



CHAIR: Jill Winslade

Minutes of meeting held at 6.30 pm 4th February 2025

Agenda item	Discussion overview and Action agreed	Actions
Present	Jill Winslade, Andrea Soulsby, Sarana Burris, Emma Phipps-Magill, Michelle Bridges, Lisa Phipps, Wendy Lewis, Charlotte Smith Ann Butler – Minutes	
Apologies	Lynda Davies, Adam Birkinshaw-Bird, Bryan Masters	
Declaration of interest	Members are reminded of their duty to advise any interests in agenda items. As noted below	
Welcome / Chair's report	Jill welcomed members to the meeting	
Minutes	Minutes from the last committee meeting on 6 th January were sent out with the notice of this meeting. No queries were raised on the contents	
Matters arising (From previous meeting)	Policies – Adam has sent all existing policies to Emma for formatting. This is ongoing Policy for bar pricing – group to be arranged to review bar prices and booking fees	Emma to contact Lynda to discuss
Bookings Report Upstairs	Annie advised bookings are running smoothly. Every effort is being made to ensure all relevant information is on the calendar for staffing and billing. Some rooms are not on the outlook calendar	Adam is looking at this
Downstairs	The new booking form is being used for one off events downstairs	



<p>Volunteer report</p>	<p>Charlotte has published the staffing calendar. As always, this changes often so asks everyone to keep an eye open and put their names down to help wherever possible. Concerns were raised over a volunteer being added to the staffing list without having had an induction or any shadowing hours. Committee agreed that all new volunteers are to have an induction session and be allocated shadowing before being put on the rota to staff. Adam to add the new volunteers (DofE candidates) to the group chat. Details on their volunteer staffing forms. It was agreed to support volunteers under 16 years with activities which do not include bar duty when alcohol is being served.</p> <p>First aid requirements</p>	<p>Adam</p> <p>Adam to compile list of first aid trained vols and arrange if possible</p>
<p>Financial report</p>	<p>The current balances are as follows:</p> <p>Accessibility fund £4,545.35 Refurb fund £20,401.38 General fund £44,142.73</p> <p>All payments due to BTMCC have now been made</p> <p>There are three invoices outstanding from last year. KG – Birthday party, NHYT and UK Talent. EMP and SB declared an interest in NHYT and took no part in decisions. It was agreed Adam would be asked to contact all three debtors with a view to recovering the money. No new bookings to be taken from any of these hirers</p> <p>Dress rails to be ordered (as previously agreed)</p> <p>Curtains have been ordered - £3,600 contribution previously agreed</p> <p>New water heater on order</p> <p>Company coming to inspect flies – Approx cost £1,108 plus VAT from General fund. Agreed to go ahead.</p> <p>Quote for new cameras – top and bottom of lift at a cost of approx. £1,600 agreed by all.</p> <p>Music licence to be renewed – no cost given yet</p> <p>Andrea to purchase a new, extendable ladder for the stage and to dispose of two existing ladders which do not meet H&S standards – Approx £300 from General fund Agreed by all</p> <p>HYNT Scheme - request for Trustees to make enquiries</p>	<p>Adam</p> <p>Trustees</p>



	<p>As the current cleaning company no longer offer a weekend service, additional hours have been undertaken by Andrea (in her role of caretaker) and re-charged to BWHI. This creates a conflict of interest in her Treasurer role. It was agreed to advertise and trial some alternative cleaning companies over the next few events. Facebook post to be created asking for any interested companies with experience of commercial cleaning to contact the Hall</p>	Lisa / Michelle
Refurb updates	<p>The contractors have finished on site and are returning only to complete snagging issues. BTMCC has asked for some additional work to be quoted, and BWHI have requested a price to resurface the dance floor.</p>	
Marketing	<p>Unfortunately Nerys has pulled out of the St David's Day event due to unforeseen circumstances with the Choir</p> <p>Michelle has booked Queen Tribute, Abba Tribute, Elvis Tribute, Big Mac, Oktoberfest and Tina Sparkle. Neil Diamond Tribute and Sue Michelle Medium were already booked. Spring Fayre is arranged and fully booked</p> <p>Youth club reunion being arranged by Michelle and Emma. Budget of £200 for disco and £250 for decorations agreed. Ticket sales will cover this</p> <p>Lisa to confirm panto dates with Wize and complete booking forms</p> <p>Enquiry received for "doggy Market" – Annie to offer a downstairs space on the same day as the Spring Fayre</p> <p>Emma has made contact with Phil (ex Tower Print) who has agreed to support with poster design and printing. Michelle and Emma to meet with him to finalise details, including the possibility of him also printing tickets for sale in card shop. Feedback shows that although Ticketsource is popular not everyone is willing to book online</p>	
AOB Emma	<p>Emma is meeting Ross Perkins from the Ruperra Club to discuss working together, including collaborating with the Men's Shed project</p> <p>The National Lottery committee has met to discuss the next stage of the Hall refurb. Emma suggests they propose three options for the way forward and these will be brought to the committee to vote on, ensuring everyone has their views heard</p>	



	<p>Murder Mystery night – Emma would like to make enquiries. It was suggested this may work for New Year’s Eve. Discussions needed to decide if a NYE event will be held. Emma will be away so can’t take lead on this</p> <p>As agreed at the last meeting, Emma has made contact with Rob and invited him in for a meeting. There’s been no reply since. All agreed if he gets back in touch now Emma will advise there is no place for him at BWHI and ask him to stop messaging</p> <p>Wendy has started forging a connection with Parklands Care home. She has already met with them and has asked for availability to use upstairs for possible film shows / tea dances. It was suggested this be opened up to all the pensioner complexes</p>	Wendy
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Meeting closed 8.25pm