South London Theatre General Council Minutes Meeting

8th July 2024 : Zoom link

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

	Item	Action
1.	Apologies: Barry Heselden (BH); Hywel Roberts (HR); Han Evans (HE).	
2.	Minutes of GC Meeting 10th June 2024: Approved	
3.	 Matters Arising: Policies: Existing policies to be reviewed before AGM. Bullying and Harassment Policy - no offers of existing Theatre based policies offered. Need to devise our own. Website Maintenance: GM and GJ had a meeting with Chapter, initial quote far too high, they're rethinking. But good news is that rectifying any problems that occur because of plug in updates is already covered in the hosting costs. 	ALL
4.	SLT Budget and Forecast CS has circulated papers in advance of the meeting. The income figures are minus VAT. Salary costs only apply to those employed through SLT and don't include any work contracted by BPT. SG & GM felt the show forecast for the 2nd half year was too high. GM didn't recognise the ticket sales figures, which are ex VAT. Budget prediction for Youth Theatre in the second half of the year seems about right. CS explained we need to be at the predicted levels of income to break even so there is a potential that SLT will run at a small loss. It's likely that any overall profit or loss this year will depend upon what is happening within BPT. CS wants to get quarterly figures for BPT and SLT running in parallel. Actions: a.GM to do a comparison of his figures and those in the financial summary. B. TC to review ticket sales prediction and show costs for July-Dec.	GM TC

5. Update on Yard Project and next steps

The meeting acknowledged the news that Lambeth had withdrawn their grant offer because the work could not be completed within the strict time frame required. Membership has been notified.

The feasibility work undertaken by Small Studio has helped identify options for work on the wall which requires essential remedial work. This is being progressed.

Lambeth and AHF have indicated that there may be funding available we can apply for for restoring/developing projects.

Notes from Carole Coyne and Bex Law' meeting identifying potential building projects that might be eligible for funding applications was discussed.

Aside from the Yard Project and Fire Door upgrades both of which need to be done as priority. (with or without additional funding)
The meeting felt the next biggest priority was security and insulation in the foyer.

Action: CS to thank Bex and Carole for their input and to ask them to respond to three risk areas i.e. Fire, Yard and Security.

CS

6. Summer Show Publicity

The Director of the SLT Summer Show has expressed concern about slow ticket sales and is asking for additional support re publicity.

Discussion covered suggestions such as contacting the Sherlock Holmes society (we think LT has done this); the show team creating a trailer; asking YT Manager to circulate information to YT Members. Putting information on West Norwood WhatsApp group.

Actions:

- a. JB to ask show team for content
- b. LF to ask the YT manager to advertise within YT.

JB LF

Going forward It was commented that the poster's dark colours and wording doesn't shout 'family friendly' - there may be some learning there for future advertising materials. Also whether we can look into schools marketing.

7.	Annual Youth Show - staff payment	
	Further to last month's discussion. A full show budget, including staff salary on costs and purchasing items for costumes/set is likely to be in the region of £6k.	
	At the moment that means that the YT show would be running at a loss. GC acknowledged that we need to find a permanent solution. Whilst there is still reluctance to ask parents for additional funding LF was asked to talk with YT Manager to gauge how much additional funds we could raise this way.	
	YT staff being paid to deliver the show has implications for how decisions are made re choice of show and number of tickets available. The YT Manager will have a more central role and it may be appropriate for there to be greater consultation with TC. Ideally shows that involve large casts and are unrestricted on age are likely to bring in larger audiences. For now the focus is on finding funding	
	Action: LF to talk with YT Manager re potential income from additional parent payments	LF
8.	GC Roles pending new structure Whilst the transition to the new structure would benefit from as much continuity as possible, the reality is that that isn't always possible. The GT manager has given notice, and a meeting has taken place to find a new way forward to cover that role. Today in their report to GC, the whole of TC has given notice of standing down in September. They are keen to get next season finalised and to support a period of handover. JB said she may volunteer to keep on some of the admin duties such as managing the rehearsal calendar. SG asked anyone else thinking of standing down to let him know asap.	
	Action: TC to prepare notes of key responsibilities, and then to arrange a meeting with SG in 2-3 weeks to identify a succession plan.	TC/SG
9.	AGM The governance group has a calendar of key dates they are working to. It is no longer a requirement to give 60 days notice. Current focus of work is on getting the Trustee pack ready for circulation.	

7.	Risks Register reviewed and updated. Action: GM to add risks relating to the transition period	GJ
8.	 General Updates TC still pursuing Miriam re practice guidelines. GJ has begun a migration for 200 Club from Love Admin to MemberMojo. 	
9.	Next Meeting : Monday 19th August 2024 - or date circulated by SG	