

Minutes of an extraordinary meeting of the Princess Management Committee held on 20th June 2023 in the Council Chamber, The Old Courthouse, Jaycroft Road, Burnham-on-Sea at 7 pm

Present: Councillors S Perry (Chair), P Clayton, R Keen, C Searing, B Vickers, J Warren

In attendance: K Noble, Town Clerk and three members of the public

Public Participation – A member of the public spoke to express concern at any price increases for community groups who use the Theatre. Although the community groups do pay reduced rates, they bring a lot of income to the Theatre and the café. Any price increases would mean some of the groups would have to stop using the Theatre altogether. The community groups provide much needed services to the residents of the town and should not be seen as a burden.

34.0.M23 To receive apologies for absence

Apologies were received from Councillors Baker and Flurry.

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

There were no declarations of interests.

36.0.M23 To receive and approve the minutes of the Princess Management Committee meeting held on 6th June 2023

The minutes of the previous meeting of the Princess Management Committee, held on 6th June 2023, were presented by the Chairman.

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

37.0.M23 Matters arising from previous minutes

There were no matters arising.

38.0.M23 To consider Princess Theatre Review report and recommendations

The Chair explained that the report had initially been requested by the HR Sub Committee following the resignation of the Business Development Officer, in relation to the staffing structure. The consultants spoke with staff, the Princess Management Committee and visited the Theatre.

Signed by Chair.....

Date.....



**Burnham-on-Sea
& Highbridge**
TOWN COUNCIL

The HR Sub Committee had now agreed to appoint an interim manager on a 4 month contract, to start as soon as possible.

The report was reviewed and each of the recommendations considered.

Resolved that the Committee accepts the following recommendations;
(The Committee noted that many of these recommendations would be part of the responsibilities of a Theatre Manager)

- To review community hire charges and renegotiate contracts, in consultation with the community users groups.
- To review commercial hire contracts where possible and renegotiate to reclaim lost expenditure.
- To enhance revenue generation and operational efficiency, with attention to box office fees for hires, early/late get-in fees, marketing contra fees, beyond technical cost contras, customer booking fees, restoration fees and ticket delivery charges.
- To develop marketing and programming strategy to attract a wider audience and increase revenue.
- To review the café/bar contract when the current contract is due to end.
- To consider higher-risk products with lucrative deals
- To explore funding opportunities from Somerset Council and Arts Council England.
- To seek sponsorship/donations/funding raising activities.
- To implement tighter budget control and efficient management accounting practices.
- To ensure more detailed and reliable management data is provided to include regular reporting and transparency on programming, staffing, finance and building maintenance.
- To use KPIs to monitor and manage performance effectively e.g. revenue generation, expense control, audience engagement and attendance etc.

The Princess Management Committee will:

- Champion and communicate the value of the theatre to the Full Council and wider community.

Signed by Chair.....

Date.....



**Burnham-on-Sea
& Highbridge**
TOWN COUNCIL

- Ensure the Committee's Terms of Reference align with the Theatre's objectives and provide a solid foundation for governance.
- Act as a governing body, involving itself in strategic decision making and setting the direction for the Theatre's future.
- In conjunction with the Theatre Manager, revive the Friends of the Princess.
- Familiarise themselves with the Clore Guide.

39.0.M23 Date of next meeting

The next meeting will be held on the 1st August 2023 at 7pm.

Signed by Chair.....

Date.....