



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

13th December 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 **19th December 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 rectangular 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

19th December 2023

75.0.M23 Apologies for absence

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

77.0.M23 To receive and approve the minutes of the Princess Management meeting held on 21st November 2023

78.0.M23 Matters arising from previous minutes

79.0.M23 To receive the Chairs report

80.0.M23 To receive the Princess update report

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

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

83.0.M23 To consider amendments to community users Theatre charges for 2024/25, as deferred from the last meeting

84.0.M23 To consider the draft committee budget for a recommendation to the Finance and Resources Committee

85.0.M23 Date of next meeting

The next meeting of the Committee is scheduled for 16th January 2024 at 7 pm.



Minutes of a meeting of the Princess Management Committee held on 21st November 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 Millard, Councillor Elrick and two members of the public.

Public Participation:

A member of the public spoke regarding the history leaflets being removed from the leaflet stand.

62.0.M23 Apologies for absence

Apologies were received from Councillors Baker and Warren.

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

There were no declarations of interests.

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

The minutes of the previous meeting of the Princess Management Committee, held on 26th September 2023, were presented by the Chair.

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

65.0.M23 Matters arising from previous minutes

The Theatre Manager is investigating if the kickboards can be removed from the seating and will report back to the Committee in due course.

The defibrillator, donated by Tesco's, will be installed in early December.

66.0.M23 To receive the Chairs report

There has been a successful and positive impact at the Princess since the Theatre Manager and Marketing and Programming Officer have been in post. There is a noticeable increase in visibility on social media.

67.0.M23 To receive the Princess update report

The Theatre Manager gave an overview of the circulated report. There had been four sell-out shows. There are still a lot of participation and community groups using the Theatre.

Signed by Chair.....

date.....



A query was raised regarding the reason for the increase in revenue this year compared to last year and this will be looked into further. There was still an effect on attendance last year due to covid.

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

The Chair confirmed that work is ongoing on many of the elements. The consideration of hire charges will be undertaken later in the meeting as well as the review of the Café lease.

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

Councillors agreed that the outstanding work undertaken by the volunteers should be recognised.

Resolved that the Committee allocate £60 towards the volunteers thank you event from the backstage expenses budget.

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

Further information provided by the Bluebirds Theatre Company had been circulated to members. A discussion regarding the proposal and possible options were considered.

Resolved that the Committee will fund 10 weeks of the Thriving Voices and Baby Bluebirds sessions at a cost of £2,000, to be taken from the participation budget. Progress of the sessions are to be monitored.

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

The Theatre Manager gave an overview and explained why the changes were being proposed. A lengthy discussion took place as some concerns were raised regarding the community hire charges being too high and preventing community groups using the facility.

Resolved that the community hire charges are deferred until the next meeting and Councillors Vickers and Clayton and staff undertake a review of the charges.

Resolved that the corporate hire charges for 2024/25, as attached, are approved.

72.0.M23 Date of next meeting

The next meeting is scheduled for 19th December 2023 at 7pm.

73.0.M23 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



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

74.0.M23 To consider amendments to Cafe lease agreement

Resolved that the proposal is approved and the lease be amended accordingly.

Signed by Chair.....

date.....

Princess Management Committee – Tuesday 19th December 2023

This report shows the activity at The Princess Theatre and Arts Centre from 15th November 2023 to 11th December 2023

Participation Groups	Number of attendees
Unroyal Choir	74
Kurling	54
Open Art Studio	31

Shows since 15 th November 2023 to 11 th December 2023		
Event	Type of hire	Number of Attendees
Burnham & District Flower Club	Hire	96
Rave on	Hire	160
An Evening without Kate Bush	80/20	88
The Greatest Magician	80/20	64
Cinderella	Hire	730
Take a Chance on Us (Abba)	Hire	192

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

Future Events 2024	Tickets sold to date
January	
Mother Goose	324
February	
Comedy Network	Show on sale
Voodoo Room	Show on sale
Carpenters Experience	Show on sale
March	
Comedy Network	Show on sale
Unravelling Willburys	Show on sale
Into the Woods	Show on sale
Hansel & Gretel	Show on sale
April	
Comedy Network	Show on sale
Classic Rock American Highway	Show on sale
Tina Turner Experience	Show on sale
May	
Johnny Cash Tribute	

Richard Lennox My Kind of Music	Show on sale
Post Office Scandal	Show on sale
Comedy Network	Show on sale
More shows are in the planning stage for the 2024 seasons	

Ticket Sales Comparison		
	Tickets purchased	Revenue
15 th November 2022 to 11 th December 2022	1096	£15,050.00
15 th November 2023 to 11 th December 2023	1278	£19,645.00

