



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

1st February 2024

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 **8th February 2024** 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 over a light blue horizontal line.

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

8th February 2024

86.0.M24 Apologies for absence

87.0.M24 To receive any declarations of interest on items included on this agenda

88.0.M24 To receive and approve the minutes of the Princess Management meeting held on 19th December 2023

89.0.M24 Matters arising from previous minutes

90.0.M24 To receive the Princess update report

91.0.M24 To note the most recent committee income and expenditure report

92.0.M24 To receive update on the implementation of the Theatre review recommendations

93.0.M24 To receive update regarding Café lease

94.0.M24 Date of next meeting

The next meeting of the Committee is scheduled for 12th March 2024 at 7 pm.

Minutes of a meeting of the Princess Management Committee held on 19th December 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, C. Searing, B. Vickers, J. Warren

In attendance: K Noble (Town Clerk), J Hook (Theatre Manager) and 5 members of the public

Public Participation: One member of the public stated that a friend who wanted to attend the free Carnival Queen selection event, was asked to pay a fee on the door.

Another member of the public raised concerns about fire safety and issues with the seating due to the kickboards reducing the leg room.

75.0.M23 Apologies for absence

Apologies were received from Councillor Keen.

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

There were no declarations of interests.

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

The minutes of the previous meeting of the Princess Management Committee, held on 21st November 2023, were presented by the Chair.

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

78.0.M23 Matters arising from previous minutes

The Theatre Manager gave a further update regarding the kickboards and confirmed work is being undertaken on options for covering the seating area when not in use.

The defibrillator has been installed and thanks were given to Tesco's.

79.0.M23 To receive the Chairs report

The Chair had attended one of the Cinderella shows. With approximately 50 young people on the stage their enjoyment was shared by all. Over 700 had attended the show performances.

A thank you party organised for the volunteers, which was funded by the Town Council and a grant from Sedgemoor District Council, was enjoyed by all. Staff were thanked for organising the event and councillors and staff were thanked for donating the raffle prizes.



80.0.M23 To receive the Princess update report

The Theatre Manager gave an overview of the circulated report.

The Cinderella production was a huge success and the children who took part were thrilled and proud to be on a professional stage.

Three more shows for next year have been confirmed today.

Tickets sales have increased for the same period last year.

It was noted that the Comedy Network had been missed off the report, but it was stated it had been well attended with nearly 60 people purchasing tickets. The later start time will hopefully encourage more attendees.

'A panto in a week' is taking place at the Theatre and the performance to participants relatives etc is taking place on Thursday.

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

The Theatre Manager explained the change to the income and expenditure reporting and the differences between the three different show options. Monies are held in a control accounts until the show has taken place and then the funds are allocated to the nominal codes, which reflect the actual amounts.

A question regarding the technical income was raised and it was confirmed the monies are included in the box office revenue.

The pv cells were only fitted in September, so unlikely to achieve the anticipated income for this year.

Other questions raised were answered.

The report was noted.

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

Since the Theatre Manager and Marketing and Programming Officer have been at the Theatre, a lot of work has been undertaken to streamline processes. Recommendations from the review are being progressed and implemented including that of the staffing structure, a review of the contracts and improvements to marketing and programming, and this will continue. The Café lease has been reviewed and extended for 1 year with amended terms and the contract is to be finalised.

The Theatre Manager and Responsible Finance Officer have undertaken a lot of work on the accounts.

A full update will be given in due course.



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

Councillors Vickers confirmed a meeting had taken place and at this stage no further changes were proposed. This could be reviewed again in the future.

Resolved that the community users charges, as attached, are approved.

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

An amendment was made to the six-month figures for the art sales/participation, due to re-coding.

As agreed at the Human Resources Sub-Committee, in consultation with the Princess Management Committee and then approved by the Finance and Resources Committee, the vacant Front of House position has been removed from the staffing structure and the budget line has been removed. The Committees also agreed for Casual Duty Officers to be appointed to help during busy periods.

A Councillor stated that the budget showed progress and a step in the right direction.

Queries raised were answered by the Theatre Manager.

It was also confirmed that a marketing campaign promoting the rooms for hire will be undertaken in due course.

Resolved that the Committee submits the budget request for £177,297 (£71,900 income, expenditure £249,197) to the Finance & Resources Committee.

