing arts... can continue to rehearse or perform.. in line with performing arts guidance...and there is no interaction...between different households (high or very high areas), including mingling on arrival....' Key question is the determination of 'interaction' and 'mingling'. TC recommend that OK if people in masks/visors and 2 metres apart – same as in restaurants etc. Directors and SM's have a briefing with TC tomorrow evening where decision will be announced and, if agreed to proceed, rules will be made explicit. If any breach of rules cast or crew member or show may be pulled and if anyone is flagrantly flouting the rules their membership may be rescinded. TC confirmed they were agreed on their recommendations. Feedback from The Bet audiences was they had felt very safe.	

	<p>CS agreed definition of mingling critical, feels the issue is well documented. LT agreed.</p> <p>FD questioned if it was clear audiences could only book as households not rule of 6?</p> <p>GM confirmed this was.</p> <p>FD questioned TC if for all the forthcoming performances, performers can be distanced?</p> <p>TC confirmed this was the case. They will add additional guidance re backstage and Green room use.</p> <p>CB confirmed everyone as cast/crew and volunteers had been super safe and co-operative.</p> <p>RD confirmed bar processes very safe when volunteering.</p> <p>MP questioned if there was any change to drinks being served before or after the show?</p> <p>AC confirmed there was no change between Tier 1 and 2.</p> <p>BR confirmed SLT rules went beyond Govt guidelines to prioritise safety.</p> <p>GM reminded all of incident reporting log and asked TC to share with Directors/SMs.</p> <p>CBen would check cleaning regime with Building Manager, especially for next show as Youth in during the day [<i>after note – this has been confirmed as fully completed for The Bet as requested</i>].</p> <p>GM also reminded GC that we should include Black History Month Film Night and Youth workshops in guidance.</p> <p>SG will contact Siobhan Campbell re Youth Theatre as different rules. Agreed also OK to proceed with Film Night.</p> <p>GC unanimously AGREED comfortable to proceed on this basis. Announcements to be made Tuesday.</p>	
3.	<p><b>Lessons Learnt from the Bet</b></p> <p>Two copyright issues:</p> <p>1) we only paid for max 50 on streaming. 97 booked. LT to go back to Nick Hern. Anticipate strong demand for future shows.</p> <p>2) Different license needed for music on YouTube than live performance. YouTube had flagged issues.</p> <p>Chaz looking into security issue. Stream still available after event. Now taken down. To have further discussion about best platform: YouTube, Zoom, other.</p> <p>Box Office to change message so audience know when link will arrive.</p> <p>Audience didn't arrive to time. But not a big issue as small numbers.</p> <p>BR will capture The Bet cast and crew experience and circulate GM will survey audience experience of streaming</p>	<p>LT</p> <p>LT</p> <p>TC, Chaz</p> <p>GM</p> <p>BR GM</p>

4.	<p><b>Funding Award</b></p> <p>CBen confirmed the Award from HLF. Drawdown has been completed. The priority is to get Youth activities up and running. Recruitment process is underway for Learning and Engagement Officer.</p> <p>CBen will circulate a breakdown of costs including community, general theatre, etc.</p> <p>CBen expressed need to keep Fest Team included in community activities. All agreed the need for clear, planned, budgeted activity and that GC has oversight of plans. LT expressed importance of BPT oversight on finances, too. CS echoed the importance of accountability on costs and spend.</p> <p>Actions: CB to talk to Bryon about proposals. MP, CB and CBen to meet to develop more detailed actions.</p>	CB CB/MP/CBen
5	<p><b>Communication to and from Bar and BPT</b></p> <p>AC confirmed the bar had taken £700 during The Bet (Sunday matinee not a money spinner). Very difficult to open otherwise now the weather was not conducive to the Barden.</p> <p>AC and GM to do a joint piece for the newsletter on continued volunteering.</p> <p>FD confirmed that the Bex would continue working 2 days a week and we would be able to utilise the new Job Support Scheme, which (currently) runs til 30 April 2021.</p>	AC/GM
6.	<p><b>Minutes of GC 14 September 2020</b></p> <p>Approved</p>	
7.	<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> </ul> <p><b>Completed</b></p> <ul style="list-style-type: none"> <li>• Chinese take away drivers parking outside our fire exit. Referred to BPT who accept responsibility</li> <li>• Fob deactivation issue. Referred to BPT who accept responsibility</li> <li>• CS progressing discussion re financial support. Working out division of responsibilities.</li> <li>• SG spoken with BPT and MC Chairs about overall responsibility for events with TC. Agreed.</li> <li>• RD met with Bryon. Need to arrange additional handover/training on website.</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>• AHU Reconfiguration – project started</li> <li>• Membership Survey (review in Feb 2021) (volunteer survey completed)</li> </ul>	GTM Bex MP SG  GJ
8.	<p><b>Vacancies on GC</b>  GTM: need person to oversee team of technical people, rather than ‘being’ the technical expert. Need to have range of expertise. SG has some thoughts.  CB suggested spending some HLF money on ‘how to videos’ . Source professional input to spread knowledge and avoid risk of single person failure within SLT.</p> <p>Publicity: RD commended on the work so far, lots of good social impact. Further training required to get fully up to speed. Difficulties of an HTML based website.  Discussed possibility of paying for a web designer to make the web more accessible. FD to pass over spec of BPT web. All agreed better to have a combined website.</p> <p>RD to put forward ideas about either a new PD or a Deputy.</p>	FD
9.	<p><b>Skills Shortages</b>  To be brought forward to next meeting for proper discussion.</p>	FD
10.	<p><b>Googledrive</b>  Authorised for our free Googlesuite. GM to send a note round on progress.</p>	GM
	<b>General Updates</b>	
11.	<p><b>Finance</b>  Nothing to add</p> <p><b>Youth</b>  28 applications for role, not yet on closing date. Third panel member sought for interviews. MP to circulate date.  26 applications for half term programme.</p> <p><b>Theatre Committee / GTM</b>  Nothing to add.</p> <p><b>Membership</b>  Not present.</p> <p><b>Publicity</b></p>	

	<p>Nothing to add.</p> <p><b>House</b> Nothing to add</p>	
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