



CHAIR: Jill Winslade

Minutes of meeting held at 6.30 pm 13th May 2025

| Agenda item | Discussion overview and Action agreed | Actions |
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| Present | Jill Winslade, Andrea Soulsby, Emma Phipps-Magill, Bryan Masters, Sarana Burris, Lisa Phipps, Wendy Lewis, Michelle Bridges Ann Butler – Minutes | |
| Apologies | Kyra Crane, Phil Rosser, Chris Morgan, Charlotte Smith, Lynda Davies, Adam Birkinshaw-Bird | |
| Declaration of interest | Members are reminded of their duty to advise any interests in agenda items. None noted | |
| Welcome / Chair's report | Jill welcomed members to the meeting | |
| Minutes | Minutes from the last committee meeting on 14th were sent out with the notice of this meeting. No queries were raised on the contents | |
| Matters arising (From previous meeting) | <p>Lisa and Sarana both queried the decision from previous meeting to not chase KG for outstanding payment. Emma has suggested she and Adam invite KG in for a meeting</p> <p>Proposed we add a line to the booking form stating full payment for all bookings will be required 10 days prior to the event. An agenda item to be added to meetings so a monthly overview of events coming up can discussed and Andrea can invoice. Unanimously agreed</p> <p>Group to discuss bar pricing and booking fees to be arranged – LP/LD/AS</p> <p>Still unable to book Natalie Churchill – Agreed to request our deposit from last year be returned</p> | <p>Ann to alter form Adam to add to agenda</p> <p>Lynda to lead. Meeting to be ASAP</p> <p>Adam / Lisa</p> |



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| <p>Bookings Report Upstairs</p> <p>Downstairs</p> | <p>Upstairs bookings are running smoothly – regular enquiries leading to increased bookings</p> <p>We have had several enquiries from Newport area, and have taken one booking for a Christening/birthday gathering on 7th June. Also an enquiry for a possible kick boxing class. Wendy has confirmed she has 4 rooms booked downstairs for Saturday 28th June. Needs publicising</p> | |
| <p>Volunteer report</p> | <p>Charlotte wasn't present to give a report. All volunteers are encouraged to keep an eye on the rota and support where possible Emma updated rota with support for the next two events</p> <p>First aid requirements</p> | <p>Adam still chasing info from vols</p> |
| <p>Financial report</p> | <p>At 31st March (year end Audit) Accessibility fund £ 4,610.99 Refurb fund £19,105.45 General fund £35,231.87</p> <p>As of 13th May Accessibility fund £ 4,619.57 Refurb fund £20,493.04 General fund £36,307.53</p> <p>Andrea advised the heating has now been turned off for the summer. The energy contract runs our next month, and the renewal shows a massive rise in daily charges. Andrea to shop around for the best deals. Bryan asked the question about solar panels being used to help reduce costs. This is something to explore. Will conservation officers allow panel on the building? Can we get funding? Something to be followed up The till needs a few updates, including adding Thatcher's cider and hot drinks. As these are done remotely there is no limit to the number of changes per year. Jill has asked if</p> | <p>Adam / Jill / BTMCC</p> |



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| | <p>volunteer names can be added to the till. Lisa believes this can be done with little difficulty. Lisa to liaise with till company for changes</p> <p>NHYT and UK Talent still outstanding</p> | <p>Lisa</p> <p>Adam</p> |
| Refurb updates | <p>Fly and Scenery bars were inspected on 6th May – awaiting quote for repairs. Andrea is liaising with a specialist floor company for a comparison quote to resurface auditorium dance floor</p> | <p>Andrea</p> |
| Marketing | <p>No marketing meeting. Concerns about lack of ticket sales for upcoming Elvis event. Suggested reducing the price and doing a big push. Michelle to send info to Emma for the next 6 months events so a leaflet can be printed</p> | <p>Michelle / Lisa</p> <p>Michelle / Emma</p> |
| AOB | <p>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</p> <p>Adam to order a NO PARKING sign for the fire exit gates and it's suggested yellow hatches be painted on the ground too</p> <p>Brown sign - Wendy to send copy of original form to Lisa to deal with CCBC</p> <p>Welsh Language magazine "CWMNI" has asked to do a piece on the refurb. Wendy to arrange</p> | <p>Adam</p> <p>Wendy / Lisa</p> <p>Wendy</p> |

Meeting closed 7.40pm

