



**CHAIR: Adam Birkinshaw-Bird**

## Minutes of meeting held at 6.30 pm 4<sup>th</sup> November 2024

Agenda item	Discussion overview and Action agreed	Actions
<b>Present</b>	Adam Birkinshaw-Bird, Kyra Crane, Bryan Masters, Michelle Bridges, Andrea Soulsby, Lynda Davies Ann Butler – Minutes	
<b>Apologies</b>	Chris Morgan, Lisa Phipps, Jill Winslade, Wendy Lewis, Phil Rosser, Emma Phipps-Magill, Sarana Burris, Dave Davies, Charlotte Smith	
<b>Declaration of interest</b>	Members are reminded of their duty to advise any interests in agenda items. None were noted	
<b>Welcome / Chair's report</b>	Adam welcomed members to the meeting. He advised that Jo Blair has now left the committee but remains on the volunteer team. Sincere thanks were offered to Jo for all her hard work in the role of Bookings Officer. Exciting news was shared about the installation of the new lift. This will be completed during W/C 4 <sup>th</sup> November and all committee members and volunteers have been invited to the Hall on Monday 11 <sup>th</sup> November at 18:30 to celebrate	
<b>Minutes</b>	Minutes from the last committee meeting on 7 <sup>th</sup> October we sent out with the notice of this meeting. No queries were raised on the contents; however it was asked if minutes could be circulated to the committee as soon as they are ready to give more time before the meeting. Adam has agreed to do this in future	
<b>Matters arising (From previous meeting)</b>	Streamlining booking system and provide flowchart of procedures  Policies – Adam to collect all policies from John Newton – Date to be set for committee members to be invited to review all policies	Emma to arrange meetings  Adam to arrange date



	Policy for bar pricing – group to be arranged to review bar prices and booking fees	Lynda to lead						
<b>Bookings Report</b>	<p>Charlotte is currently covering both bookings and volunteer staffing but is finding it too much for one person. Annie has offered to take over the role of Bookings Officer if the committee agree. Adam to email all committee. Andrea has also offered to help.</p> <p>Lynda has been able to forward a copy of the latest booking form which can now be saved and all old versions deleted. Andrea has requested a changed to remover the option for Bar/No Bar from the form. It was agreed once the new Booking Officer is in role, this form can be circulated for final tweaking</p>	Adam to advise when new booking officer is appointed						
<b>Volunteer report</b>	<p>The lift will be completed by Friday this week, in time for Big Mac’s first night. Adam has asked for volunteers to help with the clean up and set up for the event. Wendy will be taking the first ride in the lift, with a photographer on Friday at 10.30. Any volunteers available from 11am would be much appreciated. Charlotte has reported that some events still need staffing. The Tina Sparkle show is a concern as no names are down yet for this shift. This time of year is busy for everyone but she has urged all volunteers to look again at the rota and see where they can help. The rota for December and January will be available this week</p>							
<b>Financial report</b>	<p>Andrea started by offering her thanks to all who helped out providing cover whilst she was on holiday in October</p> <p>The current balances are as follows:</p> <table> <tr> <td>Lift fund</td> <td>£4,315.82</td> </tr> <tr> <td>Refurb fund</td> <td>£33,339.20</td> </tr> <tr> <td>General fund</td> <td>£43,828.18</td> </tr> </table> <p>From the refurbishment fund £15,000 for the toilet refurb and £5,000 for the bar store still needs to be paid</p> <p>It was agreed to mover the Refurbishment fund to a savings account. Within the currents account will be the General Fund and the Lift fund, which will be renamed as the accessibility fund going forward</p>	Lift fund	£4,315.82	Refurb fund	£33,339.20	General fund	£43,828.18	
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General fund	£43,828.18							



<p><b>Refurb updates</b></p>	<p>GEAS will be attending site with a team of volunteers on Wednesday 27<sup>th</sup> November, They will paint the corridor behind the stage, backstage toilets and dressing room if time allows. They provide all materials and equipment. BWH to make space ready by clearing and laying dust sheets. Andrea and Annie to sort</p>	<p>Andrea / Annie</p>
	<p>The windows have been measured for curtains, which need to be both blackout and fire-retardant. The cost is £600 per window. It's proposed BWH pay for these</p>	<p>Adam to seek committee approval</p>
<p><b>AOB</b></p>	<p><b>Christmas Fayre.</b> The maximum amount of 25 stalls have been booked and paid for. Michelle has requested as much help as possible on the evening of 30<sup>th</sup> November to help set up after the in the Hall finishes to be ready for the following morning</p> <p><b>Saturday Night Party.</b> Emma and Sarana leading on this Tickets are selling well</p> <p><b>Christmas party.</b> Michelle has everything sorted for this – all tickets have sold. Due to local donations, some budget remains. Michelle has asked to purchase a Grinch costume for £30 from the underspend. It was also proposed that a family film afternoon be held in January. Details to be confirmed</p> <p>Adam has obtained a price for a new website, from the same provider as Blackwood Miner's Institute. The cost would be £1,320 to build from scratch a website fully integrated with Ticketsource. It was requested that Adam meet with Derek Allford and check the situation with the current website and what work has been done / paid for</p>	<p>Adam to meet Derek (previous meeting cancelled due to ill health) New meeting to be arranged</p>

**Meeting closed 7.50pm**