

General Council Minutes

Open Meeting. 14th November 2022 SLT Fire Station.

Present: Simon Gleisner (SG) Chair; Guy Jones (GJ); Cal Beckett (CB); Lisa Thomas (LT); Barry Heselden (BH); Lorna Felix (LF) Minutes.

Visitor item 4: Teresa Donoghue (TD)

Members present: Teresa Donoghue, Adam Crook, Bex Law, Dennis Fenton; Jeanette Hoile.

	Item	Action
1.	Apologies: Jo Boniface (JBo); Gareth Milton (GM) Chris Stooke (CS);	
2.	Minutes of GC 10th October 2022 : Approved	
3.	<p>Matters Arising/Actions outstanding:</p> <p>a. Wardrobe: Installation of additional rails - BH to get a date in diary for the work to be done..</p>	BH
4.	<p>Youth Theatre: Teresa Donoghue welcomed to the meeting.</p> <p>Around 120 young people are currently enrolled, of which 19 are concession places for families on benefit/low income. Whilst there are still spaces in the 7-9 yrs class, there are waiting lists for the older age groups. Macbeth was a huge success. It was sold out and has attracted new members, friends of those taking part.</p> <p>Events planned: End of term showcases : Sat 3rd Dec (Inters) and 10th Dec (Juniors). Next Youth Theatre show is 'Chaos' in Feb 2023. It will feature 65 youngsters and rehearsals are underway.</p> <p>If anyone needs to speak to Youth Theatre staff about Chaos, there is a separate email address - Chaos@southlondontheatre.co.uk</p> <p>Youth Theatre staff: Siobhan and Greg have recently been joined by Katie. A new staff member, Mattea, is due to start this coming week. There's also a small pool of people who can be called on to cover absences. Staff are paid on an hourly basis for Theatre classes but contribute considerable additional unpaid time when Youth productions are imminent and additional rehearsals are needed. Also during the production run.</p> <p>Chaperones: A chaperone is needed for anyone under 18 years of age involved in auditions, rehearsals or performances. Anyone wishing to involve a young person in their production should contact Teresa beforehand.</p>	

	<p>Application for chaperone licences is still ongoing. The delays are on Lambeth side and beyond SLT control. In the meantime chaperone duties are solely being undertaken by Youth Theatre staff and/or parents/guardians where a sole child is involved.</p> <p>Directors/AD/SM involved in productions with young people also need to have a current enhanced DBS. Teresa is SPOC for applications. SLT will pay for initial DBS, thereafter members need to join the update service to ensure their DBS remains current.</p> <p>Youth Volunteering (Aged 15 and over): We can offer volunteer experience with parents' permission. Directors wishing to do this should contact Teresa to ensure appropriate consents are received.</p> <p>Access to SLT whilst Youth Theatre is taking place is solely restricted to those involved in youth theatre. If anyone else needs to enter the building during this time, it has to be via appointment with Teresa so special arrangements can be put in place for movement throughout the building. This is to fulfil safeguarding legislation. There are plans to programme fobs so they won't work whilst YT is in progress.</p> <p>Safeguarding Policy : is on the website. Will be reviewed in Jan 2023. .</p> <p>A YT parents evening is being planned, TD to give SG the date.</p> <p>SG thanked Teresa and her team for getting the Youth Theatre back on such a positive footing post lockdown.</p>	
5.	<p>Equity, Diversity and Inclusion (EDI)</p> <p>Following the EDI Away Day and circulation of summary notes to GC members for feedback, SG reported that the next steps are for him and Fiona Daffern to have a follow up meeting with external consultant Alex w/c 28th November. Following which SG will put together a members update to inform members re SLT EDI Action plan.</p>	
6.	<p>Website Hosting and Manager</p> <p>Whilst SLT can manage website content in house, we will need to have a contract with someone able to respond to server issues when SLT contract with Chapter is over.</p>	
7.	<p>Ken Lucas Legacy gift</p> <p>Ken Lucas, previous SLT member has kindly bequeathed SLT a sum of £2000 to be used for an annual award to the author of the best play of the year(whilst monies last) and a small sum towards the play's production and presentation. GC thought this would best be incorporated within Summer shorts.</p>	

