



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

14th November 2023

To: All Members of the Princess Management Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **PRINCESS MANAGEMENT COMMITTEE** to be held on **21st November 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", written 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 Chair. 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

21st November 2023

62.0.M23 Apologies for absence

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

64.0.M23 To receive and approve the minutes of the Princess Management meeting held on 26th September 2023

65.0.M23 Matters arising from previous minutes

66.0.M23 To receive the Chairs report

67.0.M23 To receive the Princess update report

68.0.M23 To receive verbal update on the implementation of the Theatre review recommendations

69.0.M23 To consider budget request for a volunteers thank you event

70.0.M23 To consider funding request from the Bluebirds Theatre Company to continue providing the Thriving Voices and Baby Bluebirds workshops, deferred from last meeting

71.0.M23 To consider amendments to Theatre charges for 2024/25

72.0.M23 Date of next meeting

The next meeting of the Committee is scheduled for 19th December 2023 at 7 pm

73.0.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

74.0.M23 To consider amendments to Cafe lease agreement



**Minutes of a meeting of the Princess Management Committee held
on 26th September 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

In attendance: K Noble (Town Clerk), J Hook (Theatre Manager), Councillor Gudka and three members of the public.

Public Participation: One member of the public spoke stating there were two problems at the theatre which is stopping people attending shows - the kickboards in seating area and the blocking up of the balcony. There is no fire escape for people at the back of the theatre.

49.0.M23 Apologies for absence

Apologies were received from Councillors Baker and Warren.

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

There were no declarations of interests.

51.0.M23 To receive and approve the minutes of the Princess Management meeting held on 1st August 2023

The minutes of the previous meeting of the Princess Management Committee, held on 1st August 2023, were presented by the Chair.

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

52.0.M23 Matters arising from previous minutes

There were no matters arising.

53.0.M23 To receive the Chairs report

The Chair welcomed Julie Hook who had joined the Council as the Theatre Manager. Julie has a wealth of experience in working for Council run theatres and has already started streamlining processes.

Fay Hicks also started last week as the Marketing and Promotions Officer and has begun to raise the profile of the theatre on social media.

A new brochure has been produced and there are a variety of events scheduled up to the end of the year.

Signed by Chair.....

Date.....



54.0.M23 To receive the Princess update report

Comments were made as to whether the old films should be shown in the summer, if at all. Tribute acts should be looked at, as one was cancelled last month due to low ticket sales.

Some queries were answered regarding the upcoming events/shows.

The Chair added that two shows took place at the weekend, the Fleetwood Mac Songbook, which was extremely well attended and there was a late surge in sales for the Patsy Cline show.

55.0.M23 To note the most recent committee income and expenditure report

The report was noted and no concerns raised.

56.0.M23 To receive update on the implementation of the Theatre review recommendations

The first stage has been completed. The Chair thanked the staff for their work during the difficult few months.

Officers will be reviewing the further recommendations and updates will be given at future meetings.

57.0.M23 To consider request from 1st Burnham on Sea Scouts Group for the donation of a raffle prize

There were concerns about public money being spent, as more requests could be received.

Resolved that the Committee does support the Sea Scouts Group, but do not feel it possible to donate a prize. Councillors will donate prizes personally.

58.0.M23 To consider funding request from the Bluebirds Theatre Company to continue providing the Thriving Voices and Baby Bluebirds workshops

The Chair provided an overview of the request and some background information.

A lengthy discussion took place and some concerns were raised regarding allocating all the budget to one group.

It was agreed the item should be deferred until the next meeting so further information relating to the service provided at the Theatre can be obtained.

59.0.M23 To consider options for Café lease which expires in May 2024

Three options were considered. Several comments were made in favour of extending the lease including, the first year Hellends Kitchen took over



was affected by covid, the Café area has been refurbished, the service provided is very professional and good quality food and drink are served.

The Theatre Manager stated that she had undertaken an extensive study into running a bar in house in a similar size venue and it was not viable due to staffing costs and would also be very difficult to manage.

The Clerk confirmed legal advice would be sought to confirm if the lease is extended or a new 1 year lease has to be produced.

Resolved that Hellends Kitchens lease is extended for 1 year, subject to amendments to the terms being agreed, inline with the review recommendations, which is delegated to the Town Clerk in consultation with the Theatre Manager and Committee to approve.

60.0.M23 To consider accepting Tesco's offer for a defibrillator to be donated to be installed on the Princess Theatre building

All Councillors felt this was an essential piece of equipment for the town.

Resolved that the Committee gratefully accepts the donated defibrillator. Any additional costs required for the installation are to be met from the Princess maintenance budget. Ongoing costs to be referred to the Finance and Resources Committee to allocate.

61.0.M23 Date of next meeting

The next meeting of the Committee is scheduled for 21st November 2023 at 7 pm.

