

South London Theatre
General Council Minutes Meeting
 9th April 2024

Present: Simon Gleisner (SG); Gareth Milton (GM) Chair; Guy Jones (GJ); Eddie Coleman(EC); Jo Boniface(JB); Chris Stooke(CS); Hywel Roberts (HR); Lorna Felix (LF)

	Item	Action
1.	Apologies: Barry Heselden(BH); Han Evans (HE).	
2.	Minutes of GC Meeting 11th March 2024: Approved	
3.	<p>Matters Arising:</p> <p>1. Feast : SLT not yet committed to this year's Feast programme. Arrangements have in any event changed with Feast now being exclusively in St Lukes or around the Leisure Centre. If we continue a member has agreed to take on coordination when current show they're involved with has ended.</p>	
4.	<p>Lambeth Levelling Up Grant</p> <p>Huge thanks to Bex Law (BL) and Carole Coyne (CC) who successfully bid for £230k towards building a new single storey extension in the current yard, which will likely offer two further rooms for SLT and Community use. The project will necessitate clearing the mud bank and building a retaining wall which addresses a current major health and safety risk.</p> <p>SLT Neighbours, A Small Studio (Architects) who were very helpful in preparing the bid have been appointed and have begun a feasibility study. The SLT Bid team has held two consultations with members so far. The £230k on its own will not be enough to pay for the full project, SLT has some funds available but will need to raise approx a further £70k. CC is prepared to lead on approaching possible funders. The timeframe for building is pretty tight, Lambeth expects the project to be complete by March 2025. Whilst the news is exciting, GC have not yet had sight of key documents and are keen to have an overall view of costs before we accept the terms of the grant. BL will give view GC only access to the relevant Drive.</p>	

5.	<p>Governance: SG and GM updated the meeting on progress in drafting Articles and Bye Laws for the proposed new structure. Articles can be changed by special resolution; Bye Laws can be changed by Directors and /or by members through a vote.</p> <p>Decision: The Meeting agreed to recommend the proposed changes to the EGM on 11th May.</p> <p>Action: To confirm what represents agreement for a special resolution.</p>	<p>Decision</p> <p>GM</p>
6.	<p>Risk Register (Standing Item)</p> <p>Policy reviews as agreed last meeting are still outstanding i.e.</p> <ul style="list-style-type: none"> i. Code of Conduct, Safeguarding and Chaperoning Policies - LF ii. Feedback and Complaints LF/SG iii. Privacy Policy - GJ iv. Health & Safety - GM? v. Noise Reduction - can be taken off website.- GJ vi. EDI policy draft to be circulated to GC. - LF <p>The Risk Register was reviewed and updated. It was noted that the Risk Register for the potential building project needs to be incorporated.</p>	<p>LF LF/SG GJ GM?</p> <p>GJ LF</p>
7.	<p>General Updates : See separate reports</p> <p>Marketing: It was agreed not to proceed with Lamppost Advertising at this stage. But that may be something to bear in mind for 60th Celebrations in 2027.</p> <p>Drop Box : Agreed to renew for now. The initial intention was that Drop Box would store imagery and overtime would be kept up to date, but that hasn't happened. Intentions now are to transfer everything to the main Drive, and ensure those show photographers who use it have access to the main Drive.</p> <p>Wardrobe: Actions agreed: To explore the cost of registering a business email address on EBay To amend webpage wording</p>	<p>SG GJ</p>

	Regular reminders to casts and directors re wardrobe use To put a request out to members for assistance in taking furs to PETA this Wednesday.	TC HR
8.	AOB: 1. Microwave Purchased with best of intentions and particularly welcomed by hirers, but GC members felt its presence in the foyer is inappropriate.	
9.	Next Meetings : EGM Sat 11th May 18.00 GC Mon 13th May 20.00	

**South London Theatre
General Council Meeting Reports
Monday 8th April 2024**

1. Finance

- a. Annual accounts ongoing. Productions for 2023 have been uploaded to GC shared drive, finance. Other/remaining schedules will be uploaded by Monday evening
- b. Yard project ongoing. Two workshops held, helpful ideas. Meetings with LB Lambeth held, Lambeth have also been to the OFS for a site visit. Architects, Small Studio, engaged for stage 1, feasibility study
- c. Governance project ongoing
- d. Financial position remains sound. Cash in SLT just over £100,000. Ticket sales, ex VAT, for March shows Orca = £3,062, Copenhagen £3,243

