

## General Council Minutes

12th December 2022

Meeting held via Zoom due to snowy weather.

Present: Simon Gleisner (SG) Chair; Guy Jones (GJ); Cal Beckett (CB); Lisa Thomas (LT); Barry Heselden (BH); Jo Boniface (JBo); Gareth Milton (GM)  
Chris Stooke (CS); Lorna Felix (LF) Minutes.

	Item	Action
1.	<b>Apologies:</b> None, all present	
2.	<b>Minutes of GC 14th November 2022 :</b> Approved	
3.	<b>Matters Arising/Actions outstanding:</b>  a. Wardrobe: Installation of additional rails. A meeting has been arranged with the Wardrobe team at the beginning of Jan.  b. Date potential clashes - needs further review in particular re date for AGM because provisional date now clashes with Coronation Bank Holiday. Decision to be taken in Jan GC.  c. Joint strategy for advertising volunteering vacancies has been agreed.	
4.	<b>Equity, Diversity and Inclusion (EDI)</b>  SG reported he and Fiona had met with EDI consultant Alex. He will now prepare a Members update which will be circulated together with a revised Member's survey before Christmas. This will enable members to offer feedback on any barriers they experience to volunteering at SLT, and also to offer support to change things.	
5.	<b>SLT Community Performances</b>  GC is committed to offering a number of free tickets to our Summer and Xmas family shows to members of the community who are in the most financial need. To date we have offered a specific Sunday morning performance, but for a number of reasons we'd like to try a different format for Summer 2023, spreading community tickets across all performances (other than Gala night) to see if we can increase take up and to enable seats not used to be re-sold. It will also release an inevitably tired cast and crew from an early Sunday morning start!	
6.	<b>BPT Update</b>  LT reported that there are four more capital projects BPT are raising funds for: emergency lights, electrics in the theatre; damp in the basement and replacing sash windows.	

	<p>BPT have ring fenced money to do up the front of the building and the first quote has been received.</p> <p>LT alerted that SLT needs to be prepared for the overheads to rise over the next year.</p> <p>CS will liaise with Marianne to prepare a new budget, looking at both predicted costs and potential worst case scenario for unplanned costs.</p> <p>Utilities will be a big expenditure. A couple of times recently heaters have been found still on as the building is closed. Not sure if these are subject to timers or require someone to manually turn them off. SG will ask Bex for a briefing re heating across the building and how to keep costs down.</p> <p>There's no update on the potential for L'Arche to rent the Watch Room. If it's going ahead SG wants to let members know asap. He'll follow up with Bex.</p>	<p>CS</p> <p>SG</p> <p>SG</p>
7.	<p><b>Bar Committee Update</b></p> <p>The cellar is in use again, so great to have the glasswasher and ice making back in use. There's still some 'making good' to be done by ASH. But sadly boarding up the struts which weren't boarded before was not included in the specification.</p> <p>Unfortunately getting enough volunteers to cover bar shifts is still tricky.</p>	
8.	<p><b>General updates not already covered</b></p> <p><b>a. Publicity:</b> There will be four brochures next year, the art work for the first tranche of shows has been agreed.</p> <p><b>b. Finance:</b> CS will work with Marianne to produce a consolidated picture of SLT/BPT finances and produce a new budget.</p> <p>There is a need to appoint a bookkeeper separate from Marianne's role as BPT Finance Director. Begbies could do it if necessary but it would be good if a member was able to take it on. It could be a good training role for someone who wants to learn bookkeeping. CS will put together a role description so we can advertise it.</p> <p><b>c. Membership:</b> All going well. GJ has resumed his search for a new membership system; one that will consolidate our various membership databases and hence be easier to manage. SG asked for this to be the major item at the January GC meeting.</p>	<p>CS</p>

	<p><b>d. House</b>  All House volunteer roles for Thumbelina are now covered, although a few volunteers are covering multiple shifts. There was a panic about ice cream temperatures and a batch had to be thrown out. It seems this was likely due to the freezer door being left ajar. When shut the freezer is working properly.</p> <p>GM to report to the January GC meeting about £5 Wednesdays.</p> <p><b>e. Theatre Committee</b>  There is still a gap in May to be filled.</p> <p>Member Mix w/c 12th and 19th Feb is almost filled with a mixture of paid for and free events. Publicity to go out in Jan.</p> <p><b>f. GTM/Wardrobe</b>  BH reported that the July quote for barriers still holds and he's awaiting an invoice.  BH to predict potential spend for 2023 so a budget can be set.  CB to provide BH with dates of 2023 season and directors.</p> <p><b>g. Youth Theatre</b>  CB reported that the two end of year showcases she'd attended were a real delight.</p> <p>There's a parent's eve tomorrow for those whose children are taking part in the next YT show Chaos.</p> <p>Mention was made that we need to review which payroll the Youth Theatre Manager is on. Currently on BPT payroll but rest of YT staff are on SLT.</p>	<p>GM</p> <p>BH CB</p> <p>CS/SG</p>
	<p><b>Next Meeting : Monday 9th January 2023</b></p>	