12:52

Detailed Income & Expenditure by Budget Heading 13/12/2023

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
600 Princess								
1600 Storage Hire	1,630	1,630	3,200	1,570			50.9%	
1605 Lettings	13,749	22,910	25,000	2,090			91.6%	
1615 Café Rent	570	4,560	6,600	2,040			69.1%	
1620 Technician	935	1,155	8,000	6,845			14.4%	
1625 PT Merchandise	869	1,774	3,000	1,226			59.1%	
1630 Donations Received	95	618	0	(618)			0.0%	
1640 Box Office - Card Sales	989	2,664	1,800	(864)			148.0%	
1645 Box Office Revenue	7,539	8,453	7,500	(953)			112.7%	
1646 Film income	(376)	198	0	(198)			0.0%	
1650 Memberships	30	600	2,000	1,400			30.0%	
1655 Participation PT	831	6,646	7,500	854			88.6%	
1660 Art Sales	133	1,348	400	(948)			337.1%	
1665 Stage Sound/Lighting	80	101	50	(51)			202.0%	
1670 PV Cells	0	116	3,500	3,384			3.3%	
Princess :- Income	27,075	52,775	68,550	15,775			77.0%	0
4000 Salaries & Wages	8,970	40,999	81,998	40,999		40,999	50.0%	
4005 Employers Nat Insurance	924	2,900	8,349	5,449		5,449	34.7%	
4010 Employers S\Annuation	1,437	6,787	18,286	11,499		11,499	37.1%	
4040 FOH/Duty Management	0	0	14,650	14,650		14,650	0.0%	
4060 Training	0	1,114	1,500	386		386	74.3%	
4065 Travel & Subsistence	0	24	500	476		476	4.9%	
4070 Office/IT Equip & Furniture	559	781	5,000	4,219		4,219	15.6%	
4075 Miscellaneous Expenditure	(438)	0	500	500		500	0.0%	
4080 Telephone & Broadband	1,074	1,074	2,000	926		926	53.7%	
4100 Insurance	0	4,527	6,500	1,973		1,973	69.6%	
4350 Business Rates	798	6,284	9,000	2,716		2,716	69.8%	
4355 Utilities	1,854	19,871	26,000	6,129		6,129	76.4%	9,700
4375 Cleaning	870	4,975	8,500	3,525		3,525	58.5%	
4380 Security & Alarms	0	553	1,500	947		947	36.9%	
4385 Maintenance	398	5,622	10,000	4,378		4,378	56.2%	
4390 H&S/Fire/Inspections	0	1,218	1,000	(218)		(218)	121.8%	
4635 Waste Collection	237	1,843	3,000	1,157		1,157	61.4%	
4700 Technician Cost	1,697	10,808	17,000	6,192		6,192	63.6%	
4701 Show costs	20,647	28,704	0	(28,704)		(28,704)	0.0%	
4702 Film costs	300	414	0	(414)		(414)	0.0%	300
4705 Advertising & Marketing	161	3,549	6,000	2,451		2,451	59.2%	
4710 Licences (exp)	673	3,516	800	(2,716)		(2,716)	439.5%	
4715 Card Payment Fees	897	5,539	3,000	(2,539)		(2,539)	184.6%	
4720 Box Office Charges	222	222	0	(222)		(222)	0.0%	

Detailed Income & Expenditure by Budget Heading 13/12/2023

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4725 Technical Theatre	42	1,120	4,000	2,880		2,880	28.0%	
4730 Backstage Expenses	225	225	500	275		275	45.0%	
4735 Art Sales Expenditure	34	707	100	(607)		(607)	706.8%	
4740 PTAC Merchandise	981	1,110	1,320	210		210	84.1%	
4745 Participation Freelance	1,254	2,539	3,000	461		461	84.6%	1,285
4750 Footfall Monitors	0	10	100	90		90	10.2%	
4765 Match Funding	0	0	5,000	5,000		5,000	0.0%	
Princess :- Indirect Expenditure	43,815	157,037	239,103	82,066	0	82,066	65.7%	11,285
Net Income over Expenditure	(16,741)	(104,261)	(170,553)	(66,292)				
6000 plus Transfer from EMR	300	11,285						
Movement to/(from) Gen Reserve	(16,441)	(92,976)						
Grand Totals:- Income	27,075	52,775	68,550	15,775			77.0%	
Expenditure	43,815	157,037	239,103	82,066	0	82,066	65.7%	
Net Income over Expenditure	(16,741)	(104,261)	(170,553)	(66,292)				
plus Transfer from EMR	300	11,285						
Movement to/(from) Gen Reserve	(16,441)	(92,976)						

