



**CHAIR: Adam Birkinshaw-Bird**

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**Minutes of meeting held at 6.30pm on 1<sup>st</sup> September 2025**

| <b>Agenda item</b>              | <b>Discussion overview and Action agreed</b>                                                                                                                                                                                                                        | <b>Actions</b> |
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| <b>Present</b>                  | Adam Birkinshaw-Bird, Andrea Soulsby, Bryan Masters, Sarana Burris, Jill Winslade, Suzanne Whiting (6.35pm), Amie John, Lisa Phipps, Colin Poole<br>Ann Butler – Minutes                                                                                            |                |
| <b>Apologies</b>                | Lynda Davies, Emma Phipps-Magill, Wendy Lewis, Charlotte Smith, Liz Aldworth, Chris Morgan, Amanda McConnell                                                                                                                                                        |                |
| <b>Declaration of interest</b>  | Members are reminded of their duty to advise any interests in agenda items. Jill noted a conflict of interest in appointing new committee member                                                                                                                    |                |
| <b>Welcome / Chair's report</b> | Adam welcomed members to the meeting and introduced Colin Poole. Colin was proposed as a new member of the committee and accepted unanimously, with Jill Winslade not voting due to conflict of interest                                                            |                |
| <b>Minutes</b>                  | Minutes from the last committee meeting on 23 <sup>rd</sup> July were sent out with the notice of this meeting. No queries were raised on the contents however Lisa asked that her apologies for that meeting be added to the minutes as they were sent in advance. |                |
| <b>Matters arising</b>          | Group to discuss bar pricing and booking fees to be arranged – LP/LD/AS. It was agreed to meet in Feb/March to implement any changes in April                                                                                                                       | Lynda to lead. |



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| <b>(From previous meeting)</b>                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                    |
| <b>Bookings Report</b><br><b>Upstairs</b><br><br><b>Downstairs</b> | <p>Upstairs bookings are running smoothly. Calendar to be kept up to date to allow staffing rota to be created accurately</p> <p>All regular hirers have been contacted and asked to complete an up to date contact sheet and to provide copies of their Insurance/Safeguarding/licences where applicable. Still waiting for some replies. AB will visit the Hall on the days they are there to get this information. Hirers also to be notified that the moving of furniture and equipment will now be the responsibility of each hirer.</p> |                                                    |
| <b>Volunteer report</b>                                            | <p>Charlotte has asked if all vols can take a look at the rota and get their names down if they can support. Volunteer data capture form to be sent to Charlotte to share with any new volunteers</p> <p>First aid requirements – possible “save a life September” courses to be run, as well as arranging training for volunteers</p>                                                                                                                                                                                                        | <p>Adam to book sessions via St John Ambulance</p> |
| <b>Financial report</b>                                            | <p>Accessibility fund    £ 4,715.63</p> <p>Refurb fund            £24,371.02</p> <p>General fund           £39,385.02</p> <p>From above figures, floor resurfacing and cinema screen repair still to be paid, also Pat testing for the year (total approx. £8,500)</p> <p>Andrea has advised new contract with EDF energy should show some savings against last year's bills</p>                                                                                                                                                              | <p>Adam</p>                                        |



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|                       | As Andrea has stepped down as treasurer, it is proposed Amie and Colin share the role between them. Amie has started speaking with Andrea. Adam will arrange a meeting with Andrea, Jill, Colin and Amie to clearly define roles and expectations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                       |
| <b>Refurb updates</b> | Further works are required on the fly system. A quote has been received. A small group needed to discuss and decide the course of action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Andrea plus Adam to meet and feed back to committee                   |
| <b>Marketing</b>      | At the AGM, there was nobody appointed to Chair of Marketing Committee. A meeting needs to take place and actions agreed. In the meantime, Andrea has agreed to visit the card shop to check on ticket sales and collect money. Posters to be taken around the local areas and an extra push on social media                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                       |
| <b>AOB</b>            | <p>Manual of operating procedures to be created – Andrea has started with step by step guides to the sound and lighting system. This to be continued to include all procedures and to be easily accessible to all volunteers</p> <p>Solar panels – Bryan has been making enquiries. As the building is listed, he can't move forward without the consent of the CCBC Conservation Office and there is a cost of £350 involved. Adam has asked Bryan to send all paperwork to him to authorise the payment</p> <p>Festive lights on the front of the building are not all working – currently two on and two off. Agreed to look at replacing all four lights as these are often used to create an atmosphere when the Hall is in use, not just at Christmas.</p> | <p>Andrea</p> <p>Adam and Bryan to discuss</p> <p>Awaiting quotes</p> |



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|  | Discussions over security, prompted by the knowledge that someone is accessing the Hall without booking. Side door is wedged open to allow access for groups taking place. This means anyone can access the Hall, and even upstairs if they use the lift. This is deemed and safety and security issue. Emma to look at suitable access control systems to meet the needs of the Hall, hirers and end users. – Further discussion at the next meeting | Adam to follow up for October meeting |
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Next meeting Tuesday 7<sup>th</sup> October 2025 – 6.30pm

**Meeting closed 7.15pm**