

**Notes of a Meeting of the Assembly Hall Working Group
held on Thursday 13 December 2018**

Present:

Geoff Mitcham; Adrienne Westbrook; Richard Wiltshire; Mike Sankey; Tim Cross; Pat Aves; Martin Payne; Terri Welch

1. Apologies

Apologies for absence were received from Linda Roberts

2. Minutes of Previous Meeting

There were no notes available from the previous meeting held on Thursday 13th September 2018

3. Financial Overview

TX presented the latest income and expenditure report. The working group discussed several of the key concerns.

- i) The gas bill has been recognised as being very high. This may be due to mis-coding in the past. It was decided to not make a decision until the next financial year.
- ii) AW suggested we add a new finance code for the KGV Pavilion so that we can see how much is being generated. Action: TX/Stuart
- iii) It was suggested a separate coding of 4949 is issued for the show lighting that is delivered by Paul Seemayer. Action: TX/Stuart
- iv) 4922 Marketing. It was noticed that there is much better financial control of the marketing budget this year. AW suggested using more social media.

4. Recent Events Review

TX presented the members with a breakdown of profit and loss from the shows and events from the last working group meeting in September. The members were made aware that the only shows that had made losses were those shows that had a guaranteed fee, notable losses were Rocket Man and Love Distraction. TX informed the members that he would be trying to book the majority of shows going forward on a non-guarantee contractual basis although this is not always viable for some shows.

Shows were reporting an overall loss of £3057.76 at the time of the meeting but this was anticipated to be considerably reduced by the end of the year.

5. Forthcoming Live Events and Financial Exposure

The members were shown the Ticket Source reports for forthcoming events and were made aware of any shows that were potentially going to lose money. None of the remaining shows in this budget year were at high risk.

6. Cinema Update

TX informed the members that there would be plenty of films in the new year including Bohemian Rhapsody and A Star Is Born. It was also pointed out that a keen eye would be cast over the awards season and films nominated for awards.

7. Councillor Suggestions

MP - Suggested that the Assembly Hall manager looked at getting prices for an illuminated sign for the outside of the building as at present there was little or no notice of the building from the Market Place.
Action: TX get quotes

All – Bus shelter advertising. As there are new bus shelters going up it was suggested we look to install all-weather frames to use for advertising future Assembly Hall and town events.

Action: TX get quotes

8. Any Other Business

TX notified the members that he had received a formal withdraw by Wiltshire Council of their lunch service held at the Assembly Hall five days a week, the last day being Thursday 20th December 2018. This then led on a conversation regarding the proposal by Sue Mortimer to keep the lunch club going, possibly using the Assembly Hall.

Action: TX to approach Wiltshire Council regarding the surplus catering equipment

TX informed the members that since the closure of the Christie Miller Sports Centre the Assembly Hall had inherited sixteen exercise classes across four days of the week.

There were further discussions regarding the marketing of the Assembly Hall but no specific actions.

TX informed the members that there had been an insurance claim made against the Assembly Hall following a customer slipping over and breaking her arm. Our insurance company are already informed and dealing with the claim.

Action: TX to keep the members informed

TX tabled the report from the auditors regarding financial control within Assembly Hall practices. The observations were duly noted.

Action: TX to make amendments to correct these

9. Date of Next Meeting

Thursday 21st February 2019 at 5pm