



CHAIR: Adam Birkinshaw-Bird

Minutes of meeting held at 6.30 pm 3rd June 2025

Agenda item	Discussion overview and Action agreed	Actions
Present	Adam Birkinshaw-Bird, Andrea Soulsby, Bryan Masters, Sarana Burris, Lisa Phipps, Wendy Lewis, Jill Winslade 7pm Ann Butler – Minutes	
Apologies	Kyra Crane, Chris Morgan, Charlotte Smith, Lynda Davies, Emma Phipps-Magill, Michelle Bridges	
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 13 th May were sent out with the notice of this meeting. No queries were raised on the contents	
Matters arising (From previous meeting)	It was confirmed the outstanding debt from KG will be written off and no further contact made. We will not accept any bookings in future from her Group to discuss bar pricing and booking fees to be arranged – LP/LD/AS	Lynda to lead. Meeting to be ASAP
Bookings Report Upstairs	Upstairs bookings are running smoothly. Booking form amended to request full payment 10 days before an event. Bookings to be reviewed at each meeting to ensure invoices are sent in advance. Treasurer to invoice.	
Downstairs	All regular hirers seem happy. We continue to received one off bookings which adds to the income	



Volunteer report	<p>Charlotte wasn't present to give a report. All volunteers are encouraged to keep an eye on the rota and support where possible</p> <p>First aid requirements</p>	Adam to book sessions via St John Ambulance
Financial report	<p>Accessibility fund £ 4,634.81 Refurb fund £21,388.51 General fund £35,753.84</p> <p>Balance of Elvis Tribute has just been paid and not reflected in the figures above End of year accounts are currently with the auditor All invoices for the upcoming events have been sent apart from Bedwas High School – awaiting confirmation of times Andrea has taken advice from Bionic regarding energy supplies. Recommend we stay with EDF – based on current usage they estimate a saving of around £4,000</p> <p>Lisa has been in touch with till provider. Will make necessary changes now rather than waiting for price revision. No charge for amendments so can be changed again later if prices rise</p> <p>NHYT and UK Talent still outstanding – Andrea to issue latter in advance of Small Claims court proceedings</p>	Lisa Andrea
Refurb updates	<p>Still waiting for quotes for fly and scenery bars following inspection</p> <p>Quote received for dance floor and Green room floor £3,824 plus VAT – unanimously agreed to proceed</p>	Andrea



Marketing	No marketing meeting. Ticket sales are still very poor for the Elvis event on 14 th June. Wendy has been given a book of tickets to gift to residents / carers from Parklands home. Agreed to reduce ticket price to £10 – issue anyone who has paid full price a £10 voucher for drinks. Michelle to push on social media	Michelle / Lisa Michelle / Emma
AOB	Emma has queried how much info we hold on hirers downstairs. Should we create a spreadsheet to track and check annually their insurance and safeguarding paperwork? Further discussion needed Adam to order a NO PARKING sign for the fire exit gates – design agreed. Lisa to check about yellow hatches Solar panels – Bryan has been making enquiries. As the building is listed, he can't move forward without the consent of the CCBC Conservation Officer. BTMCC/National Lottery committee to request this New logo. The website designer has created a new logo, which was very well received. It was agreed to use this alongside the existing one – choosing which fits best on each occasion	Emma / Adam Adam / Lisa Ann/Nat Lott group Ann to ask the Welsh be added to the new logo before the website goes live

Meeting closed 7.30pm