



CHAIR: Adam Birkinshaw-Bird

Minutes of meeting held at 6.30 pm 3rd March 2025

Agenda item	Discussion overview and Action agreed	Actions
Present	Adam Birkinshaw-Bird, Jill Winslade, Andrea Soulsby, Emma Phipps-Magill, Michelle Bridges, Lisa Phipps, Lynda Davies, Bryan Masters, Ann Butler – Minutes	
Apologies	Kyra Crane, Sarana Burris, Phil Rosser, Chris Morgan, Charlotte Smith	
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 4 th February 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 is happy to lead. Meeting to be arranged in April LP/AS/LD
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. All rooms are now on the calendar	



Downstairs	The new booking form is being used for one off events downstairs	
Volunteer report	<p>As always, please check the calendar for events and staffing requirements. Ty'n y Wern set up needed Thursday 6th March. Agreed to start at 5pm as BTM have a 6.30pm meeting which several volunteers need to attend</p> <p>First aid requirements</p>	Adam still chasing info from vols
Financial report	<p>The current balances are as follows: Accessibility fund £4,587.20 Refurb fund £20,344.89 General fund £43,107.05</p> <p>Above balances as at 3rd March. Some bills to be paid. Inspection of flys/stage bars and installation of new cameras</p> <p>Initial findings on the inspection of the flys and scenery bars are that the systems are worn and in need of upgrade but not condemned. Concerns were raised over the condition of the screen winch. Further investigation needed but advice is "proceed with caution". Full report will be issued in due course</p> <p>Upgrade on lighting system will cost Approx £16,000 and a similar amount to upgrade sound system. Funding will need to be sought for this</p> <p>New ladder and dress rails have been purchased and received</p> <p>Ticketsource have made a payment of £85 but Andrea can't match it to an event. Adam to check</p> <p>There are three invoices outstanding from last year. KG – Birthday party, NHYT and UK Talent. Adam is in talks with Lee at NHYT. Letter to be sent to KG and UK Talent</p> <p>Some interest has been shown in ad hoc cleaning. Adam and Andrea to discuss</p> <p>HYNT Scheme - request for Trustees to make enquiries</p>	<p>Adam</p> <p>Adam</p> <p>Adam / Andrea</p> <p>Trustees</p>



Refurb updates	Cardo have supplied a price to resurface and varnish dance floor. £4,280 + VAT. Committee would like two other quotes, if possible, for comparison	Andrea
Marketing	Posters and tickets have now been received from Public Print for events for the next 6 months. Michelle has noted the difficulties she's encountered with this, and the quality of poster and tickets is poor. Michelle is using Canva to create the artwork prior to sending. Can we consider looking for a different supplier who can manage artwork, posters and tickets for us? Sue Michelle Medium night was successful – possibly book for next year Natalie Churchill still needs to be booked – Deposit has been paid. Adam is messaging but getting no response	Adam
AOB	BTMCC have requested a bar for their Pride Event on Saturday 31 st May. Tina Sparkle was attending but is double booked. Looking now for any additional entertainment – open to suggestions please	Rhydian / Adam Jill

Meeting closed 8.00pm