Minutes from South London Theatre Executive Committee meeting

25 May 2026

Attendees:
Stephen Hayward (SH), Theatre Director, Chair
Caroline Beckett (CaB), Publicity Team
Jo Boniface (JoB), Theatre Committee
Lorna Felix (LF), Youth Team
Bex Law (BL), Building Manager
Gareth Milton (GM), Commercial Director
Jess Osorio (JO), Theatre Committee/Wardrobe Team
Alistair Simpson (AS), Backstage & Technical Team
Sarah Farage (SF), Minutes

1. Welcome & Apologies

Apologies were received from
Chris Bennett (ChB), House Team
Jenny Bennett (JeB), Wardrobe Team
Guy Jones (GJ), Membership and Brand Team
John Winters (JW), Building Team

2. Approval of Minutes - 27 April 2026

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

3. Matters Arising

Come From Away preview - it was noted that the director of Come From Away had stepped back, but a new director has been found, and the show is now fully cast. It was not yet confirmed if the preview will go ahead, but if it does, the invite list will include the groups agreed at the last meeting. Front of house team volunteers will be needed if the preview goes ahead.

Budget - access to Xero had been sorted for specific Executive Committee members as discussed. SH and GM would be meeting with Chris Stooke soon to further discuss budgets and access.

Executive Committee Minutes - SF has begun uploading confirmed minutes to the website.

Theatre Etiquette Poster - SH has shared an example with BL who will draft a version for SLT.

Action

- BL to draft theatre etiquette poster.

Props - the proposed work to move the props store door, in memory of Kay George, has been publicised. SH has a meeting set up with Carole Ironside.

Actions
- GM to discuss reconciling of donations via JustGiving with GJ
- GM to clarify process for claiming Gift Aid with Chris Stooke

Yard - the risk relating to the soil bank has been updated following the recent work.

DNS settings - BL has provided details of Charle to the website group. It was noted that the wiki site and photo archive are under separate domains to the SLT website,

Action
- GM to discuss DNS with GJ and approach Charle

Fire Doors - the auto closing mechanism on the foyer door has been replaced. It was noted that sandbags should be used to prop open doors temporarily, rather than door wedges as these damage the seals on the bottom of the doors.

Yard Sale - the Yard Sale has been agreed with Wardrobe and Props teams.

AI Policy - a statement on the use of AI has been drafted and will be discussed at the next meeting.

Stairs and Bar Access project - the Bar Committee has confirmed that it is happy with the proposed work.

Front Windows - the windows have been cleaned.

Shed - it was noted that St Lukes will need to fix a pipe before the shed can be erected. It was also unclear whether the shed would fall under the SLT or BPT budget.

Action
- BL to write to St Lukes regarding the pipe.

Donated artwork - BL will be meeting with Hayley Thomas to agree siting of the donated item.

Actions carried forward:
- GM/BL/ChB/ES to take forward volunteer training and funding
- GJ to review Shorts WhatsApp groups and delete as necessary.
- AS to organise lockable storage for power tools before the Christmas Show

4. Risk Review

Building - the blocked foyer toilet has been added to the risk register. After discussions it had been agreed that My Night With Reg would not include smoking on stage. It was agreed that a policy on smoking on stage should be drafted. A risk assessment will be needed for use of candles in The River.

Actions

- GM to draft smoking on stage policy in line with legal restrictions.
- BL to share risk assessment for The River with AS so it can be used as a template for the future.

Front of House - it was noted that there are consecutive shows with ten performances each (Come from Away and Treasure Island) and that it may be difficult to recruit sufficient volunteers for Box Office, Raffle and Front of House.

Youth Theatre - it was noted that there had been issues in transferring access to the Youth Theatre laptop to the new Youth Theatre Manager.

Actions

- LF to add laptop access to Risk Register.

5. West Norwood Cemetery Open Day (14 June)

It was agreed that SLT should have a stall at the upcoming Cemetery Open Day. JO suggested it might be possible to have a relevant costume display.

Action

- JoB to organise stall.
- JO to alert wardrobe volunteers.

6. Show Expenses & VAT

GM stressed the need for expenses claims to be sent to the SLT-expenses@southlondontheatre.co.uk address to simplify the administration and costs of coding and reconciliation. SH will be trained to process payments as a back up to Lisa Thomas. The website has been updated but there will be legacy forms still in circulation, and the directors handbook will need to be updated.

GM reported that VAT receipts are needed to allow SLT to reclaim VAT. Requirements for receipts to be valid as VAT receipts vary, and a guide will be produced.

It was suggested that using a Google form for expense claims may provide further opportunities for streamlining processes.

Action

- GM to draft guide to VAT receipts.

7. Post Show Survey Responses

JoB summarised the results from the first four shows that the survey has been circulated to. It was noted that directors do not always respond to requests for cast and crew contact details, so in future the programme and member database should be used to identify recipients.

Responses so far have been mainly from cast members, and have generally been very positive. Some specific comments had been received highlighting potential areas of improvement, and some respondents had added their contact details form responses where appropriate.

It was noted that the purpose of the survey was to allow members to feedback and raise issues, rather than to give a statistically significant overview. It was agreed that the survey should also invite those who have made suggestions to become involved in implementing them.

Action

- JoB to add invite to get involved in addressing improvements to the survey.

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8. Commercial & Theatre Reports

The reports from the Commercial and Theatre teams were noted.

Ways to improve the Wifi throughout the building are being investigated, but are likely to need funding. It may be possible to put the Box Office laptop and iZettle on a private network to reduce connectivity and printing issues. Printing via the printer email address may also help.

Guidelines for situations where a child cast member's parents have exceptional childcare needs are being developed and will be added to the website.

Action

- LF/GM to finalise guidelines on exceptional childcare needs and publish.

Issues with audience members arriving late continue. It was suggested that advertising an earlier start (eg 7:45 rather than 8:00) might help, but after discussion this was not felt to be appropriate. It was felt that it would be preferable to set up a relay to the bar so that anyone arriving late could watch from there until the interval. It may also be useful to give a venue open time on publicity.

Action

- CaB to speak to the Bar Committee, and investigate setting up a relay to the bar.

8. AOB

Board Support vacancy - it was noted that LF has stepped down from the Trustee Board support role, and a replacement is being sought. It was suggested that there might be members of the Box Office or Front of House teams with the appropriate skills who may be interested.

Youth Theatre Line Manager Role - LF will step down from the Youth Theatre Manager line manager role in September, and a replacement will be recruited.

Feedback - CaB shared some positive feedback from a Hamlet audience member, who frequently travels a significant distance to attend shows at SLT.

9. Next meeting

Monday 29 June 2026, 20.00, Kit Room, SLT