



Friends of Ramsbottom Civic Hall

Public Meeting at the Civic Hall on 14th March 2024 at 7pm

Minutes

		Action
1.	Attendance and Apologies	
	Present: Eddie Jones, Janet Smith, Stuart Rothwell, Julie Cornall, David Catterall, David Nixon, Tony and Debbie McDermot, Bill Fildes, Chris Hill, Cath Harrop, Mark Griffiths, Chris Shannon, Cllr Gareth Staples-Jones, David McCarthy	
	Apologies: Steve Treadgold, Nick Hitchen, John Ireland, Gwenda Newton, John Leyland	
2.	Notes and updates from the previous meeting circulated in advance, copies also handed out and put on forch.uk	
3.	Introduction by FORCH Chairman Eddie Jones on meetings to date (FORCH AGM, two public meetings with attendances showing strong support for the Hall as the key venue for activities and public events. Now holding a third meeting to seek further progress and inviting participation by all.	
4.	<p>Hall governance – The FORCH Team FORCH – a new expanded committee needed - a small group (5+?) with a clear goal and strategy to keep the Hall up and running with regular events.</p> <p>A suggested lead team structure to be produced for discussion at the next meeting. Key roles to be defined by title and exact responsibilities. (As well as Chair, Secretary, Treasurer, also a team member responsible for each of these areas: marketing and publicity, legal matters, event management, volunteer management etc with possibility of sub- committees/working groups on separate parts of what needs doing.)</p> <p>Regular volunteer support, with standby members Need for new, clear roles for volunteers with participants to be operating to a schedule allowing for different levels of commitment.</p> <p>Readiness to act with Bury VCFA - Helen Tomlinson to be contacted re obtaining a governance structure template and a further (volunteer) document to help with potential volunteers' skills and experience identification and setting up of management.</p>	<p>Mark G</p> <p>Gareth S-J</p>

		Action
	<p>Volunteers/offers received at this meeting:</p> <p>Cath - asked to be sent a copy of the volunteer document. It will then be circulated online</p> <p>David N - presented a creative input as necessary.</p> <p>Chris S – offered same and skills on presenting documents and the product of the meeting with Janet for circulation. Interested in doing press releases.</p> <p>Julie - member of Forch and user of hall for dance classes voiced readiness to continue involvement.</p> <p>Bill and Chris H - offered to become volunteers</p> <p>NB At the three previous FORCH meetings many more local people showed willingness to volunteer to support the operation of their Civic Hall, which is much appreciated for its attractive spaces but Bury Council can only provide one staff member (responsibilities include opening up, bookings, setting up and clearing up the venue (Detailed notes on these meetings are on the forch.uk website.)</p> <p>Some previous participants were not available this evening and need to be kept aware and informed of progress. There was also a warning that, with lots of Ramsbottom groups having their own agendas, their members cannot attend all the different meetings. Also, there is lots of crossover. Even when people are very keen to participate, they cannot attend lots of meetings.</p>	<p>Cath</p> <p>Chris S, Janet S</p> <p>Janet S</p>
5.	<p>Hall Publicity and Marketing</p> <p>Much better public information on the Hall is a priority that was emphasised again at this third meeting</p> <p><u>Main suggestions</u></p> <p>The possibility of social media to help and use of news items for reports in the press – individuals involved to decide on details of arrangements</p> <p>Use people from within town to send in press releases and post on social media</p> <p>Need to change any perception that the Hall is under threat of closure</p>	<p>Chris S, Eddie J Janet S</p>
6.	<p>Agreement for further meeting for decisions on progress and membership.</p> <p>Agenda Item - content of above volunteer document to be agreed with intention to it being circulated widely online/as printouts to potential volunteers asap (eg within 14 days) with designated team member in charge of responses. Form/document should include information as to how much of their time participants can offer.</p>	
7.	Date and Time of Next Meeting: 7pm Wednesday 3rd April 2024	

