



The Old Courthouse,
Jaycroft Road,
Burnham on Sea,
TA8 1LE

31st May 2023

To: Princess Management Committee Members

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **PRINCESS MANAGEMENT COMMITTEE** to be held on **Tuesday 6th June 2023** in the Council chamber, Old Courthouse, Jaycroft road, TA8 1LE at **7.00 pm** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Building doors will be open at 6:45pm.

A handwritten signature in black ink, appearing to be "K Noble", on a white background.

Katherine Noble
Town Clerk

Please contact the Town Council reception (01278 788088) if you need further information on this agenda.

Members of the Princess Management Committee

Councillor R. Baker
Councillor P. Clayton
Councillor J. Flurry
Councillor R Keen

Councillor S Perry (Chair)
Councillor C. Searing
Councillor B. Vickers
Councillor J. Warren



Public participation

A public participation session will now be held before the meeting starts. Anyone wishing to speak on any matters is encouraged to give notice of the request and subject matter to the Town Clerk no later than midday on the last working day prior to the meeting. Public participation shall be restricted to the public participation session, unless directed otherwise by the Chairman. In accordance with standing orders the public participation time will not exceed 15 minutes in total with no individual speaker exceeding 3 minutes.

Princess Management Committee Meeting Agenda Tuesday 6th June 2023

24.0.M23 Apologies for absence

25.0.M23 To receive any declarations of interest on items included on this agenda

26.0.M23 To appoint a Vice Chair for the ensuing year

27.0.M23 To receive and approve the minutes of the Princess Management Committee meeting held on 11th April 2023

28.0.M23 Matters arising from previous minutes

29.0.M23 To receive the Chair's report

30.0.M23 To receive the Princess update report

31.0.M23 To consider report on the purchase of a haze machine

32.0.M23 To consider report on the purchase of replacement two way radios

33.0.M23 Date of next meeting

To note the date of the next meeting, which is scheduled **1st August 2023 at 7pm**

Minutes Princess Management Committee

Date	11/04/2023
Time	19:00 -
Location	Council Chamber, Old Courthouse, Jaycroft Rd, Burnham-on-Sea, TA8 1LE
Chair	Cllr. Sharon Perry
Attendees	Cllr Roger Keen, Cllr Mike Murphy, Cllr Sharon Perry, Cllr Catherine Searing, Katherine Noble Town Clerk and Cllr James Warren
Absentees	Cllr Ross Baker, Cllr Peter Clayton and Cllr Julie Flurry

00.0 Public Participation

There were 4 members of the public present.

There were no registered speakers, however the Chair agreed to allow a member of the public to speak.

Concerns were raised regarding the evacuation of the Princess in an event of fire and if there was a plan in place and should the audience be advised of this before each performance.

12.0.M23 To receive apologies for non-attendance

Apologies were received from Councillors Flurry and Baker.

13.0.M23 To receive any declarations of interest on items included on this Agenda

There were no declarations of interests.

14.0.M232 To receive and approve the minutes of the Princess Management Committee meeting held on 14th February 2023 (copy enclosed)

The minutes of the previous meeting of the Princess Management Committee, held on 14th February 2023, were presented by the Chair.

Resolved that the minutes be taken as read and signed by the Chair.

15.0.M232 Matters arising from previous minutes

There were no matters arising.

16.0.M232 Chair's report

The Chair had attended a presentation at Sedgemoor District Council on behalf of the volunteers at the Princess Theatre and received a donation of £200. The Chair took the opportunity to thank all the volunteers who give freely of their time, skills and experience to support the Princess Theatre.

The first week of the 75th Highbridge Festival of the Arts was held at the Theatre in March and approximately 1200 people participated in classes or attended the sessions.

The charity screening of Winter on Fire was held on 24th March with approximately 90 in attendance. After the screening the audience had the opportunity to ask the Director questions via a link to LA and there was also a live link to Kviv to speak to the organisers husband.

The volunteers day will be held on 4th June.

A free live screening of the Kings Coronation will be held at the Theatre on 6th May, but tickets must be obtained. A cream tea will be provided free of charge to residents of Burnham-on-Sea and Highbridge.

