

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.



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.



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 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 | £74.00 | £78.00 |
| 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 | £1,970.00 | |
| Technician/Duty Manager | Per hour | £27.00 | |
| Technician (after midnight) | Per hour | £34.50 | |

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| 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 day | £16.00 |
| Store 1 | Per annum | £1,638 |
| Store 2 | Per annum | £2,472 |

The above prices include VAT