2. Theatre Committee

- a. We are finalising the September show - currently have two shows to choose from so checking rights before we make a decision.
- b. There may be a chance in the next week or so we need to find a new director for Gundog.
- c. We have met with Miriam to see if she will help us overhaul our documentation for director, including the handbook, and all the 'how to's' as she sent marvellous documentation for MSND and does that for her day job. She has agreed and we are working on a timeline and next steps.
- d. New submission window will be in May. We would like to write an article about this before we announce to drum up interest and also point people to the websites of where to look for plays.

3. Membership

- a. As @ 28 March, we have the following number of paying subscriptions. Change since last month indicated in brackets:

- b. Total Full Members: 384 (↓ 10)
- c. Paying standard £50 rate: 265 (↔0)
- d. Paying concession £25 rate: 119 (↓ 10)
- e. Supporters: 56, (↑ 2)
- f. Total active subscriptions: 440 (↓ 8)
- g. Plus Honoraries @ 15 = 455

4. House

a. Resources

Still a few of gaps in April, we had to cancel Raffle on 2 April due to a resource issue on the day.

b. Box Office

As a reminder, full details of the Box Office takings are available on this spreadsheet:

https://docs.google.com/spreadsheets/d/1esM5XTdb7avHkCYrJQWKDws-qOV_f4R6qyqTRW-ZJ8/edit#gid=293943378.

Mayfly isn't getting the audience numbers it deserves, but we are still up to £2.5K gross of VAT.

c. Key Risks and Issues

See risk log.

https://docs.google.com/spreadsheets/d/164_Gp9oWchzF8kjk9iN3lxUqpZH8rvRRcRNWPT90qY/edit#gid=0

d. Fire Evacuation Plan

All volunteers are being sent the new [Show Night Evacuation Plan](#) at the start of each week. I need to update the list of trainees.

e. First Aid refresher

Second refresher has now been completed, and was very well received. I will be getting quotes for further accreditation in the middle of the year.

f. Ice Creams

Tub increase to £3.00 has not caused any issues that I'm aware of.

g. Microwave

Following the provision of a microwave for Mayfly, Bex has ordered a microwave for the foyer. I have expressed my concerns about cleaning, and that I don't want it on top of the ice cream freezer (the original suggestion).

5. Marketing

a. March highlights

- i. Very strong sales for Jerusalem
- ii. Open rate and click through rate up for newsletters compared to previous month

b. March challenges

- i. Website traffic down from February

- ii. Low ticket sales for Mayfly (despite excellent feedback)
- c. Opportunities and questions
 - i. We have been offered banner lamppost advertising at a reduced rate. Is this something GC would like to do and if so, is there any budget available for marketing?
- d. Does anyone use the SLT Dropbox account? Costs us £90 per year and is up for renewal soon. We could save money by not renewing.

6. Wardrobe

- **Please could we raise the eBay query again. Jo kindly** set up eBay but it was immediately blocked and cancelled so no progress there and not sure what to do unless one of us uses a personal account which we would prefer not to do.
- We have feedback that our webpage is misleading. They claim that our statement that we offer appointments on Monday/Tuesday suggests we offer BOTH Monday and Tuesday not either/or. Maybe a semantic point about what a forward slash denotes... but we should rephrase.
- Please could a polite reminder go out to directors that if the cast do visit the wardrobe without one of our team to support, could they drop us a line in advance. We can then give directions on where they may find items. Also that we have an expectation that everything is put back where they found it. Crates on shelf, rails behind the red tape in the main room. Anything they are not sure or have forgotten, pop back on the rail labelled Returns.
- Lorraine will be popping up to PETA on Wednesday if there are any volunteers to help?

7. Youth Theatre

- a. Our Youth Theatre Manager has started a period of unpaid leave and is due back at the end of May. During her absence her role is being covered by Greg Williams, with Bex Law covering YT Manager Saturday duties whilst Greg carries out his usual teaching role.