

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.

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