



Minutes from South London Theatre Executive Committee meeting

23 March 2026

Attendees:

Stephen Hayward (SH), Theatre Director, Chair
Caroline Beckett (CaB), Publicity Team
Chris Bennett (ChB), House Team
Jenny Bennett (JB), Wardrobe Team
Lorna Felix (LF), Youth Team
Guy Jones (GJ), Membership and Brand Team
Alistair Simpson (AS), Backstage & Technical Team
John Winter (JW), Building Team
Sarah Farage (SF), Minutes

1. Welcome & Apologies

Apologies were received from:

Gareth Milton (GM), Commercial Director
Jess Osorio (JO), Theatre Committee/Wardrobe Team

2. Approval of Minutes - 23 February 2026

The minutes were approved as an accurate record of the meeting.

3. Matters Arising

Cast/crew post show questionnaire - SH thanked Committee members for their comments on the survey, and reported that the cast and crew questionnaire was now in use.

Lead technical role - the job description had been discussed and would be advertised shortly along with other new vacancies.

WhatsApp Community - the Front of House and Sewing Bee groups have now been moved into the WhatsApp Community.

Incident forms - SH and BL had discussed the incident forms and agreed to combine them.

DNS Ownership - in GM's absence GJ has contacted the webhost, but has had no response to date.

Come From Away preview - the preview with an invited audience of emergency services workers and local supporters has been confirmed. GJ reported that he has begun to tidy the PR and local schools mailing list data. There is potential for the lists to be reduced and combined which may be cheaper.

Actions

- SH to discuss invite list with the director of Come From Away
- GJ to share mailing list data with Executive Committee members to assist with data cleaning

Yard Soil Bank - the Building Manager had obtained quotes for the de-bulking work.

SignUp - alternatives to SignUp have been identified and three demos arranged.

GDPR - it was noted that there may no longer be a need to remove ex-member details if SignUp was being replaced. The named data controller would be discussed at the next Board meeting.

Actions carried forward:

- GM to prepare budget reports for the teams
- JW to update the risk log (re yard soil bank)

4. Risk Review

There were no new risks or significant changes.

Key person risk - it was noted that box office and other functions are continuing in GM's extended absence. There were delays in setting up the May shows on TicketSource. The directors have now been contacted to confirm details for these shows, and responses were awaited.

It was noted that cast members buying tickets for others needed to be discouraged as often audience members do not know whose name the ticket has been booked in. It also poses a safety risk as the Front of House report does not accurately list those in the building.

Youth Theatre - it was noted that Greg Williams was doing an excellent job as new Youth Theatre Manager and that consequently the risk associated with handover could now be reduced.

Action

- LF to reduce the risk of handover to new Youth Theatre Manager

5. Membership of Executive Committee

SH had asked about the construction of executive committee membership. LF explained that attendance was by function rather than by individual. Each team nominated a representative to attend, and if an alternative team member attends they must be prepared to make decisions and agree expenditure. ChB noted that the principle was that anyone who volunteered in a role at SLT should be represented on the committee.

Whether the committee membership should be more open was discussed and it was suggested that minutes should be published on the website.

Actions

- LF/SF to agree publication of minutes with Trustee Board

- GJ to send SF instructions for uploading minutes.

6. Volunteer Training for Incidents

The Front of House teams are responsible for the welfare and safety of the audience on show nights. Two recent incidents had highlighted the need to refresh training for all volunteers in customer facing roles.

This training should be separate to the front of house refresher and evacuation training planned for 29th of March (which has now been postponed). Front of house teams had been asked to suggest scenarios that could be used in training. A similar form of training had been organised with an external facilitator some years ago and it was agreed that an external facilitator be sought for this training.

Due to the size of the combined Front of House, Raffle and Box Office teams it may not be possible to deliver training to everyone in a single session. It was suggested that it could be compulsory to undertake the training before fulfilling a customer facing role.

Action

- CaB to contact Charlotte Benstead for details of previous training.

7. Volunteer Roles

SH had identified a number of additional volunteer roles that will be advertised, along with the new technical role. It was agreed that these roles need not be subject to election, and if more than one volunteer was forthcoming it may be possible to share roles. There was discussion as to whether there would be benefit in having a “without portfolio” member of the Executive Committee, but this was not thought appropriate.

Action

- SH to arrange advertisement of volunteer roles with the Publicity Team.

8. Commercial & Theatre Reports

The reports from the Commercial and Theatre teams were noted.

CaB noted that there was still a lack of clarity about the publicity budget and how to approve additional expenditure for one off items, such as a new A frame for posters.

Action

- SH to check budget status and confirm to CaB

JW noted that the yard de-bulking work would come from the general maintenance budget. Medium and longer term options for the use of the yard were being developed, but these would require additional funding.

JB reported on the very successful millinery Sewing Bee, and the help provided ahead of the day by a local millener. It was suggested that there may be opportunities to increase wardrobe hires from SLT as alternative sources such as the National Theatre tended to be very expensive.

Action

- JB to share pictures from the millinery Sewing Bee with Publicity Team

The Autumn Winter 2026 season has now been decided and will be launched in April. The Christmas Show remains to be confirmed..

A couple of recent incidents had highlighted the need for the Youth Theatre team to be notified of theatre layout ahead of classes, and for the theatre space to be left in a clean and safe state on Friday evenings, ahead of classes the next day. It was noted that show layouts are now included on the SLT calendar.

9. AOB

Remembering Kay - Kay George's wake will be held at SLT on 2nd April. Donations will be invited, with the amount raised used to fund something in Kay's memory. Ideas of a suitable item or project, connected to backstage or the bar, were invited.

Props - it was noted that the Props Team are not represented on the Executive Committee

Action

- SH to discuss Props Team representation on the Executive Committee with Carole Ironside

WhatsApp - it was agreed that the Summer Shorts WhatsApp groups in the SLT Community should be reviewed.

Action

- GJ to review Shorts WhatsApp groups and delete as necessary.

Storage and Transport of furniture - Storage of furniture remains an issue, and transport has become a problem since the Station to Station Zipvan is no longer available.

CaB noted that two beds (single and double) had been sourced for Wanderlust, and proposed that the existing divan, which is in poor condition, be disposed of to make space to keep at least one of these two beds.

It was suggested that members with large cars might be sought to provide occasional transport.

Variety Show - audition dates for the May Variety Show had not yet been set.

Performance Dates - it was confirmed that *Come From Away* would run for 10 performances from Wednesday 1 July - Saturday 11 July, with a matinee on Sunday 5 July, and no performance on Monday 6 July. The Preview (with invited audience) will be Tuesday 30 June.

Performance dates for *Treasure Island* have not yet been confirmed.

10. Next meeting

Monday 27 April 2026, 20.00, Kit Room, SLT