

Dinnington St John's Town Council

Minutes of the Lyric Committee Meeting held on 27th July 2026 at 5:30pm in The Lyric

Present: Cllr L Clarke (Chair), Cllr G Cruickshanks, Cllr J Hall, Cllr W Hall, Cllr J Hart, Cllr D Scriven.

Apologies: Cllr D Smith

Absent: None

In attendance: A Wright (Clerk & RFO), C Radford (Town Council Assistant Clerk), E Stanger (Lyric Manager)
4 members of the public

L31/27 **Members are asked to answer questions from the last meeting: and 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**

A member of the public asked if the committee if the recent World Cup viewing event had been a success. The Clerk and Lyric Manager advised that due to a last minute event cancellation for that weekend, it was suggested by a work experience student and planned at short notice. Whilst not many did attend, the bar takings did cover the cost of the one paid member of staff and was enjoyed by those that did attend.

L32/27 **Members are asked to receive and consider any reasons for absence**

Resolved: That the Council received and accepted reasons for absence from Cllr D Smith.

L33/27 **Members are asked 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.

L34/27 **Members are asked to identify any agenda items which may be considered following the exclusion of the press and 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.

L35/27 **Members are asked to receive and approve the minutes of the previous committee meeting held on Monday 22nd June 2026.**

Members discussed an update from the Clerk that the exit fee had now been paid and the case closed regarding the previous till contract. Members are concerned that this decision was taken by the Clerk and the Chair of the council without further discussion or communication with the Lyric committee. Members advised that they intend to pass this onto the Staffing and Complaints Committee for further consideration.

Resolved: That the minutes of the Lyric Committee 22nd June 2026 meeting be approved as a true record and to be signed by the Chair and kept on file.

L36/27

Members are asked to receive:

- **Information regarding event cancellations**

The Clerk updated members that due to low ticket sales, two recent events at the Lyric have been cancelled. The events were advertised by poster, social media and in local press. The booked artists also share the events with their followers.

Members discussed the use of social media and how some forms are more engaging than others and that the council needs to look to discuss with a marketing/social media expert how to promote events and find out the best ways of doing so. Additional training was also suggested for staff focusing on marketing and social media.

It was suggested that each month may have a different theme and focus in order to promote the hire of the venue and the different events. Promoting a main event of the month may also be beneficial and create more engagement and ticket sales.

The need for a marketing strategy was identified and is to be discussed further.

- **Managing bookings and response times**

A concern for some members is potential customers ability to speak to someone to book the Lyric and a recent incident of this was discussed.

Cllr Scriven is to send to the Clerk further information details on how to filter out the large number of marketing calls coming through to the office.

- **Receive and note upcoming events at The Lyric**

The Clerk presented members with a list of upcoming events at the Lyric. A member asked for further information around booking times and why the Lyric is shown with an all day booking if the event is only being held for a few hours later in the day. It was explained by the Lyric Manager that this will be to allow for the venue to be cleaned from a previous event or could be an error. Some of the booking fee amounts were queried but this is also explained as information not transferring over to the software correctly and will be improved upon.

The Clerk confirmed that due to time constraints and managing workloads on issuing supporting documents with summons to meetings, there will always be a time lapse and the information is not live at the time of the meeting and is subject to change.

- **Consider any further action**

Previously discussed.

L37/27

Members are asked to receive a breakdown for the profit and loss of events held in The Lyric within May 2026 and receive and note the financial budgeting report for Income and Expenditure in June 2026.

Members discussed the profit and loss figures over recent months and the need to increase income. Comparisons were made to the successful Resource Centre but they have football teams based there and the Manager has many contacts within the entertainment industry, their advice could be sought. Visits to other theatres in the area was also discussed again.

L38/27

Members are asked to receive an update for New Year's Eve 2026

Members were informed that the Lyric Manager has secured an act for the evening and is in the process of confirming a MC to host the event.

L39/27

Members are asked to consider and approve arrangements for an Open Mic Night on Saturday 22nd August 2026

Members discussed the Open Mic night and the Clerk confirmed that the Bar Manager will be available with one member of bar staff. Cllr Clarke, Cllr Cruickshanks and Cllr Scriven are to arrange training from 4Front events in order to operate the sound and lighting equipment. The Clerk confirmed that the training for Councillors was not included in the original contract. Cllr Cruickshanks will host the evening and a feed to artists on stage will need to be arranged as this was not provided last time and made it difficult for performers to hear the tune properly.

L40/27

Members are asked to consider an update on the heating system, decorating of the Lyric and making the entrance to the Lyric more inviting.

The Clerk updated members to advise that there is a leak within the heating system supply to the wall mounted heaters. A decision needs making regarding capping off the water supply to the wall mounted heaters. Members are happy for the Clerk to obtain quotes and then bring back to the committee.

Members discussed prioritising the entrance and new door front. Cllr J Hall reminded the Clerk that funding is available to properties on the high street to improve the fronts of buildings.

The re decorating of the Lyric will be looked at again following the work on the heating.

Resolved: Members resolved for the entrance to the Lyric to be prioritised and for the Clerk to apply for the grant from RMBC.

L41/27

Members are asked to discuss any maintenance works and consider any further action.

i) Suggestions and quote from 4Front Events

Members advised the Clerk they will discuss this after the training with Councillors takes place on the sound and lighting equipment.

ii) Council microphones replacement quote

Members agreed to take this item to the next full town council meeting.

L42/27

Members are asked to discuss and approve the expenditure for additional tables for the Lyric.

Members discussed a request from the Lyric Manager to approve purchases of additional rectangle tables. Members requested that the Lyric Manager bring a full costing to the next meeting for consideration.

L43/27

Members are asked to consider and approve a quote for the provision of tills within the Lyric bar.

The Clerk presented members with quotes for new tills and a discussion then followed around terms and conditions being read through.

Resolved: Members resolved to go ahead with the purchase of tills from Imin.com as per the Clerk's recommendation.

L44/27

Members are asked to discuss and note any matters for inclusion on the next meeting

As previously discussed.

L45/27

Members are asked to note the date and time of the next meeting

The next Lyric Committee meeting will be held Monday 28th September 2026 at 5.30pm.

Meeting Closed 18.42hrs