



CHAIR: Adam Birkinshaw-Bird

Minutes of meeting held at 6.30 pm 7th October 2024

Agenda item	Discussion overview and Action agreed	Actions
Present	Adam Birkinshaw-Bird, Charlotte Smith, Emma Phipps-Magill, Sarana Burris, Kyra Crane, Bryan Masters, Michelle Bridges Ann Butler – Minutes	
Apologies	Lynda Davies, Chris Morgan, Lisa Phipps, Jill Winslade, Jo Blair, Andrea Soulsby, Wendy Lewis, Phil Rosser	
Declaration of interest	Members are reminded of their duty to advise any interests in agenda items. None were noted.	
Welcome / Chair's report	Adam welcomed members to the meeting, and a special mention to Bryan Masters, a new committee member attending his first full meeting. No report to give as it's Adam's first meeting since taking the Chair in September.	
Minutes	Minutes from the last committee meeting on 13 th August had been circulated. No queries raised.	
Matters arising	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						
Bookings Report and Volunteer report	<p>Charlotte is currently covering both bookings and volunteer staffing. No new bookings are being accepted, as agreed previously. The Big Mac concerts are the next events to be held. Staff are still required for the second night – 9th November.</p> <p>Charlotte will update staffing chat with other events which require staff. Cover for the caretaker is proving difficult due to short notice. It's requested that one month's notice of requirements be given in future to allow time to arrange cover.</p> <p>It was agreed any enquiries for regular hirers downstairs should be held until Andrea returns from leave – out of office message to be set on email. Charlotte has taken a booking for next august for a large event – up to 400 people. Meeting to be arranged in the new year to discuss requirements – possibly supplying music technician.</p> <p>Adam and Charlotte to arrange a handover with Jo to access existing booking forms. Charlotte has requested an up-to-date version of the booking form. If this can't be found, an old one will be updated. This to be circulated to other members for input.</p>	Charlotte to circulate updated booking form for committee input						
Financial report	<p>In the absence of the treasurer, Adam gave a report on the financial situation as of 30th September.</p> <table style="margin-left: 20px;"> <tr> <td>Lift fund</td> <td>£4,300</td> </tr> <tr> <td>Refurb fund</td> <td>£12,000</td> </tr> <tr> <td>General fund</td> <td>£43,000</td> </tr> </table> <p>These figures reflect transfer of £62,000 to BTM from the lift fund and £5,000 match funding for the new accessible toilet grant. Also £5,000 for the new bar store and £15,000 for the refurbishment of the ladies' toilet from the refurb fund.</p> <p>It was agreed there needs to be an ongoing fund to support the maintenance of the lift. Suggested renaming the Lift fund and adding to it via 2 or 3 agreed events per annum. All other bucket donations to go to staff rewards. Bar profit to continue to support the refurb fund.</p>	Lift fund	£4,300	Refurb fund	£12,000	General fund	£43,000	
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Refurb updates	<p>GEAS have offered a team of volunteers to do one day's work at the hall. They propose decorating the backstage corridor, toilets and dressing rooms. Site visit will be arranged in advance. Main contractors have agreed – access via fire escape stairs</p>	<p>BTMCC to liaise with GEAS and advise Adam of dates</p>
	<p>New windows have been installed at high level in the auditorium – 4 on each side. Originally planning consent required the hardboard to be reinstated on the inside. The project manager has asked permission for alternative ways of excluding light, including film on the glass panes, hard wood on the glass panes or curtains. It was agreed curtains would give the best result, allowing in daylight when blackout isn't required, although there were safety concerns on the balcony. The balcony windows will be boarded and painted plum to match. Prices for curtains being sought. Estimated cost £3,200 supplied and fitted.</p> <p>Ann Butler gave an update on the refurbishment progress and budget. Due to rising costs and unforeseen issues, the refurb cost has increased. Additional funding has been obtained and the project is on course to be completed by the end of the year, although a contingency of two weeks has been added on to cover any major weather issues. The contractors have confirmed the auditorium will be ready for the first event booked (8th November).</p> <p>Emma wished to note thanks to Ann Butler in her role as Clerk to BTM for overseeing the project and keeping everyone informed.</p>	<p>Adam to seek committee approval</p>
AOB	<p>Christmas Fayre. Michelle to lead on this. Tables have been given to The Ruperra Trust and St John Ambulance for the event. Michelle and her girls will run a “teddy tombola” with proceeds going to the Christmas party the following week.</p> <p>Christmas party. £250 budget agreed. Ticket price to be set at £5.00 per child. Tickets via Ticketsource. Adam or Nicola John to set up. Ann to type a donation request letter</p>	<p>Emma to contact Nicola John re Ticketsource</p>



	<p>on BWH paper in Andrea's absence, to enable Michelle to approach local businesses. Grant request for to be submitted to BTMCC for the cost of selection boxes. Emma has offered to support by overseeing events, leaving Adam free to deal with policies and procedures. 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. Emma requested to borrow three table for a family event. These will be collected Thursday evening (10th October) during hall lock up. EPM / AB</p>	Adam to meet Derek
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Meeting closed 8.25pm