



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

26th March 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 **4th April 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 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

4th April 2024

- 95.0.M24 Apologies for absence**
- 96.0.M24 To receive any declarations of interest on items included on this agenda**
- 97.0.M24 To receive and approve the minutes of the Princess Management meeting held on 8th February 2024**
- 98.0.M24 Matters arising from previous minutes**
- 99.0.M24 To receive the Chairs report**
- 100.0.M24 To receive the Princess update report and agree any actions**
- 101.0.M24 To note the most recent committee income and expenditure report**
- 102.0.M24 To receive update on the implementation of the Theatre review recommendations**
- 103.0.M24 To consider purchasing of café equipment and furniture**
- 104.0.M24 To consider report regarding temporary café/bar arrangement**
- 105.0.M24 Date of next meeting**

The next meeting of the Committee is scheduled for 28th May 2024 at 7 pm.
- 106.0.M.24 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**
- 107.0.M24 To approve storage unit lease**
- 108.0.M24 To consider freelance technician services contract**



Minutes of a meeting of the Princess Management Committee held on 8th February 2024 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 Clerk), J Hook (Theatre Manager) and one member of the public

Public Participation: No representations were made.

86.0.M24 Apologies for absence

Apologies were received from Councillor Baker.

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

There were no declarations of interests.

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

The minutes of the previous meeting of the Princess Management Committee, held on 19th December 2023, were presented by the Chair.

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

89.0.M24 Matters arising from previous minutes

The Theatre Manager gave an update on the carnival queen event charges and confirmed no one would have been charged a ticketing fee.

The Theatre Manager confirmed she had looked into the fire regulations and checked the current report and everything was passed as being safe.

90.0.M24 To receive the Princess update report

The Theatre Manager gave an overview of the report.

The Mother Goose panto was really well attended and enjoyed by all.

Participation groups have been well attended.

Comedy Network was well attended by 61 people.

Really pleased to have the Post Office Scandal at the Princess Theatre and tickets are selling well.



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

The report was noted and no concerns raised.

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

The Chair has asked for a full update from the Town Clerk at the next meeting.

The Chair confirmed the Terms of Reference for the PMC will be reviewed in the next couple of weeks and this will be a good opportunity to look at the recommendations of the theatre review report.

Since the Marketing Officer has been in post, there has been an increase in tickets sales at the Theatre.

An advert has been placed in What's on Somerset and the Theatre has an editorial slot, which focuses on the Post Office Scandal. Nick Wallis, the series Consultant for the recent ITV drama, will be at the Princess presenting it.

The Marketing Officer has been in touch with the tourist Information and has been allocated a window specifically for the Princess advertising. There has been valued support from other media outlets and shows are being promoted in other publications in town.

93.0.M24 To receive update regarding Café lease

It was reported at the last meeting that an extension to the café lease for one year had been agreed. However, the current lease holders have decided they no longer wish to continue running the café, therefore their lease will expire at the end of May.

The Theatre Manger and Town Clerk will be working on potential options for providing bar and café services at the Princess Theatre, and these options will be presented at the next meeting for consideration with recommendations then made to Town Council.

94.0.M24 Date of next meeting

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

Princess Management Committee – Thursday 4th April 2024

This report shows the activity at The Princess Theatre and Arts Centre from 1st February 2024 to 22nd March 2024

Participation Groups	Number of attendees
Unroyal Choir	61
Kurling	101
Open Art Studio	62

Shows 1 st February 2024 to 22 nd March 2024		
Event	Type of hire	Number of Attendees
Comedy Network	Princess event	61
Voodoo Room	Split	152
Carpenters	Split	93
Comedy Network	Princes event	34
Hardknox Home Show (Boxing)	Hire	190
Highbridge Festival of the Arts *	Hire	367
Unravelling Wilburys	Split	131
*The Highbridge Festival of Arts also sold tickets on the door themselves – it was nice to see so many visiting The Princess Theatre		

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
March	
Into the Woods	185
April	
Comedy Network	14
Classic Rock American Highway	82
May	
Starlight Dance	Show on sale
Richard Lennox My Kind of Music	Show on sale
Post Office Scandal	Show on sale
Burnham Book Festival	All Shows on Sale
<i>Meet the Authors</i>	
<i>Britains Favourite Birds</i>	
<i>The Quest for Folk and Dance</i>	

