

MINUTES OF THE BRIDGNORTH TOWN COUNCIL CASTLE HALL AND TOWN HALL WORKING PARTY

Tuesday 20th February 2018

Present: Acting Town Clerk, Mr B Ince, Councillors R Fox (Chairman), Mrs C Baines MBE, Mrs C Whittle, Ms S Barlow

In attendance: Rachel Follette, Minute Taker

It was proposed that the objective of this meeting was to draw up a Business Plan going forward before spending any more money on Castle Hall and to stop the hall being a liability to council.

It was also considered that it may be beneficial for council to review its property portfolio in order to maximise its potential.

Review of existing facilities at Castle Hall – positive and negative attributes

Positive	Negative
<ul style="list-style-type: none">• Biggest venue in town	<ul style="list-style-type: none">• No parking
<ul style="list-style-type: none">• Fully equipped kitchen	<ul style="list-style-type: none">• No garden
<ul style="list-style-type: none">• Wedding Licence	<ul style="list-style-type: none">• Too big/ not versatile
<ul style="list-style-type: none">• Local	<ul style="list-style-type: none">• No WIFI
<ul style="list-style-type: none">• Near park	<ul style="list-style-type: none">• Lack of adequate electrical facilities
<ul style="list-style-type: none">• Has smaller rooms	<ul style="list-style-type: none">• Problem with bar
<ul style="list-style-type: none">• Good disabled access	<ul style="list-style-type: none">• Too expensive

Suggestions for improvement

- Market the hall in a more comprehensive way, advertising the four areas for hire : -
 1. hall
 2. bar area
 3. upstairs rooms
 4. wedding room
- This is to include formally advertising the old nursery area and consider this for other purposes such as storage for performances or a green room.
- Use the Town Council photographer to take some new photos to produce a new leaflet and a separate event leaflet.
- More work is required for our website for promotional purposes.
- Consider using What's What magazine to advertise room availability.
- Offer packages such as wedding reception and party packages which include a list of caterers and bar facilities.
- Don't renew the wedding licence again when the current licence expires in 2020.
- Charges need to be reviewed due to the complexity of the existing forms and different rates. It will be reviewed alongside rates for Low Town Community Hall which operate a much cheaper and simpler charging structure.
- Consider running the hall as a charitable trust. Bringing in volunteers and a few paid staff to man a bottle bar as currently happens in Ludlow.
- A new sign needs to be brought for the hall to help modernise its exterior.

Areas of focus

- Leaflets
- Caterers
- Bar
- WIFI
- Room upstairs

Allocation of tasks

- Councillor Carol Whittle to source caterers.
- Councillor Richard Fox to visit Castle Hall to assess whether a TV, similar to that in the Mayor's Parlour with AV facilities or a projector and drop down screen could be purchased. To contact two potential new companies to provide a bottle bar.
- Rachel to provide copies of booking forms, a list of regular users of Castle Hall and to send photos of Castle Hall taken by Clive, caretaker of the hall.
- Barry to get someone in the office to look at WIFI prices for Castle Hall.

Next meeting: - Tuesday 17th April at 10 am – Mayor's Parlour