The Chair gave an update regarding the replacement BDO. Committee Members will be invited to participate in a HR Sub-Committee meeting, once the findings from the staffing review has been received.

17.0.M232 To note the most recent committee income & expenditure reports as at 28 February 2023

There were no queries raised.

The report was noted.

18.0.M23 Princess update report

The report was noted.

19.0.M23 To approve quotation for stage equipment repairs

The circulated report was discussed.

Resolved that the required repairs are undertaken at a cost of £2,155.00 + VAT, to be funded from the stage/lighting budget (4066). The Committee requested a plan for future works, so it can be considered during the budget process.

20.0.M23 Feedback from meeting with users group

A meeting was held with the representatives from different organisations that use the Theatre, which was very interesting and comments were taken onboard. It was agreed to continue to hold meetings.

21.0.M23 The next meeting of this committee will be held on Tuesday 6th June 2023

The next meeting will be held on 6th June 2023 at 7 pm.

22.0.M23 To resolve to exclude members of the press and public as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies (Admission to Meetings) Act 1960

Resolved to exclude members of the press and public as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted Public Bodies (Admission to Meetings) Act 1960.

23.0.M23 To consider renewal of freelance technician contract agreement

Resolved that the Committee approves the renewal of the freelance technicians contract agreement between 1st May 2023 and 31st March 2024, as per the circulated report. An updated agreement, to incorporate agreed changes, is to be prepared by the Town Clerk in consultation with the Committee Chair.

Report on April/May 2023

1. Participation

Group	No. of attendees
Choir	18-24 per week
Bluebirds	12 families per week
Kurling	12 per week
React	24+ per week
Bees	40+ Per fortnight

2. Workshops

Event	Basis of hire	No. of attendees
Making theatre workshop	Hire	Cancelled covid Paying hire rate
Your show your story	Hire	12
Nornen project rehearsal	Hire	24+

3. One-Off events (shows)

Event	Basis of hire	No. of attendees
Tom Petty Tribute	Split 70/30	116
Cinema – Cabaret	In-house	20
Bookfest various	Hire	300+ (Approx based on ticket sales of 362)

4. Future Events

Comedy Network June 2nd - 40 tickets sold
 Carpenters 9th June - 70 Tickets sold
 All Hands! (Nornen Project) - now on pre-sale

5. Volunteer Hours

379.5

6. Building Issues/Maintenance

A report on additional CCTV will be prepared for the next meeting.

The emergency lighting in the building failed and this is being addressed.

7. Other

Natalie Kulchytska got in touch with us to say that thanks to the funding raised as part of the documentary screening she was able to raise the money for an Ambulance. Natalie has sent videos of friends/comrades in Ukraine and pictures of the ambulance thanking us for support.

Report for councillors: **Two way radios**

Issued to: **Princess Management Committee – 6th June
2023**

Purpose of Report

To consider purchasing replacement two-way radios.

Background

Out of the six two-way radios purchased several years ago, only 3 are left working and unfortunately are beyond economical repair.

The radios are essential for communications during productions and also for evacuation procedures and emergencies.

Financial Implications

Different options have been considered and reviewed by the Technician and he feels the Motorola XT185 would be adequate for the theatre's requirements.

Quotations have been received as follows;

Motorola Walkie Talkie XT185 - Six Pack

Quotation A1 - £204.99 + VAT

Quotation A2 - £215 + VAT

Quotation A3 - £218.64 + VAT

Recommendation

The Committee accepts quotation A1 for the purchase of 6 x Motorola Walkie Talkies at a cost of £204.99 + VAT to be taken from the IT budget.

Report for councillors: Haze Machine

**Issued to: Princess Management Committee – 6th June
2023**

Purpose of Report

To consider purchasing a haze machine.

Background

Over the past few years, the haze machine used at the theatre has been on loan from Bravo. Unfortunately, the equipment is no longer available.

The haze machine is used by many productions at the theatre.

Financial Implications

To purchase the haze machine directly from the manufacturer at trade price is £482.39 + VAT includes 4 x 5l of fluid and delivery. This is by far cheaper than purchasing through a retail/online company etc.

Recommendation

That the Committee agrees to purchase a haze machine at a cost of £482.39 + VAT to be taken from the stage sound/lighting budget.