<i>Rum Juggler</i>	
<i>Adge Cutler: The Bard of Somerset</i>	
<i>The Mangled Worzels</i>	
<i>The Horror Writing Workshop</i>	
<i>Drake's Wake</i>	
<i>Meet The Authors 2</i>	
<i>Pirates and Privateers</i>	
<i>Writing Nature</i>	
<i>History Repeats Itself</i>	
<i>Roman Holiday</i>	
<i>Meet the Authors 3</i>	
<i>The Black Path</i>	
<i>In Conversation with the Quarrymen</i>	
<i>The Quarrymen</i>	
<i>Self-Publishing on Amazon</i>	
<i>The Mysteries of Crime Writing</i>	
<i>So You Wanna Be a Poet</i>	
<i>How to Promote Your Book</i>	
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
1 st February 2023 to 22 nd March 2023	1390	£16,094.30
1 st February 2024 to 22 nd March 2024	1035	£18,488.10

Monday closing

The Princess Theatre is operated on a Monday to Sunday basis with the busiest times on Friday and Saturday and often there is Sunday opening too. The staff at the theatre have to cover all of the sessions and as we are getting busier it is becoming more difficult to schedule staff days off. Historically Monday is a quiet day in the Theatre and the café is closed. We would like to ask the committee to consider keeping the doors closed on Mondays so that it would not be imperative to have staff present in order that they can take back time from working over the weekend. This would mean the theatre is open to the public to buy tickets from the box office Tuesday to Friday 9.30 to 3.30. Of course, we will still promote our venue as being available for hire on Monday's for which we will be open as usual.

News

New Participation Group – Contemporary Creative Textiles

We are introducing a new participation group, to take place at The Princess Theatre once per month on Tuesday afternoon's, starting in September. There will be a free first taster session followed by an admittance fee of £5 per session. One of our volunteers, experienced in this field, will be introducing the group and heading up the topics.

Bluebirds and Thriving Voices

Bluebirds and Thriving voices singing groups will be starting sessions in September, with groups in the morning and afternoon at The Princess Theatre.

The King Alfred's School Academy

We are delighted that, after a successful run of Sister Act at the school, The King Alfred's School Academy are bringing the show to The Princess Theatre in April, details of tickets and show times are on our website, box office and social media sites. We can't wait to welcome the school.

Grant

In December we applied for a grant to enable us to offer events for the seniors of the town to help combat isolation, loneliness and promote wellbeing for those over 65 years of age. We are pleased to announce that on 13th March we received a grant of £3,000 from the HPC Community Fund.

The grant will be used to help fund the sessions, which will be subsidised to the attendee. Starting in May we will be offering activities once per month until March 2025, on a Wednesday afternoon at The Princess Theatre, the sessions will include entertainment, a range of activities and refreshments, details to be publicised at the Theatre, on our website and on our social media sites.



22/03/2024

Burnham & Highbridge Town Council 2023/24

Page 1

15:47

Detailed Income & Expenditure by Budget Heading 29/02/24

Month No: 11

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	2,403	28,863	25,000	(3,863)			115.5%	
1615 Café Rent/Commission	570	6,270	6,600	330			95.0%	
1620 Technician	0	1,271	8,000	6,730			15.9%	
1625 PT Merchandise	573	3,036	3,000	(36)			101.2%	
1630 Donations Received	49	832	0	(832)			0.0%	
1640 Box Office - Card Sales	606	4,396	1,800	(2,596)			244.2%	
1645 Show income	1,964	13,253	7,500	(5,753)			176.7%	
1646 Film income	0	198	0	(198)			0.0%	
1650 Memberships	30	750	2,000	1,250			37.5%	
1655 Participation PT	471	8,386	7,500	(886)			111.8%	
1660 Art Sales	358	979	400	(579)			244.8%	
1665 Stage Sound/Lighting	21	122	50	(72)			244.7%	
1670 PV Cells	1,693	1,809	3,500	1,691			51.7%	
Princess :- Income	8,738	71,795	68,550	(3,245)			104.7%	0
4000 Salaries & Wages	7,307	63,270	81,998	18,728		18,728	77.2%	
4005 Employers Nat Insurance	695	5,032	8,349	3,317		3,317	60.3%	
4010 Employers S\Annuation	131	10,256	18,286	8,030		8,030	56.1%	
4040 FOH/Duty Management	0	0	14,650	14,650		14,650	0.0%	
4060 Training	185	1,299	1,500	201		201	86.6%	
4065 Travel, Expenses & Subsistence	0	24	500	476		476	4.9%	
4070 Office/IT Equip & Furniture	(60)	1,463	5,000	3,537		3,537	29.3%	
4075 Miscellaneous Expenditure	0	251	500	249		249	50.2%	
4080 Telephone & Broadband	135	1,345	2,000	655		655	67.2%	
4100 Insurance	0	4,527	6,500	1,973		1,973	69.6%	
4350 Business Rates	0	7,880	9,000	1,120		1,120	87.6%	
4355 Utilities	2,863	27,586	26,000	(1,586)		(1,586)	106.1%	9,700
4375 Cleaning	1,278	7,288	8,500	1,212		1,212	85.7%	
4380 Security & Alarms	489	1,694	1,500	(194)		(194)	113.0%	160
4385 Maintenance	2,777	8,764	10,000	1,236		1,236	87.6%	
4390 H&S/Fire/Inspections	0	1,657	1,000	(657)		(657)	165.7%	
4635 Waste Collection	496	2,533	3,000	467		467	84.4%	
4700 Technician Cost	2,507	14,044	17,000	2,956		2,956	82.6%	
4701 Show costs	650	11,517	0	(11,517)		(11,517)	0.0%	
4702 Film costs	0	414	0	(414)		(414)	0.0%	300
4705 Advertising & Marketing	673	3,935	6,000	2,065		2,065	65.6%	
4710 Licences (exp)	0	3,989	800	(3,189)		(3,189)	498.6%	
4715 Card Payment Fees	1,057	8,974	3,000	(5,974)		(5,974)	299.1%	
4725 Technical Theatre	0	1,282	4,000	2,718		2,718	32.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 29/02/24