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

	2022/23		2023/24			2024/25	NOTES
	Budget	Actual	Budget	to end Sept	Est Y End	Budget	
INCOME							
PRINCESS							
STORAGE HIRE	1,590	2,907	3,200	1,630	3,000	3,300	Invoiced in November for half year.
LETTINGS	14,000	21,813	25,000	9,161	30,000	33,000	
PERFORMING RIGHTS	1,600	1,755	-	-	-	-	We are an undisclosed agent therefore this is not income, we take no profit from this. Not included as a nominal 23/24
CAFE RENT	5,400	5,950	6,600	3,420	6,600	6,800	Change Code name to RENT/COMMISSION
TECHNICIAN	3,500	300	8,000	221	-	-	Delete, this is included in the show income
PT MERCHANDISE	1,600	4,445	3,000	671	900	3,600	
DONATIONS	1,500	754	-	446	460	-	
INSURANCE CLAIMS	-	13,600	-	-	-	-	Delete
GRANTS OTHER	10,000	1,000	-	-	-	-	
REFRESHMENTS	-	900	-	-	-	-	Delete
BOX OFFICE - CARD SALES	5,600	5,009	1,800	1,675	3,350		Delete, this is included in the Show Income
BOX OFFICE REVENUE	7,500	33,604	7,500	8,144	11,300	13,500	rename to SHOW INCOME
FILM INCOME	-	-	-	100	100	-	
MEMBERSHIPS	1,200	465	2,000	540	540	300	
PARTICIPATION PT	3,500	10,094	7,500	5,083	7,500	7,500	
ART SALES	300	206	400	992	1,984	200	Only a small commission of this money is TC income - most is paid back to artist.
STAGE SOUND/LIGHTING	50	20	50	-	50	-	Delete
PV CELLS	3,500	3,031	3,500	116	1,500	3,500	Replacement PVC cells only installed in Sept 2023
ADVERTISING						200	New
TOTALS	60,840	105,853	68,550	32,199	67,284	71,900	
	2022/2023		2023/2024			2024/25	NOTES
	Budget	Actual	Budget	to end Sept	Est Y End	Budget	
EXPENDITURE							
SALARIES & WAGES	60,525	70,638	81,998	24,368	69,874	97,317	
EMPLOYERS NAT INSURANCE	4,700	5,890	8,349	1,233	3,494	4,755	% of wage increase + 3%
EMPLOYERS S\ANNUATION	10,650	12,172	18,286	4,292	13,104	14,275	% of wage increase + 3%
TRAVEL & SUBSISTENCE	-	129	500	24	48	150	
BUSINESS RATES	9,000	7,088	9,000	4,688	9,376	9,000	
UTILITIES	16,550	16,545	26,000	13,780	27,000	26,500	Contract up for renewal again next year
CLEANING etc	3,400	2,861	8,500	4,105	8,210	9,000	A new contractor was appointed in September
OFFICE/IT EQUIPMENT & FURNITU	1,500	2,536	5,000	222	444	3,200	
MISCELLANEOUS EXPENDITURE	500	4,882	500	-	-	-	Delete
TELEPHONE & BROADBAND	2,000	755	2,000	850	1,800	1,900	
STATIONERY	-	200				-	Delete, items come under 4070
INSURANCE	4,400	3,485	6,500	4,527	4,527	5,000	
TECHNICIAN COST	3,500	8,943	17,000	7,785	17,000	17,500	
SHOW COSTS	-	4,265	-	9,422	12,500	13,500	Inc PRS & CC

FILM COSTS	-	-	-	114	114	-	Due to poor attendance, the film showings are on hold
ADVERTISING & MARKETING	5,500	6,566	6,000	3,250	6,000	7,000	
SECURITY & ALARMS	1,500	2,369	1,500	553	1,800	2,000	
MAINTENANCE	7,000	8,543	10,000	4,500	9,500	13,000	Additional £3,000 to start putting aside for boiler replacement
WASTE COLLECTION	2,500	4,024	3,000	1,014	3,000	3,000	
H&S/FIRE/INSPECTIONS	500	942	1,000	1,218	1,500	1,500	
OTHER PROF FEES	-	7,846				-	Delete
LICENCES	1,600	3,197	800	2,843	3,500	1,500	
CARD PAYMENT FEES	2,000	2,258	3,000	4,642	8,000	7,500	
BOX OFFICE CHARGES	6,720	7,244					Council is an undisclosed agent for booking fee
TECHNICAL THEATRE	2,000	3,063	4,000	1,078	4,000	3,500	
BACKSTAGE EXPENSES	-	39	500	-	500	500	
ART SALES EXPENDITURE	100	102	100	551	600	100	Contra
PTAC MERCHANDISE	960	1,778	1,320	533	1,000	3,000	
PARTICIPATION FREELANCE	1,350	4,546	3,000	1,285	2,800	3,000	
FOOTFALL MONITORS	100	102	100	10	-	-	Not useful
GRANT EXPENDITURE	-	41,781	-	-	3,273	-	
TRAINING	-	-	1,500	1,020	1,400	1,500	
FOH/DUTY MANAGEMENT	-	-	14,650	-	-	-	
MATCH FUNDING	-	-	5,000	-	5,000	-	Monies to be earmarked
TOTALS	148,555	234,789	239,103	97,907	219,364	249,197	

BUDGET	2023/24	2024/25
	£	£
INCOME	68,550	71,900
EXPENDITURE	239,103	249,197
DIFFERENCE	170,553	177,297