

**Notes of a Meeting of the Assembly Hall Working Group
held on Thursday 21 February 2019**

Present:

Geoff Mitcham; Pat Aves; Martin Payne; Terri Welch; Linda Roberts; Tim Cross.

1. Apologies

Apologies for absence were received from Adrienne Westbrook; Mike Sankey

2. Minutes of Previous Meeting

The notes from the previous meeting on 12th December 2018 were passed as being accurate. TX also brought the group up to pace with progress regarding the gas bill, water bill and finance codes.

From the notes:

Item 7 Councillor Suggestions: MP suggested TX to talk to Adshel and Sound Marketing with regards to an illuminated sign. It was also suggested that advice regarding planning permission was sought.

Item 8 Any Other Business: TX brought the group up to date with regards an insurance claim being brought upon the Assembly Hall. Alex Russell has been appointed to investigate the claim by our insurers and he had visited the hall and was satisfied with what he saw but did find a notable amount of slips in the hall since 2003 in our accident books.

Luncheon Provision: TX informed the group that since the last meeting Sue Mortimer's relaunch of the 'Lunch Club' had gone well and that there were no issues to report other than a lower than expected bar take, which was disappointing.

The exercise classes: Continuing to be successful and are working well with Places Leisure (Blue Pool).

3. Financial Overview

TX presented the latest income and expenditure report. The working group discussed the figures but there were no issues raised.

TX proposed that he works with the Town Clerk to review the rate card for all town council premises and facilities. This would also include the idea of a charity discount for properly identified charities.

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 December.

Shows were reporting an overall loss of £726.33 at the time of the meeting. This represents an improved reduction from the previous meeting figure of a £3057.76 loss at that time.

TX informed the group about the cancelled Blake, New Jersey Boys and Trumped shows and the reason why these shows were cancelled in the case of Trumped (poor sales) and rescheduled in the case of the other two.

A conversation then ensued regarding the town council noticeboards at the library and outside of the Pig & Whistle pub and that they would benefit from a tidy up and for event posters to go into the frames. GM raised the point that the poster in the bus shelter on Spa Road was out of date (this has already been replaced).
Action: TX to talk to Mike & Nigel

TX reported that all of the recent family activities had 'sold' out and that they had been very popular. The recent 'Roller Disco's' had equally done very well and had been well received by the public.

5. Forthcoming Live Events and Financial Exposure

Sales figures for upcoming shows were given to the group for all forthcoming events. It was not considered that there were any events that were under any risk although it was noted that sales for certain shows could be improved. MP offered to distribute flyers to some of the church halls and centres he visited throughout the week, he also suggested www.inyourarea.co.uk as a potential opportunity to advertise for free.

6. Cinema Update

TX informed the members that Bohemian Rhapsody, Mary Poppins and A Star Is Born had all been very well received with over 200 attending Bohemian Rhapsody. He informed the group that the next round of films would hopefully include, Stan and Ollie, How to Train Your Dragon, Green Book, The Favourite and Yesterday. Suggestions were made for 'A Private War' by PA

7. Councillor Suggestions

All suggestions made by councillors were incorporated into the general notes during the meeting.

8. Any Other Business

TX informed the group that Dan Moore was intending to tender his notice but was having to wait for a start date from his new employer.

9. Date of Next Meeting

Thursday 21st March 2019 at 5pm