



**CHAIR: Adam Birkinshaw-Bird**

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**Minutes of meeting held at 7.05pm 23<sup>rd</sup> July 2025**

<b>Agenda item</b>	<b>Discussion overview and Action agreed</b>	<b>Actions</b>
<b>Present</b>	Adam Birkinshaw-Bird, Andrea Soulsby, Bryan Masters, Sarana Burris, Emma Phipps-Magill, Wendy Lewis, Jill Winslade, Charlotte Smith, Suzanne Whiting, Amie John Ann Butler – Minutes	
<b>Apologies</b>	Lynda Davies, Lisa Phipps	
<b>Declaration of interest</b>	Members are reminded of their duty to advise any interests in agenda items. None noted	
<b>Welcome / Chair's report</b>	Adam welcomed members to the meeting	
<b>Minutes</b>	Minutes from the last committee meeting on 3 <sup>rd</sup> June were sent out with the notice of this meeting. No queries were raised on the contents	
<b>Matters arising (From previous meeting)</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  Andrea to chase debts from NHYT and UK Talent via small claims court  New website is up and running	Lynda to lead.
<b>Bookings Report Upstairs</b>	Upstairs bookings are running smoothly. Calendar to be kept up to date to allow staffing rota to be created accurately	



<b>Downstairs</b>	All regular hirers seem happy. We continue to receive one off bookings which adds to the income. Annie raised a safety issue. A lady had requested a price for private hire of the dance studio for one hour. She wasn't happy with the £10 charge. The Caretaker discovered this lady has been accessing the hall, using a room and then staying on or a Line Dance class. Annie to email and explain this is unacceptable. Only hirers booked in officially are allowed to access the hall prior to the class starting	
<b>Volunteer report</b>	Charlotte has advised things are still busy, during what would normally be a quiet few months. The rota is out and all volunteers are encouraged to keep an eye on the rota and support where possible  First aid requirements	Adam to book sessions via St John Ambulance
<b>Financial report</b>	<p>Accessibility fund   £ 4,702.51  Refurb fund           £22,230.29  General fund         £38,031.43</p> <p>Andrea has noted approx. £7,500 from the refurb fund is already committed for Cinema screen repair and floor resurfacing.</p> <p>Audited accounts for the year were presents and accepted</p> <p>Tills have been updated to include extra items and the batteries replaced. They are unable to put a front screen with all manes on without further investment in a "back Office" software to support this</p>	



<p><b>Refurb updates</b></p>	<p>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</p> <p>Floors are being resurfaced, as agreed, during August</p>	<p>Andrea plus one</p> <p>Andrea</p>
<p><b>Marketing</b></p>	<p>No marketing meeting. Ticket sales for Tina Sparkle are slow (2 sold so far). Abba, Oktoberfest and Big Mac's are selling well. Nataly Churchill Medium Night in October is starting to sell.</p> <p>Annie to contact Planet Abba about the food rider in the contract – suggest we buy out at a cost of £75.</p> <p>Charlotte to be added to the Facebook admins account to enable posting</p>	<p>Annie</p> <p>Adam / Charlotte</p>
<p><b>AOB</b></p>	<p>Community Council have expressed their concern about the amount of portering the caretaker undertakes. This to be removed from the job description and all hirers to set up for themselves. All downstairs hirers to be met, and a new contract of hire signed, including sight of insurance, licences and safeguarding policies where necessary</p> <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>Charlotte / Annie</p> <p>Andrea</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>The caretaker has worked additional hours – set up and clean up of the Caerphilly Dragons football event. The Hall was made for this. Agreed BTMCC can invoice the hall for the additional hours worked by their caretaker</p> <p>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</p>	<p>Annie to get brochure / costs</p> <p>Annie</p> <p>Emma</p>
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**Meeting closed 8.05pm**