85.0.M23 Date of next meeting

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

Princess Management Committee – Tuesday 8th February 2024

This report shows the activity at The Princess Theatre and Arts Centre from 12th December 2023 to 31st January 2024

Participation Groups	Number of attendees
Unroyal Choir	52
Kurling	46
Open Art Studio	63
<i>from 1st January 2023 to 31st December 2023 a total of 1,606 patrons attended our participation sessions.</i>	

Shows 12 th December 2023 to 30 th January 2024		
Event	Type of hire	Number of Attendees
Mother Goose	Hire	765

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
February	
Comedy Network	46
Voodoo Room	148
Carpenters Experience	70
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	
Richard Lennox My Kind of Music	Show on sale
Post Office Scandal	Show on sale
Horror Writing Workshop with Polly Hall	Show on sale
Book Talk: Becoming Liz Taylor	Show on sale
Comedy Network	Show on sale
High Jinx Magic Show	Show on sale

June	
Simon Goodall and The Bourne Again Shaddows	Show on sale
Comedy Network	Show on sale
Club 80's	Show on sale
Creedence Clearwater Review	Show on sale
More shows are in the planning stage for the 2024 seasons	

Ticket Sales Comparison		
	Tickets purchased	Revenue
12 th December 2022 to 30 th January 2023	931	£12,587.00
12 th December 2023 to 30 th January 2024	1035	£17,139.35
<i>From 1st January 2023 to 31st December 2023 we welcomed 9,447 people to events at The Princess Theatre, in addition to those using the venue on a regular hire basis and those who have hired the venue for private functions, meetings and fayres.</i>		

15:33

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

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
<u>600 Princess</u>								
1600 Storage Hire	0	1,630	3,200	1,570			50.9%	
1605 Lettings	4,784	27,694	25,000	(2,694)			110.8%	
1615 Café Rent	570	5,130	6,600	1,470			77.7%	
1620 Technician	0	1,155	8,000	6,845			14.4%	
1625 PT Merchandise	536	2,311	3,000	689			77.0%	
1630 Donations Received	45	663	0	(663)			0.0%	
1640 Box Office - Card Sales	343	3,007	1,800	(1,207)			167.0%	
1645 Box Office Revenue	2,836	11,289	7,500	(3,789)			150.5%	
1646 Film income	0	198	0	(198)			0.0%	
1650 Memberships	60	660	2,000	1,340			33.0%	
1655 Participation PT	941	7,587	7,500	(87)			101.2%	
1660 Art Sales	(1,103)	246	400	154			61.5%	
1665 Stage Sound/Lighting	0	101	50	(51)			202.0%	
1670 PV Cells	0	116	3,500	3,384			3.3%	
Princess :- Income	9,012	61,787	68,550	6,763			90.1%	0
4000 Salaries & Wages	7,657	48,656	81,998	33,342		33,342	59.3%	
4005 Employers Nat Insurance	743	3,643	8,349	4,706		4,706	43.6%	
4010 Employers S\Annuation	1,708	8,495	18,286	9,791		9,791	46.5%	
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	549	1,330	5,000	3,670		3,670	26.6%	
4075 Miscellaneous Expenditure	0	0	500	500		500	0.0%	
4080 Telephone & Broadband	0	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	7,082	9,000	1,918		1,918	78.7%	
4355 Utilities	2,164	22,036	26,000	3,964		3,964	84.8%	9,700
4375 Cleaning	675	5,650	8,500	2,850		2,850	66.5%	
4380 Security & Alarms	0	553	1,500	947		947	36.9%	
4385 Maintenance	340	5,962	10,000	4,038		4,038	59.6%	
4390 H&S/Fire/Inspections	0	1,218	1,000	(218)		(218)	121.8%	
4635 Waste Collection	194	2,037	3,000	963		963	67.9%	
4700 Technician Cost	253	11,061	17,000	5,939		5,939	65.1%	
4701 Show costs	(17,836)	10,867	0	(10,867)		(10,867)	0.0%	
4702 Film costs	0	414	0	(414)		(414)	0.0%	300
4705 Advertising & Marketing	(342)	3,207	6,000	2,793		2,793	53.5%	
4710 Licences (exp)	(1)	3,515	800	(2,715)		(2,715)	439.4%	
4715 Card Payment Fees	1,945	7,484	3,000	(4,484)		(4,484)	249.5%	
4720 Box Office Charges	(222)	0	0	0		0	0.0%	

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

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	162	1,282	4,000	2,718		2,718	32.0%	
4730 Backstage Expenses	76	301	500	199		199	60.2%	
4735 Art Sales Expenditure	0	707	100	(607)		(607)	706.8%	
4740 PTAC Merchandise	28	1,138	1,320	182		182	86.2%	
4745 Participation Freelance	(29)	2,510	3,000	490		490	83.7%	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	(1,141)	155,896	239,103	83,207	0	83,207	65.2%	11,285
Net Income over Expenditure	10,152	(94,109)	(170,553)	(76,444)				
6000 plus Transfer from EMR	0	11,285						
Movement to/(from) Gen Reserve	10,152	(82,824)						
Grand Totals:- Income	9,012	61,787	68,550	6,763			90.1%	
Expenditure	(1,141)	155,896	239,103	83,207	0	83,207	65.2%	
Net Income over Expenditure	10,152	(94,109)	(170,553)	(76,444)				
plus Transfer from EMR	0	11,285						
Movement to/(from) Gen Reserve	10,152	(82,824)						