



CHAIR: Adam Birkinshaw-Bird

Minutes of meeting held at 6.30 pm 6th January 2025

Agenda item	Discussion overview and Action agreed	Actions
Present	Adam Birkinshaw-Bird, Bryan Masters, Andrea Soulsby, Sarana Burris, Emma Phipps-Magill, Michelle Bridges Ann Butler – Minutes	
Apologies	Chris Morgan, Lisa Phipps, Wendy Lewis, Dave Davies, Jill Winslade, Lynda Davies, Charlotte Smith, Kyra Crane	
Declaration of interest	Members are reminded of their duty to advise any interests in agenda items. None were noted	
Welcome / Chair's report	Adam welcomed members to the meeting	
Minutes	Minutes from the last committee meeting on 2 nd December 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	Lynda to lead
Bookings Report Upstairs	The new email (venuehire@bwhi.org.uk) is now in use, with a redirect in place from the old bookings email. New Outlook calendar is up and running and Adam is in the process of bringing all other emails over to Outlook. Charlotte, Andrea and Michelle are all able to access the new Outlook calendar. Contact was made with regular December hirers to request they book early for Christmas 2025. BTM Band, Ty'n-y-Wern School and Bedwas Junior have all booked. December is now full. Revised booking agreed and Annie to start using this going forward.	Adam still working on calendar/emails



Downstairs	New booking form for downstairs hire is currently with Adam. He and Andrea to make amendments as needed before being saved for general use.	Adam / Andrea
Volunteer report	<p>Charlotte was not present to give a report. Staffing calendar being updated soon. Adam has asked everyone to check their calendars and help out where possible.</p> <p>First aid requirements</p>	Adam to compile list of first aid trained vols and possibly arrange further training in the new year
Financial report	<p>The current balances are as follows:</p> <p>Accessibility fund £4,340.80 Refurb fund £25,001.77 General fund £42,855.78</p> <p>Reduction in the balance of the Refurb fund as all payments have now been made to BTMCC. No further large expenditure expected.</p> <p>Agreement was given to Andrea to go ahead with the purchase of new rails for the dressing rooms (as previously quoted)</p> <p>The three year contract with Dyfed Telecom is coming to an end. They have offered a new contract, including the free technical support currently provided, for a reduced price of £39per month compared with existing £47. Unanimously agreed to renew contract for a further three years</p> <p>Freestanding soap dispensers for upstairs toilets have been purchased</p> <p>It was unanimously agreed to go ahead with the quote for a new website from UGD. They provide the website at Blackwood Miner's Institute and this has proved popular with staff and customers.</p>	Adam / Annie



Refurb updates	GEAS volunteers successfully completed the painting in the back of stage corridor. They left us with several tins of the paint used, and rollers and brushes so the other dressing rooms can be painted to match	
Marketing	<p>No meeting has taken place yet, but Michelle is busy getting quotes for this year's events. Emma offered an update on the St David's Day concert (collaboration with Nerys and CMVC.</p> <p>Michelle has found a Queen tribute – further conversations needed regarding terms – update at next meeting. An Abba tribute has also been identified. Adam, Emma and Michelle to meet on Tuesday 7th to talk about paperwork, marketing, posters etc.</p>	
AOB Emma	<p>Posters. Emma feels as the volunteers are all under so much pressure, maybe contracting out the design and printing of posters for events may help ease pressure. It was agreed that more physical advertising is needed, alongside the social media posts</p> <p>The dance floor in the auditorium is showing signs of wear and damage. It is believed it was never completely finished and despite Andrea's best attempts the original contract can not be reached. To prevent further damage to the wood it is proposed the whole floor is prepared and varnished. Annie to ask A&N Lewis for a quote</p> <p>Emma has expressed concerns about the constant messages being received by various members from Rob. Emma to message him and invite him in for a meeting to explain there is no place for him on the committee. Emma has contacted Rob and is waiting a response</p>	Emma / Adam

Meeting closed 7.30pm