Month No: 11

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
4730 Backstage Expenses	0	301	500	199		199	60.2%	
4735 Art Sales Expenditure	623	1,376	100	(1,276)		(1,276)	1375.6%	
4740 PTAC Merchandise	1,115	2,253	1,320	(933)		(933)	170.7%	
4745 Participation Freelance	0	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	22,922	195,475	239,103	43,628	0	43,628	81.8%	11,445
Net Income over Expenditure	(14,184)	(123,681)	(170,553)	(46,872)				
6000 plus Transfer from EMR	0	11,445						
Movement to/(from) Gen Reserve	(14,184)	(112,236)						
Grand Totals:- Income	8,738	71,795	68,550	(3,245)			104.7%	
Expenditure	22,922	195,475	239,103	43,628	0	43,628	81.8%	
Net Income over Expenditure	(14,184)	(123,681)	(170,553)	(46,872)				
plus Transfer from EMR	0	11,445						
Movement to/(from) Gen Reserve	(14,184)	(112,236)						

Update on the implementation of the Theatre review recommendations – March 2024

Staffing and Organisational Structure

Recommendation	Update
Appoint a new manager with clear leadership skills.	Completed. An experienced Theatre Manager, Julie Hook, was appointed in September 2023.
Provide support to the existing team. Foster staff development and engagement	Team supported during Theatre Manager vacancy last year. The Theatre Manager is working with the team to enhance the services provided at the Theatre and encourage staff development.

Subsidy and Local Support

Recommendation	Update
Review community hire charges and renegotiate contracts to alleviate the financial burden	The charges have been reviewed and were approved by the PMC in December 2023. The Theatre Manager is working with community groups regarding contracts.
Review commercial hire contracts and renegotiate to reclaim lost expenditure	From March 2024, the Theatre Manager has been overseeing all bookings to ensure all correct charges are being made. The RFO is monitoring and chasing any debtors.

Realising Potential Lost Income

Recommendation	Update
Enhance revenue generation and operational efficiency, with attention to: Box office fees for hires, early/late get-in fees, marketing contra fees, beyond technical cost contras, customer booking fees; restoration fees, ticket delivery charges	The Theatre Manager has improved contracts and booking forms to ensure the terms are clearly set out. New systems have been put in place to improve efficiency. New filing systems are in place to ensure complete clarity of revenues and associated charges for shows and hires.

Audience Profiles and Programming

Recommendation	Update
Develop marketing and programming strategies to attract a wider audience and increase revenue	Since the employment of the Marketing and Programmes Officer the publicity of the Theatre has improved dramatically. There are regular social media posts and press releases. Brochures are distributed widely and the Tourist Information Centre has provided a dedicated space for publicity. There has been a noticeable increase in ticket sales.

Café and Bar

Recommendation	Update
Review the cafe / bar contract when the current contract is due to end	Hellends Kitchens lease ends at the end of May 2024. Contract terms for a new provider will be reviewed.

Additional Cost Savings/Revenue Areas

Recommendation	Update
Higher-risk Product with lucrative deals	

Other Revenue Sources

Recommendation	Update
Explore funding opportunities from Somerset Council and Arts Council England.	The Theatre Manager recently secured a £3,000 grant from the HPC Community fund to offer events for the seniors of the town to help combat isolation, loneliness and promote wellbeing. Applications for further grants will be considered on an on-going basis.
Seek sponsorships/ donations/fund-raising activities	Space for advertising in the brochures is being offered, as we all social media enhanced posts.

