

General Council Minutes
10th October 2022 SLT Fire Station.

Present: Gareth Milton (GM) Chair; Chris Stooke (CS); Cal Beckett (CB); Lorna Felix (LF) Minutes.

Visitors item 4 only : Jenny Bennett and Jess Osorio from SLT Wardrobe.

Meeting status: Late apologies sadly means today's meeting is not quorate. Chair GM will canvass views by email where decisions are required.

	Item	Action
1.	Apologies: Simon Gleisner (SG);Jo Boniface (JBo);Guy Jones (GJ); Lisa Thomas (LT);Barry Heselden (BH);	
2.	Minutes of GC 12th Sept 2022 : Approval of minutes to be confirmed via email.	
3.	<p>Matters Arising</p> <p>a. Safeguarding.</p> <p>i. TD is making a second complaint to Lambeth Council over their delays to approve Chaperone applications.</p> <p>ii. In the meantime, SG, Teresa Donogue (TD) and Gerri McAndrew (GMc) SLT Safeguarding Lead,have agreed an appropriate process for safeguarding children taking part in Thumbelina.</p> <p>iii. TD and GMc have participated in an online Safeguarding Training by NSPCC. TD confirmed SLT practices are good but we could make improvements to our recording and that guidance change requires us to review our safeguarding policy annually.</p> <p>Action: TD to ensure safeguarding is recorded and policy reviewed annually.</p>	TD/LF
4.	<p>Wardrobe - Jenny and Jess welcomed to the meeting.</p> <p>a. Over the last six months, there have been 26 hires resulting in £3,300 income.</p> <p>b. Hosting Monday and Tuesday hires has largely fallen to Jenny, Jess and Lorraine, which is proving a big commitment.</p> <p>c. Sewing Bee meets twice monthly, alternating Sunday mornings with Saturday afternoon. They are making inroads into running repairs, but would welcome greater attendance.</p> <p>d. There is an urgent need for a few more rails to be installed. Wardrobe has the necessary materials and approval from the Building Manager but they need help from the building team for installation.</p>	

	<p>e. The wardrobe display in the lobby is a welcome focal point and is updated monthly by the wardrobe team. The Wardrobe team always set up the display in the appropriate space approved by SLT Building Manager, but can't be responsible for other users moving it.</p> <p>Actions</p> <ol style="list-style-type: none"> 1. CB will plug wardrobe and Sewing Bee volunteering opportunities in the newsletter and during open evenings. 2. GM offered to be the point of contact for anyone concerned about the placement of the monthly display. 3. GM will ask BH to arrange installation of additional rails. 	<p>CB</p> <p>GM</p> <p>GM/BH</p>
5.	<p>Second opinion of SLT/BPT structure</p> <p>See mail from CS circulated 7th October 2022. In summary, Azets opinion is that there is nothing wrong with our existing structure but suggested it may be helpful to consider changing the status of SLT to that of a cultural institution, which may have some financial and structural advantages. They also suggest that we wouldn't have to transfer people between companies.</p> <p>Action: CS will look at the potential impact on SLT/BPT financial situation, particularly on the impact that the change would have had on VAT for last year.</p> <p>Action: Azets will report back on the feasibility of the proposed changes CS to update GC.</p>	<p>CS</p> <p>CS</p>
6.	<p>Initial results of new pricing structure</p> <p>GM shared an updated spreadsheet comparing what the potential maximum ticket sales for the last two shows would have been pre and post new pricing structure. This confirms the income is greater on the new pricing structure and it hasn't obviously impacted audience numbers. Take up of the £5 tickets on a wednesday is growing.</p>	
7.	<p>Website Hosting and Manager</p> <p>Discussion on paper prepared by CB adjourned until a future meeting.</p>	
8.	<p>EDI</p> <p>Notes of the GC EDI planning day on 24th September were circulated at the weekend. Fiona is collating feedback.</p> <p>Action : Everyone to read the EDI planning day summary and send feedback to Fiona by the end of the week.</p>	<p>ALL</p>
9.	<p>Expenditure Request -Metrodeck handrails</p>	

	<p>Agreed this probably didn't require further discussion, just a note of the costs in order that we could approve.</p> <p>Action : BH to email summary of requirements and costs for approval.</p>	BH
10.	<p>BPT Update</p> <p>GM met with ASH today. He reported that they're confident all the work will be completed within the next couple of weeks or so. The Tower remained dry despite the downpours this week, all the major work on replacing the beam has been completed and the focus now is on making good.</p>	
11.	<p>Bar Committee update - None available.</p>	
12.	<p>General updates not already covered</p> <p>a. House</p> <p>Congratulations and thanks to Anne Crane who has topped the league table with a magnificent 22 shifts during the last quarter.</p> <p>House volunteers report locking the front door is tricky when both doors have been opened.</p> <p>First Aiders - A red asterisk indicates which volunteers are first aid trained in the duty rota during show week. We are not able to ensure that there is a First Aid trained volunteer available for each show.</p> <p>GM is to purchase more torches, in particular so Box Office have one if they need to show a permitted late comer into the show.</p> <p>The House meeting yesterday requested that the next GC Open Meeting is advertised in advance.</p> <p>b. Theatre Committee</p> <p>The Season announcement is to take place in the Bar on Sunday 30th October 19.00 - 19.30. Directors will have two minutes each to talk about their play.</p> <p>In planning next season, CB said there are currently a few gaps which Theatre Committee are looking to fill with either external hires or member one off events.</p> <p>Before granting a performance licence, Concord publishing are now requesting exact dates of performances and a requirement that either SLT purchase scripts from them or provide evidence that scripts have been purchased. This may require SLT bulk purchasing scripts with an expectation that cast members purchase them from SLT. Discussion was had as to the implications of this.</p>	

	<p>c. Finance CS reported that the accounts for both BPT and SLT are now filed. He will be completing the appropriate charity commission paperwork this week.</p>	
14.	<p>AOB. A suggestion that we review the best times to optimise attendance at General Council meetings. Particularly to avoid show weeks and review the day of the week that the meetings are held on. Attendance at this meeting was poor, hence the requirement for email sign-offs.</p>	
14.	<p>Next Meeting : Open Meeting Monday 14th November 2022</p>	