



## **Minutes of South London Theatre Executive Committee meeting**

**28 April 2025, SLT**

### Attendees:

Gareth Milton (GM) Commercial Director, Chair  
Lorna Felix (LF), Youth Team  
Stephen Hayward (SH), Theatre Committee  
Guy Jones (GJ), Membership and Brand Team  
Alistair Simpson (AS), Backstage & Technical Team  
John Winter (JW), Building Team  
Sarah Farage (SF), Minutes

Bex Law (BL), Building Manager  
Marysia Skwarka (MS), Board Trustee

### **1. Welcome & Apologies**

Apologies were received from Simon Gleisner (SG), Theatre Director, Caroline Beckett (CaB), Publicity, Chris Bennett (ChB) House Team, Jenny Bennett (JB) Wardrobe Team, and Jess Osorio (JO) Wardrobe Team.

### **2. Approval of Minutes - 24th February 2025**

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

### **3. Matters Arising**

The Casting of young people policy has been agreed and published on the website. It can also be included in the Directors pack. The Chaperone and Safeguarding policies have now been reviewed. A new policy on young people working backstage will be developed.

AS has now spoken to Chaz Doyle re the theatre floor.

Directors have been sending reminders to those booking slots, and non attendance at auditions is currently at a manageable level. This will be kept under review. It was suggested that Sign Up could be used to book slots, as this would automate the reminder process.

The use of the Cans on show nights has been under review. It appears that two of the three current handsets are working consistently well, but it is still unclear whether the occasional failures are due to the handsets, the headsets or user error. AS has marked the cans with a unique identifier to help with identification of the misbehaving units.

#### Action

- GM took a task to ask the House Team to take a note of any issues and report the unit with problems.

JW and CaB have discussed the siting of posters and no changes are planned at the moment. The possibility of having flyers available outside the building was thought worth pursuing.

#### 4. Diversity and Inclusion (EDI)

MS spoke about the draft EDI policy, and the plans to demonstrate how the policy is operationalised at SLT. It was noted that the policy was drafted before the governance changes in 2024, and wording may need to be reviewed to ensure it reflects the new structure.

The first stage of the EDI work is a mapping exercise to see what is currently in place. This will help establish where there are significant gaps, and identify what else can be done.

MS has shared with the Executive Committee a [document](#) that lists the core objectives and individual commitments, and asked teams to complete this for their areas. One of the gaps discussed was the non-theatre use of the building, and it was recognised that this needs to be included.

Once the mapping exercise has been completed, a consultation process will take place. This is likely to include a call out to the membership for those interested in being involved in this work, and a workshop. The need to include non-member groups was discussed, and various contacts and community groups that can be used to engage different audiences were identified.

It was felt important that people's lived experience was identified and considered. Also the membership is not an homogenous group and the perspective of audience members is likely to differ from that of members who are more involved in SLT.

It was recognised that it is not always possible to accommodate those who need high levels of support, and that there will be a need to manage expectations.

#### Actions

- All teams to complete [EDI document](#) by next meeting (including adding any missed areas in the Commitments we're missing section)
- BL to send MS list of potential audience groups

#### 5. Risk

GM informed the Executive Committee of the current risk log, and explained that this needed to be expanded to cover all SLT/BPT risks. The Board has responsibility for risk management, but currently does not have full visibility.

Risks are defined as something that can be avoided, whereas issues are things that have already happened, and require resolution. GM shared the [quick guide](#) he has produced to help teams identify risks in their areas that can be actively managed.

It was noted that a number of risks and mitigations have already been identified. Teams are asked to identify all risks in their areas and ensure that these are listed on their report for the next meeting. These can then be compared with the existing risk log, new risks added and duplicates identified.

#### Action

- All Teams to identify and report all risks in their area for next meeting.

## 6. Mini Building Projects

BL presented the Potential Mini Projects Menu, and updated on those projects already given the go ahead by the Board. The menu has been developed by the Building Manager and Building Team, and will be a dynamic document, updated as new projects are identified and existing projects undertaken.

Teams are asked to consider their priorities, and whether there are any projects they feel are missing from the current list.

Those projects agreed so far are:

- Yard – partial de-bulking of soil bank, stabilization of existing retaining wall
- Phase 2 of exterior work , including structural work and windowsills
- Resiting of Refuge point from Green Room to Kit Room
- Foyer - Glass Vestibule

The Vestibule work is important from a security point of view and is being funded from a donation. The first stage will be a requirements gathering exercise, and GM will set up a shared document for teams to add their requirements.

The other potential projects on the menu have not yet been agreed or funding identified. These include fob access to the Watch Room, further work on the Yard to create space, Props Store door move, loft insulation and the bar stairs.

It was noted that work to address the damp in the Bar should be added to the menu and that, left unattended, this issue poses a long term risk to the building.

The need to address props storage has been reinforced by a recent accident resulting in injury to a member due to poor storage of props. As a result of this an action plan has been developed with a number of activities to be undertaken over the next month to reduce the risk of further health and safety incidents. This includes making better use of existing space in other rooms, the introduction of a documented returns system, and a policy for get-outs including having someone familiar with the props areas present at each get out.

It was noted that Directors auditioning/rehearsing in the Fly Loft on Sunday mornings have been reminded that they should allow access to props room unless there are special circumstances, such as intimacy rehearsals.

BL is currently looking at a system to digitise the various forms and checklists used in the building, such as accident forms. This may be of interest to other teams who use checklists and forms.

#### Actions

- GM to circulate [requirements document](#) for Vestibule project

- All teams to consider requirements for Vestibule project and record these on the shared document
- BL to add Bar Damp to potential projects menu

## **7. Theatre and Commercial Reports**

The reports from the Theatre and Commercial Teams were noted.

The proposal for Wardrobe to purchase some Regency costumes was discussed, and no concerns were raised. A process for approval of budgets and spending was in development, but not yet signed off. GM will pursue agreement for the spend in the meantime.

### Action

- GM to agree Wardrobe spend with Chris Stooke.

## **8. AOB**

The Open House day in September will clash with show get out/get in. It was thought that any movement of seats/deck would likely be completed by the time of the first tour. If work was still going on that would make the theatre unsafe for tour groups, the tech gallery could be used to show the theatre space. Alternatively it may be possible to start the get out process earlier than usual, or to hire Pirate Crew to come in and move the seats early on Sunday morning.

It was suggested that a single shared Google document would be preferable to circulating individual team reports. This was agreed.

### Action

- SF to create template for single shared report

## **9. Next meeting**

Monday 26 May, 20.00, Kit Room, SLT