8.	<p>Review day/time of GC Meetings</p> <p>A question was posed at the last meeting as to whether a change of day/time would increase attendance. On reflection not many absences have been due to clash with a performance dress rehearsal and on Monday's there's less potential clash with room use. Overall there was a preference to stick to a regular time each month.</p> <p>Action : LF to look at dates already agreed for 2023 to identify any potential already known clashes.</p>	LF
9.	<p>PBT Update - e mail from Charlotte Benstead:</p> <ul style="list-style-type: none"> a. Rusty Beam works have been signed off by Lambeth's listed building officer and we have sent payment. b. With the additional grant received last week from Garfield Weston we now have approx £50 -£60k for the next phase of improvements. This funding for the ground floor only will cover the main doors being made more secure and the exterior being spruced up. We hope to be able to then prioritise clearing the yard, making improvements to the foyer and looking for a temp building/space solution in the yard. We will be looking for a project team to start looking at feasibility in the new year. In the interim I have asked if we conduct a proper room use audit so we know where our pinch points are. c. We had a visit from Meanwhile Space last week who have been tasked with helping underused buildings maximise their hire/use potential. Any recommendations from the group will be made into a formal proposal to be considered by BPT, GC and Members Club. There have been no firm offers but some local charities are interested in a regular hire of the watch room. d. Watch Room - Bex (on behalf of Charlotte) said that the CEO of local charity L'Arche is due to visit again this week. GC views were sought in anticipation that L'Arche wanted to hire the watch room for five staff members. L'Arche has in the past hired our theatre space for their own performances, and are well known to us. After some initial strong objections from GC members, potential agreement was reached on the way forward, acknowledging that funding sources are needed, that the Watch room was the only realistic space available, and many initial objections could be overcome. <p>Should L'Arche wish to hire the Watch Room, GC would like the following in place -</p> <ul style="list-style-type: none"> i. Access to The Watch Room during monthly open evenings and two days open buildings. 	

	<ul style="list-style-type: none"> ii. That some of the monies raised would go to clearing the yard to make way for more temp storage space. iii. Where the Watch Room would have been used for extra rehearsal space/call backs etc (TC mooted there's 10 weeks a year when this is likely) Bex would arrange hiring rooms locally. iv. Aside from potentially building in some under stairs cupboards - there would be no permanent changes to the room. v. Hired use would be during Monday - Friday. vi. Initial trial a 6 month contract <p>It was recognised that hiring out the Watch Room is likely to be a sensitive topic with members and good, timely communication will be needed.</p>	
10.	<p>Bar Committee update</p> <p>There is still work to be undertaken making good the cellar roof - so the bar is not fully restored yet. Plans to develop social events have been hampered by Roisin being unwell. In the meantime things are ticking over and a few more volunteers are coming forward to cover shifts.</p>	
11..	<p>General updates not already covered</p> <ul style="list-style-type: none"> a. Finance: SG on behalf of CS reports that overall our financial position is satisfactory and broadly in line with projections to have £70k. b. Membership: GJ reported that membership is increasing, and new member inductions are picking up. c. House LF on behalf of GM. Roles are filled for November but there are still volunteering opportunities available for Thumbelina. <p>Non- standard show times will now need to be agreed with both : Theatre Committee and Publicity before they can be added to Ticket Source. In addition any matinees will need to be signed off by Teresa Donoghue as they will usually require COMP tickets reserved for the Youth Group.</p> <p>House meeting : reports ongoing problems in managing to shut the second front door. Would like to suggest anyone who opens it also takes responsibility for ensuring it's closed before they leave the building!</p> <ul style="list-style-type: none"> d. Publicity SG has just completed a new publicity guide. Is about to commence work on Posters etc for 2023 season. Christine 	

	<p>Theopholis is helping with events. He's met with TD to align publicity around YT. Also he and Bex are hoping to get a solution that will see the publicity screen replaced. Aim is to reinstate the Gala show next year. TC suggests Railway Children.</p> <p>e. Theatre Committee CB on behalf of TC reported that the 2023 programme is largely in place. Although a potential gap has arisen in May (new Director has pulled out) and there's a few shows where we've been advised to reapply for rights in the New Year.</p> <p>Member Mix: a number of proposals have been made, Closing date is the end of the month. TC will pull a team together to produce Member Mix - to include Hayley and Mark as well as Bar and House team reps.</p> <p>Directors Briefing - is on 29th November 2022.</p> <p>f. GTM/Wardrobe BH reported that there are new regular faces on Sundays. Lights Rig - following difficulties this past week, BH is due to talk to Chas and Sean to ascertain how to avoid a repeat. BH is planning a ' tidy up' in January. Also PAT testing will take place.</p>	
14.	<p>Member Questions Jeanette Hoile said she'd noticed that the last date for the 2023 Christmas production is 21st December. This is very close to Christmas and in her experience could raise a problem for covering FOH, Raffle and Bar roles. TC said it was too late to change 2023 dates, but hoped that as the 2023 Christmas show has a much smaller cast than Thumbelina it wouldn't impact other volunteer roles being covered. Jeanette asked that next year programming for the 2024 season starts with the Christmas show dates and works backwards.</p>	
14.	<p>AOB:</p> <p>a. GC and Bar Comm vacancies Action : SG and AC to work together to advertise vacancies</p> <p>b. Saturday Sewing Bee: Action : BH to flag need to comply with Youth Theatre safeguarding policy and agree arrangements with TD</p>	<p>SG</p> <p>BH</p>
	Next Meeting : Monday 12th December 2022	