Dinnington St John's Town Council

Minutes of the Lyric Committee Meeting held on 24th February 2025 at 9:30am in the Council Office, Laughton Road, Dinnington

Present: Cllr W Hall (Chair), Cllr G Cruickshanks, Cllr L Clarke, Cllr J Hall, Cllr W Hall, Cllr J Hart, Cllr D Scriver and Cllr D Smith
In attendance: T. Collingham (Town Clerk and RFO), E. Stanger (Lyric Manager) and two members of public.

L01/25 **To appoint the Chair of the Lyric Committee**

Resolved:- That Cllr W Hall be appointed the Chair of the Lyric Committee.

L02/25 **To allow for questions from electors of Dinnington to ask one question only in respect of business itemised on the agenda or on a pertinent issue that may arise; followed by the formal meeting**

No questions asked during the public session.

L03/25 **To receive and consider any reasons for absence**

All members were present at the meeting.

L04/25 **To receive and record any declarations of interest and if necessary, to receive written requests for dispensations for disclosable pecuniary interests and grant any requests for dispensation as appropriate**

None received

L05/25 **To identify any agenda items which may be considered following the exclusion of the press public, due to the confidential nature to be discussed. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2))**

No items were considered with the exclusion of the press and public.

L06/25 **To discuss and approve the meeting schedule for next year**

The Clerk shared a draft proposal of a monthly meeting schedule, with evening meetings to better promote community engagement and transparency of decision making.

Resolved:- That the Committee agreed to hold the Lyric Committee on the last Monday of the mon delegation given to the Clerk to sort the timing alongside the other committee meetings.

L07/25 **To receive and approve the Terms of Reference for the Committee**

The Committee agreed that there should be seven members on the committee and that the remit of the committee reflected what members wished for the committee to cover;

- The planning and implementation of improvements to The Lyric.
- The oversight and execution of any major works and maintenance of the building.
- The management of finances and accounts, including the acquisition and allocation of grants and sponsorships.
- The development and periodic review of a comprehensive business plan for The Lyric.
- The coordination and facilitation of events held at The Lyric.
- The regular review and evaluation of the scheme of delegation specific to The Lyric.

Resolved:- That the proposed Terms of Reference be approved.

L08/25 **To discuss the hire rates for The Lyric and propose any further action**

The current year hire rates were shared with the Committee, with some examples of updates to ensure that the venue still remains competitive within Dinnington.

Resolved:- That the Committee wished to have a simpler pricing structure, and that competitor visits will be arranged for members to see other venues.

L09/25 To discuss and agree the format of the finances that would like to be received as part of the Committee

Resolved:- That a Profit and Loss report of The Lyric be presented to the Committee with a breakdown cost analysis of each event, and for this to be done on a trial basis to understand the level of work involved.

L10/25 To discuss small works improvements and consider any further action

The Clerk and Lyric Manager discussed some small improvements that could be made in the short-term utilising the council's budget to improve areas. The Committee agreed with the concept and that more needed to be done to signpost The Lyric.

Resolved:- That members will complete a customer journey of The Lyric arranged and communicated by the Lyric Manager and that delegation be given to Officers to complete small improvements in the Lyric

L11/25 To discuss and agree the Scheme of Delegation for The Lyric

The Clerk asked for the Scheme of Delegation in regard to the day-to-day management of The Lyric. The Committee agreed that maintenance schedules, communication through Facebook pages, the usual booking and day-to-day management including the power for staff to hold events in line with the agreed budget should all make up the Scheme of Delegation.

Resolved:- That the Clerk will write a Scheme of Delegation document that will incorporate the delegated powers in respect of management of The Lyric

L12/25 To discuss the current booking system and agree the process of implementing the new booking system

The Clerk highlighted that the Scribe Booking system was not fully functional, and that work had been put in place to transfer all bookings onto the system. The proposed 'go live' date is 1st April 2025, where all invoicing and bookings are kept within one system and employees using the system will receive full training as part of transferring to use the new system.

Resolved:- That all bookings for The Lyric will be administered through Scribe Bookings will from 1st April 2025

L13/25 To discuss the requirements for sound and lighting and agree next steps

The Lyric Manager advised that quotes were being received but were not ready for this meeting. The Committee agreed to have an update on the quotes by the next meeting.

Resolved:- That quotes for sound and lighting be brought back to the next meeting of the Committee.

L14/25 To discuss the long-term improvements and agree next steps

The Committee wished to see the proposal that was received by the Council and that this should be circulated with the Committee. The Committee wished to submit their long-term ideas one week prior to the next meeting so that these could be discussed.

Resolved:- That the Clerk will collate councillors ideas for discussion at the next Committee meeting and circulate the previous proposal document to the Committee.

L15/25 To discuss upcoming events in The Lyric and consider any further action

Chairman Signature: WHall

The Lyric Manager highlighted events that are upcoming, including; VE Day, VJ Day, Scotty's Bingo, Cartoon Circus.

There was a discussion from councillors to host an event in The Lyric for an amount of £15,000+. The Clerk advised that this amount had not been budgeted and it would be a financial risk for the council to consider.

The Committee did not bring forward a proposal for the event, and noted the events that are currently scheduled.

L16/25 **To discuss and note any matters for inclusion on the next meeting**

No items were raised for inclusion.

L17/25 **To note the date and time of the next meeting**

Monday 24th March 2025 – Time to be confirmed.

Meeting Closed 19:08