

**South London Theatre**  
**General Council Minutes Meeting**  
10th June 2024

**Present:** Simon Gleisner (SG); Gareth Milton (GM) Chair; Guy Jones (GJ); Chris Stooke(CS); Hywel Roberts (HR);Barry Heselden(BH); Han Evans (HE); Lorna Felix (LF)

	Item	Action
1.	<b>Apologies:</b> Jo Boniface(JB); Eddie Coleman(EC).	
2.	<b>Minutes of GC Meeting 9th April 2024:</b> Approved	
3.	<b>Matters Arising:</b>  1. Policies : Action to get our policies in shape before AGM.	<b>ALL</b>
4.	<b>EGM outcome and next steps:</b> The proposal for change was accepted by members, work is now focussing on getting the new structure in place in time for AGM on 8th September 2024. The new Board of Trustees ( for both SLT and BPT) will be responsible for strategic oversight through a 5 year plan. The Governance Team is putting together a Trustee Pack and process for Trustee applications, which includes ensuring due diligence. They aim to have this in place by the end of July to enable Trustee applications in August. The day to day work will be managed by an Executive team, all the roles currently within GC will need to be maintained, ideally there will be a strong overlap of personnel as we move to the new structure. SG urged us to stay in our roles if possible, or to be prepared to help with transition. A timetable for AGM notifications is in place and being managed by the Governance team. BPT will need to adopt new articles, either at the same time as the new Board is appointed or shortly afterwards. In any event before their next AGM which has to take place by 14th October.	

<p><b>5.</b></p>	<p><b>BPT update/ Levelling Up Grant</b> See emails CS circulated prior to the meeting.</p> <p><b>Loan repayment</b> A loan from AHF is due for repayment in September 2024. Current balance approx £42,000. 8% interest. There may be a possibility to extend but thoughts are it may be better to repay it as originally planned, and apply for other loans if/when we need them.</p> <p><b>Levelling Up Grant</b> Progress in short is that we are still awaiting a revised agreement from Lambeth. In particular we have yet to agree what's meant by 'spent' and 'finished' in terms of the proposed completion date. The working party to clear the yard did a fantastic job last Saturday. We can now see that the Grade II listed wall is damaged by roots growing through it. John Winters is liaising with our Architects re options for repair.</p>	
<p><b>6.</b></p>	<p><b>Number of Early Bird Tickets</b> In a couple of shows most tickets sold were at early bird rates, prompting a suggestion that we could raise more in ticket sales for popular shows if we limit the number of early bird tickets available for each night.</p> <p>Apparently the mechanics of doing this is not straightforward, because the IT doesn't allow for cumulative sales between both Member and Standard tickets, and to limit sales on each night would involve an SLT member actively watching for the tipping point.</p> <p>Whilst the suggestion is a valid one, GC concluded that we should give the Early Bird ticket system a full year before we review it. Use isn't consistent and we may be able to do more to promote it where shows aren't selling as well. However HR cautioned against increasing the volume of mail messages, evidence shows with each additional email sent, there's a number of unsubscribes.</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>a. GM to provide half yearly stats re Early Bird ticket use for July meeting</li> <li>b. Marketing/Publicity to agree a core message which HR will program in for automated messaging.</li> </ul>	<p><b>GM</b></p> <p><b>HR</b></p>

<p>7.</p>	<p><b>Annual Youth Show</b></p> <p>See paper from LF proposing YT staff are paid for the additional rehearsal time and for chaperoning during show week.</p> <p>Youth Theatre staff are paid employees and so the current expectation that they deliver an annual Youth Theatre show without providing a budget for salary payments is an anomaly and not a sustainable position for SLT as an employer.</p> <p>The principle of YY staff being paid to deliver the show was unanimously recognised; as was the value of having a full scale Youth Show each year. However, there was obviously some concern that staff cost estimates exceed likely ticket sales. So understandably the discussion was about how to fund it. There is a strong commitment to find a way forward by the end of August– before the start of the Autumn YT term and next season’s announcement. At this stage every option is on the table, including the possibility of touting for show sponsors.</p> <p>Action : to establish a full show budget. Chris has agreed to check the budget figures. And then GC can review next steps.</p>	<p><b>LF/CS</b></p>
<p>8.</p>	<p><b>List of SLT Chairs in Foyer</b></p> <p>CS spoke to a proposal from Geoff Lill, that there is a public list of current and past Chairpersons of SLT displayed in the foyer to illustrate the longevity and permanence of SLT. After some discussion on the pros and cons of this suggestion the meeting was unsure about the idea of having a chair roll, although could see the value of having an annually refreshed list of the current SLT Board and those holding key functions, so members could recognise who to contact if they so wished. This suggestion will be deferred to the new Board after September AGM.</p> <p>An allied need however is to make the list of donors permanent (currently displayed near the theatre entrance) and to enable the permanent display to be updated as and when key new donors emerge.</p> <p>Actions:</p> <p>a. Chris will respond to Geoff Lill and thank him for his suggestion.  B. Speak to the Building Manager re permanent location for donor roll.</p>	<p><b>CS CS/SG?</b></p>

9.	<p><b>Risk Register</b> GM led on a review of key risks. The Register was updated.</p> <p>SG commented that the Risk Register now needs expansion to contain all the identified real risks from each aspect of SLT.</p>	
7.	<p><b>General Updates : See separate reports</b> <b>Questions:</b> <b>Member updates:</b> the content is somewhat random at the moment. To get attention we need to be able to easily generate a fun email. It may be possible to get a consultant to advise us. <b>Action:</b> GJ to explore options and obtain a quote from a consultant to assist.</p> <p><b>Open House 15th September :</b>highlighting the date.</p>	GJ
8.	<p><b>AOB:</b></p> <ol style="list-style-type: none"> <li><b>1. Gala Show:</b> SG mentioned it would be good to get back to doing an annual gala show, but it needs a long run in order to ensure that it reaches the right audience and goes well. <b>Action :</b> As part of selecting the next season, TC asked to identify which will be the Gala show, hence enabling a six months preparation.</li> <li><b>2. Bullying and Harassment policy template:</b> If anyone has access to a Bullying and Harassment policy designed for similar theatre type use - please let LF know.</li> <li><b>3. Website Maintenance:</b> The maintenance period with the Chapter who developed our 'new' website has ended and we need someone with a good working knowledge to keep it working. GM and GJ will start exploring possibilities.</li> <li><b>4. August GC meeting:</b> The last ever General Council meeting will take place in August. SG suggests we combine it with drinks. <b>Action: SG</b> will circulate potential dates</li> </ol>	TC    GM/GJ  SG
9.	<b>Next Meeting : Monday 8th July 2024</b>	

