**Minutes from South London Theatre Executive Committee meeting**

**6 July 2026**

Attendees:
Gareth Milton (GM), Commercial Director, Chair
Caroline Beckett (CaB), Publicity Team
Jenny Bennett (JeB), Wardrobe Team
Jo Boniface (JoB), Theatre Committee
Stephen Hayward (SH), Theatre Director
Guy Jones (GJ), Membership and Brand Team
Bex Law (BL), Building Manager
Ed Smith (ES), Board Trustee
Sarah Farage (SF), Minutes

**1. Welcome & Apologies**

Apologies were received from:
Chris Bennett (ChB), House Team
Lorna Felix (LF), Youth Team
Jess Osorio (JO), Theatre Committee/Wardrobe Team
Alistair Simpson (AS), Backstage & Technical Team
John Winter (JW), Building Team

**2. Approval of Minutes - 25 May 2026**

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

**3. Matters Arising**

*Come From Away* - it was noted that Come From Away had now sold out for the second half of the run.

*Theatre Etiquette Poster* - CaB offered to draft the poster if BL did not have time.

Action
- BL or CaB to draft theatre etiquette poster.

*Budget* - it was noted that Ticketsource offered a Gift Aid option for donations, and that this needed to be included when claiming Gift Aid. It was unclear when Gift Aid had last been claimed.

Action
- GM to check with Chris Stooke when Gift Aid last claimed.

*Risks* - GM had used ChatGP to help draft a legally compliant policy on smoking on stage. The risk assessment for The River had been adapted during the tech week. BL will add some detail into the current risk assessment document which can then be used as a template.

Action

- BL to amend the risk assessment document for use as a template.

*West Norwood Cemetery Open Day (14 June)* - JoB was thanked for organising the stall at the Cemetery Open Day.

*Show Expenses & VAT* - GM had drafted the guide to VAT receipts, which will be published as a PDF.

*Bar relay* - there had been discussions about the potential to provide a show relay to the Bar. There are concerns regarding the advisability of doing this, given the low numbers of latecomers. It was suggested that it would be better to encourage directors to think of places where latecomers could be admitted (if theatre layout permits), and for Front of House and Stage Management to agree if latecomers can be admitted without causing a disturbance. If however a relay was agreed it was likely to use the existing screen setup in the Bar so not incur further costs.

It was agreed that priority should be given to a relay to the Green Room, but this will require better WiFi. ES noted that funding for WiFi improvements was being sought, but was unlikely to be in place until 2027. It was noted that Dean Moore had a contact who had helped improve the WiFi in the Bar.

Action

- GM to reword Box Office/Front of House notes regarding latecomers.

*VolunteerTraining* - the Front of House training has been rearranged and will now take place on 24 August.

Actions carried forward:

- GM to discuss reconciling of donations via JustGiving with GJ.
- GM to discuss DNS with GJ and approach Charle.
- BL to write to St Lukes regarding the pipe.
- GJ to review Shorts WhatsApp groups and delete as necessary.
- AS to organise lockable storage for power tools before the Christmas Show.
- LF to add laptop access to Risk Register.
- JoB to add invite to get involved in addressing improvements to the post show survey.
- LF/GM to finalise guidelines on exceptional childcare needs and publish.

## 4. Risk Review

GM noted that the Bar needed to be added to the risk log now it had been incorporated into SLT. It was noted that a detailed review of risks would take place at the next meeting and teams should review their sections of the risk log in preparation for this.

Action

- All teams to review and update their risks ahead of the next Executive Committee meeting.
- GM to discuss risks with the Bar Committee

## 5. Budget Update

GM gave an overview of the budget for the first six months of the year. It was noted that:

- Some income was yet to be imported (including recent iZettle receipts)
- CaB has view only access to Xero
- Membership has increased, and currently stands at around 450, It was suggested that this may be a result of the policy of increasing the difference between member and non member ticket prices
- 200 club membership is slightly down.
- Ticket sales are slightly down, but July figures are expected to be high due to Come From Away and Treasure Island both having two week runs.
- Performance rights for autumn shows have already been purchased.
- The Youth Theatre salaries budget is not shown correctly.
- The Bar will need to be included in the budget going forward.

Budget review will become a quarterly standing item on the Executive Committee agenda.

Action

- GM to deliver training on Xero as required, and sort CaB access to Xero.
- GM to discuss budget with Bar Committee

**6. AI Statement**

ES thanked Teams for their comments on the initial draft AI statement. It was emphasised that the focus was on the use of AI on stage, rather than AI used to improve administrative processes. In the longer term it was likely that legislation would be introduced, and the need for payment to use AI content required.

Areas that needed to be addressed in the statement included

- Clear statements of principal that
    - Human creative endeavour is at the forefront, but as a volunteer theatre there will be occasions where AI used.
    - SLT will never use AI as an alternative to paying a creative professional.
- Cast consent for images that may be manipulated using AI.

After discussion there was a feeling that declarations should be made where AI is used to create an image (for example by adding a watermark), and that all such images should be carefully checked to ensure quality.

Action

- ES to collect further comments on draft and amend..

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**7. Commercial & Theatre Reports**

The reports from the Commercial and Theatre teams were noted.

It was noted that some hires had requested that their timeslots be extended, but the knock on effects on other hires and rehearsals meant that this was not practical.

**8. AOB**

*Child tickets for family shows* - it had been noted that there was no child rate ticket available. It was agreed that, for family shows, there should be a child rate, in line with the pricing of family tickets. Child tickets would not be available individually, but in combination with an adult ticket (e.g. one adult and one child, one adult and two children).

It was noted that SLT offers companion tickets for those with accessibility problems on request. It was agreed that customers with accessibility problems should be encouraged to email the Box Office so that we can ensure appropriate arrangements are in place (for example space for wheelchair, or companion ticket).

Action

- GM to update ticketsource with adult/child tickets and email address for those with accessibility requirements.

*Locking up* - It was noted that there were again concerns regarding locking up, including ensuring that the bolt was in place, and the fire alarm fully armed. It was reported that rehearsal slots for Shorts had been allocated to ensure that the last slots of the day were allocated to experienced/trained fob holders. In general those who remove the bolt to open the second door, or who temporarily partially disable the fire alarm when necessary, should ensure that they reset the door bolt/alarm, but this should always be double checked by the person locking up.

It was agreed to revisit the idea of having a designated individual to lock up, and also consider post show foyer cover. These are likely to need to be paid roles as they are unlikely to attract volunteers.

Action

- GM/BL to discuss lock up and foyer cover and draft a proposal for the Board.

*Wardrobe* - there are two potential areas of wardrobe expenditure

- Installing rails to replace those on wheels.
- Costumes - as discussed last year there is again an opportunity to purchase some Regency and mid Victorian costumes, which are gaps in the current Wardrobe collection. It was noted costumes may be an area where grant funding may be available.

Action

- JeB to confirm probable costs and discuss with SH

*Communications* - It was noted that there is a need to ensure that all affected teams are made aware of any changes and issues that might affect them, such as changes to shows and cast/crew.

**9. Next meeting**

Monday 27 July 2026, 20.00, Kit Room, SLT