



CHAIR: Adam Birkinshaw-Bird

Minutes of meeting held at 6.30 pm 14th April 2025

Agenda item	Discussion overview and Action agreed	Actions
Present	Adam Birkinshaw-Bird, Jill Winslade (7pm), Andrea Soulsby, Emma Phipps-Magill, Bryan Masters, Rhydian Birkinshaw-Bird, Charlotte Smith Ann Butler – Minutes	
Apologies	Kyra Crane, Sarana Burris, Phil Rosser, Chris Morgan, Lisa Phipps, Lynda Davies, Wendy Lewis	
Declaration of interest	Members are reminded of their duty to advise any interests in agenda items. None noted	
Welcome / Chair's report	Adam welcomed members to the meeting	
Minutes	Minutes from the last committee meeting on 3 rd March were sent out with the notice of this meeting. No queries were raised on the contents	
Matters arising (From previous meeting)	Lynda has now taken over as bar manager. She has a Hall bank card, Makro card and Tesco card. Policy for bar pricing – group to be arranged to review bar prices and booking fees	Lynda is happy to lead. Meeting to be arranged in April LP/AS/LD
Bookings Report Upstairs Downstairs	Upstairs bookings are running smoothly. Kinetic Stage School will be hiring three rooms each Monday evening (term time only) with the possibility of then hiring the auditorium for their shows	



	A Co-operative Educational group have viewed rooms downstairs. They are looking for four rooms for 4 hours every week. Prices have been given and they are meeting their committee to discuss	
Volunteer report	<p>As always, please check the calendar for events and staffing requirements. Charlotte has asked of anyone spots an error or omission on the rota, please let her know. If volunteering, please add your name to the staffing rota.</p> <p>It was confirmed volunteers are expected to put away chairs and tables and clean behind the bar only at the end of a shift. All other cleaning for the caretaker or contract cleaner</p> <p>First aid requirements</p>	Adam still chasing info from vols
Financial report	<p>There was no finance report as Andrea is in the process of submitting accounts for audit</p> <p>The till needs a few updates, including adding Thatchers cider and hot drinks</p> <p>Adam has heard back from KG – she refuses to pay the outstanding amount. Agreed cut our losses and never accept a booking from her again</p> <p>Adam has chased Lee again – awaiting reply</p> <p>UK Talent not replying to any email – Adam has phone number to try calling</p> <p>Scrubblebee have been engaged as an ad hoc cleaning service. They will cover any cleans the caretaker can't do</p>	<p>Andrea / Adam</p> <p>Adam</p> <p>Adam</p>
Refurb updates	Cardo have supplied a price to resurface and varnish dance floor. £4,280 + VAT. As there is urgent work needed on the fly and scenery bars if was agreed to defer a decision on the floor until quotes for the other works are received (6 th May)	