Princess Management Committee – Tuesday 21st November 2023

This report shows the activity at The Princess Theatre and Arts Centre from 26th September to 14th November 2023

Participation Groups	Number of attendees
Unroyal Choir	88
Kurling	78
Open Art Studio	73

Shows since 26 th September to 14 th November 2023		
Event	Type of hire	Number of Attendees
Fleetwood Mac Songbook	Hire	162
Patsy Cline & Friends	Hire	75
Film Fiver Club The 39 Steps	In house	2
Wind in the Willows	Hire	255
The Invisible Man	70/30 split	60
Ballet Theatre Wizard of Oz	70/30 split	59
The Haunting	75/25 split	78
The Lightbulb Princess	Guarantee Fee	28
The New Jersey Boys	75/25	147
Sister Act	Hire	789

Regular hirers of The Princess Theatre and Arts Centre
Rock Choir
Burnham Excellent Entertainers
React
Burnham & District Panto

Future Events 2023	Tickets sold to date
November	
Burnham Area Flower Club	94
Rave on	153
Evening Without Kate Bush	75
Comedy Network	36
The Greatest Magician	29
November to December	
Cinderella	553
December	
Take A Chance on Us Abba Tribute	167

Future Events 2024	
January	
Mother Goose	Show on sale
February	Show on sale
Voodoo Room	Show on sale
Carpenters Experience	Show on sale
March	Show on sale
Unravelling Willburys	Show on sale
Into the Woods	Show on sale
Hansel & Gretel	Show on sale
April	Show on sale
Tina Turner Experience	Show on sale
Post Office Scandal	Show on sale
More shows are in the planning stage for the 2024 seasons	

Ticket Sales Comparison		
	Tickets purchased	Revenue
26 th September 2022 to 14 th November 2022	1160	£13,502.50
26 th September 2023 to 14 th November 2023	1757	£26,889.90

Report for councillors: Volunteers Thank You Event

Issued to: Princess Management Committee – 21st November 2023

Purpose of Report

To consider budget request for a volunteer thank you event.

Background

As you are aware, the volunteers are fundamental to the running of the Theatre and shows could not take place without their help. There are currently 30 registered volunteers.

The volunteers undertake various duties at the theatre including; manning the box office between 9.30am-3pm Monday-Friday, greeting customers and visitors, selling tickets in person and on the telephone, ushering at shows, selling ice creams and programmes and some day to day maintenance etc. Just from 1st October to 12th November 2023, 363.75 volunteers hours were given to the services at the Theatre.

There have been a lot of changes at the Theatre over the past year and the volunteers have not always had the support they needed. The volunteers are always willing to help with new challenges and were an essential part of the team for The All Hands show in Marine Gardens.

To thank the volunteers, who give freely of their time, skills and experience to support the Princess Theatre, an afternoon event is being arranged for the volunteers on 5th December. Hellends Kitchen have kindly agreed to provide the food at a reduced cost. A raffle will be held with prizes donated by staff and councillors.

Financial Implications

Earlier this year, Sedgemoor District Council gave £200 to the Town Council to be used for the Princess Theatre volunteers. This money is going to be used towards the costs of the event which includes a light buffet and entertainment.

The Committee are asked to contribute an additional £60 towards this important thank you event, that can be taken from an underspend in the backstage expenses budget.

Recommendation

That the Princess Management Committee allocates £60 towards the volunteers thank you event in December, to be allocated from the backstage expenses budget.



Price List 1st April 2024 to 31st March 2025

Community Hire

Main Hall	Per hour	£25.00
Pizey Room	Per hour	£23.50
Mendip Room	Per hour	£16.00
Quantock Room	Per hour	£11.00
Theatre Hire with use of stage, Mendip and Quantock dressing rooms, theatre technician. (front of house staff and volunteers will be included for show performance times)	Per hour	£58.50
7 day Theatre Hire with use of stage, Mendip and Quantock dressing rooms. (front of house staff and volunteers will be included for show performance times). Please note there will be an additional charge for technician when the stage/tech equipment in use.	Per 7 days	£1,720.00
Technician/Duty Officer	Per hour	£27.00
Technician (after midnight)	Per hour	£34.50

Electric Piano Hire	Per day	£18.00
Flip Chart	Per day	£11.50
Smoke Machine	Per day	£13.50
Haze Machine	Per day	£13.50
Projector (installed main hall – Theatre)	Per day	£26.00
Projector (portable)	Per day	£12.50
Wireless Microphones	Per day	£48.00
Additional Cleaning	Per hour	£16.00

The above prices include VAT

Price list 1st April 2024 to 31st March 2025

Standard/Corporate Hire			
		Monday to Thursday	Friday, Saturday and Sunday
Main Hall	Per hour	£43.00	£49.00
Pizey Room	Per hour	£30.50	£30.50
Mendip Room	Per hour	£23.50	£23.50
Quantock Room	Per hour	£18.50	£18.50
Theatre Hire <i>with use of stage, Mendip and Quantock dressing rooms, theatre technician. (front of house staff and volunteers will be included for show performance times)</i>	Per hour	£74.00	£78.00
7 day Theatre Hire <i>with use of stage, Mendip and Quantock dressing rooms. (front of house staff and volunteers will be included for show performance times). Please note there will be an additional charge for technician when the stage/tech equipment in use.</i>	Per 7 days	£1,970.00	
Technician/Duty Manager	Per hour	£27.00	
Technician (after midnight)	Per hour	£34.50	

Electric Piano Hire	Per day	£18.00
Flip Chart	Per day	£11.50
Smoke Machine	Per day	£13.50
Haze Machine	Per day	£13.50
Projector <i>(installed main hall – Theatre)</i>	Per day	£26.00
Projector <i>(portable)</i>	Per day	£12.50
Wireless Microphones	Per day	£48.00
Additional Cleaning	Per day	£16.00

The above prices include VAT