

**Minutes of a meeting of the Princess Management Committee held
on 1st August 2023 in the Council Chamber, The Old Courthouse,
Jaycroft Road, Burnham-on-Sea at 7 pm**

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

In attendance: E Dutton, Deputy Town Clerk and two members of the public

Public Participation – A member of the public spoke to ask the Town Council to reconsider allowing posters/leaflets from the public to be displayed in the Princess Theatre poster points. The Chair said this would be looked into.

40.0.M23 Apologies for absence

Apologies received from the Town Clerk and Councillor Baker.

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

There were no declarations of interests.

42.0.M23 To receive and approve the minutes of the Princess Management meeting held on 20th June 2023

The minutes of the previous meeting of the Princess Management Committee, held on 20th June 2023, were presented by the Chair.

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

43.0.M23 Matters arising from previous minutes

There were no matters arising.

44.0.M23 To receive the Chairs report

At the Town Council meeting on 27th June, it was agreed that a working party be set up to research the way that other theatres are managed, owned and funded. The composition of the working group will include councillors from the Princess Management Committee, HR Sub-Committee and the Finance and Resources Committee. The membership of the working group and its scope will be discussed and agreed at the Full Council meeting on 7th August.



The Chair was invited to an interview on BBC Radio Somerset to discuss the forthcoming comedy nights and found it was a useful way to raise the profile of the theatre.

Over the past month, workshops run by the Nornen Project have taken place at the Princess Theatre, featuring integrated British Sign Language, visual storytelling and live music. All Hands! is an original theatre production for the whole community. It is a unique production, telling the story of the Nornen shipwreck.

The production will be taking place Thursday 3rd August – Sunday 6th August at Marine Cove, open to the elements in the same way that the Nornen was in 1897. Tickets can be obtained from the Box Office at the Princess Theatre.

45.0.M23 Theatre update report

The report attached was circulated and noted.

46.0.M23 Feedback from meeting with volunteers

A training session for volunteers was held on 6th July, organised by the Front of House Co-ordinator. The volunteers received training on deaf awareness and a case study review of real-life situations faced by volunteers. Health and safety issues were also addressed, including the use of the lift, advice about sharps, and there was a practice fire drill. There was an opportunity for a discussion with the Chair and other members of the Princess Management Committee on the recommendations of the recent consultants' report.

Such meetings with the volunteers are very valuable to members of the Committee and the Committee will continue to listen to their ideas and concerns.

47.0.M23 Update on Theatre vacancies

The Chair reported that the recent consultants' report recommended that an Interim Manager be appointed to manage the Theatre whilst a recruitment process for the substantive post was underway. Unfortunately, the Council were unable to recruit a suitable person for this position. However, the Council has managed to engage an experienced Theatre Manager, who is able to offer 10 hours per week, principally to programme future events at the Theatre and to undertake other tasks as delegated by the Town Clerk, until such time as the Council have appointed a Theatre Manager.

Interviews have now taken place for the Theatre Manager role. There will be an announcement in due course.



**Burnham-on-Sea
& Highbridge**

TOWN COUNCIL

The closing date for the Marketing and Programming Officer was the 31st July. The Town Council are hoping to hold interviews on Monday 7th August.

It is hoped that the Council will soon have a full complement of staff and the Chair thanked all the Town Council staff who have been covering for the absences of these two crucial roles.

The Chair reported that it is not an easy task to manage such an absence and hopes the staff feel they are doing what they can to resolve the situation as rapidly as possible.

48.0.M23 Date of next meeting

The Chair confirmed the next meeting will be held on the 26th September 2023 at 7pm.