Financial Analysis and Management

Recommendation	Update
Implement tighter budget control and efficient management accounting practices.	Completed. Improved process in place and monitored by the Theatre Manager.
More detailed and reliable management data, to include regular reporting and transparency on programming, staffing, finance and building maintenance	On-going. Detailed reports provided to the PMC, along with budget updates.
KPIs to monitor and manage performance effectively eg, revenue generation, expense control, audience engagement, etc	Not started.

Role Of PMC

Recommendation	Who is responsible?
To champion and communicate the value of the theatre to the full council and to the wider community	On-going
Ensure the Terms of Reference for the PMC align with the theatre's objectives and provide a solid foundation for governance	Committees terms of reference are being reviewed for consideration at Council in May.
PMC to act as a governing body, involving itself in strategic decision-making and setting the direction for the theatre's future	On-going.
PMC to revive the Friends of the Princess	Not started.
PMC members to familiarise themselves with Clore Guide <u>A Practical Guide to Governance Cultural Governance Alliance</u>	

Report for Councillors:	Purchase of Café Furniture and Equipment
Issued to:	Princess Management Committee – 4th April 2024

Purpose of Report

To consider purchasing existing café furniture and equipment from Hellend's Kitchen.

Background

As you are aware, the current café/bar operators have given notice to leave at the end of May 2024. When they re-equipped the seating in the café they purchased new tables and chairs. They have made an offer to sell these at a reduced cost to The Town Council. They are also offering some other equipment they have introduced into the inventory at the café/bar together with some items they are prepared to leave for the Town Council without charge.

The style of the table and chairs suits the style of the café surroundings and on inspection are in a good unspoilt condition.

All items are listed on the attached list.

Financial Implications

The cost to purchase the seating and equipment is £1,380 which would be taken from 4385.

Recommendation

That the Princess Management Committee approves the purchase of existing furniture and equipment from Hellend's Kitchen for the sum of £1,380

Item	Qty	Purchased Price	Available Price	Yes	No
Chairs	24	£720	£1140		
Tables (square)	7	£980			
Fireside chairs	4	£320			
Coffee table	1	£63			
Counter top fridge (white)	1	£80	£50		
Water urn	1	£66	£30		
Fire place	1	£50	free!		
Kettle	1	£20	free!		
Leaflet Table	1	£20	free!		
Commercial Toaster	1	£55	£20		
Electric Cauldron	1	£50	£30		
Double Fryer	1	£90	£50		
Afternoon Tea Sets	10	£100	£50		
Milk Shake Glasses	7	£24	£10		
Glass Flutes	24	£12	free!		
Large Wine Glasses	10	£5	free!		
Gin Glasses	12	£12	free!		
Chalk Board	1	£12	free!		
Clocks	2	£20	free!		
Chopping Board set (exc. purple)	1	£35	free!		
Fly Killer	1	£32	free!		

First Aid box contents (replaced)	1	£20	free!		
Various Re-usable glasses remaining (Pint, Half & Wine)	100?	£100	Free!		
Total		£2886	£1380		

Report for Councillors: Café Bar – Temporary Operation
Issued to: Princess Management Committee – 4th April
2024

Purpose of Report

To consider interim temporary cover to operate the café/bar service at The Princess Theatre.

Background

As you are aware, the current café/bar operators have given notice to leave at the end of May 2024. Whilst considerations are being made with regard to the long-term plans for the Café/Bar area, it is proposed that interim temporary cover is appointed.

A proposal for consideration would be to seek interested parties on a peppercorn rent/commission basis. The proposal for consideration would be to assign a contract for temporary operation of the café and bar or just the bar for a period of 3 months, which can be mutually extended depending on the time frame of future plans.

It is vital there is no break in the provision services, in particular the bar services at the Theatre for shows and events and we would seek to appoint interested parties to take over immediately after Hellend's Kitchen have vacated.

This arrangement would be for the temporary period only and the premises may only be used for food and beverage services for The Town Council events.

References would be requested for any incoming operators.

Financial Implications

The offer for interested parties would be to operate the café/bar for the first month and pay a commission to The Town Council of 15% of their net sales. From month two the operators will pay the Town Council a rental amount of £200 (including VAT) to assist with the costs of overheads in addition to the 15% commission on sales. Operators would be asked to provide evidence of their takings so that The Town Council can invoice the operators for the commission based on evidence of their sales.

The temporary financial arrangement of lower rent and commission basis is proposed to make it viable for interested parties to operate only on a temporary basis. The operators will fully fund themselves for all staffing, stock, insurance etc



Recommendation

The Princess Management Committee award delegated authority to the Town Clerk and Theatre Manager to appoint interim operators of the Café/Bar, based on the above terms.