



**CHAIR: Adam Birkinshaw-Bird**

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**Minutes of meeting held at 6.30pm on 7 October 2025**

<b>Agenda item</b>	<b>Discussion overview and Action agreed</b>	<b>Actions</b>
<b>Present</b>	Adam Birkinshaw-Bird, Bryan Masters, Sarana Burris, Jill Winslade, Ann Butler, Amie Jordan, Lisa Phipps, Colin Poole, Emma Phipps-Magill, Wendy Lewis, Charlotte Smith Suzanne Whiting – Minutes	
<b>Apologies</b>	Andrea Soulsby, Lynda Davies, Liz Aldworth, Chris Morgan, Amanda McConnell, Lisa Phipps	
<b>Martyn's Law presentation</b>	Due to technical issues the presentation was unable to go ahead. In the meantime, Derek is happy to assist with the production of risk assessments and confirmed that they are not yet auditable. He advised, however, that it is good practice to put them in place for events with over 200 people and that the police be notified.	Adam to contact Derek Allford to rearrange date for presentation
<b>Declaration of interest</b>	No conflicts of interest declared.	
<b>Welcome / Chair's report</b>	Adam welcomed members to the meeting.	
<b>Treasurer's update</b>	Amie has stepped down citing difficulties with splitting the role given the regulatory and legal responsibilities of the role. Adam will be providing support to Colin in the interim period until he has completed the relevant training. It was suggested that the handover period be no more than three months for the handover to take place, to allow appropriate access and training for Colin.	



<b>Minutes of previous meeting</b>	Minutes from the last committee meeting on 1 September were sent out with the notice of this meeting. No queries were raised on the contents.	
<b>Matters arising (From previous meeting)</b>	<p>Solar panels – a quote has been received from BG Heat (currently installing the new boiler).</p> <p>Emma has circulated options for door security and will send to the officers WhatsApp group chat.</p> <p>Concern was raised that the proposed first aid training could slip if a timescale isn't set. It was suggested that arrangements are considered within the next three months.</p>	<p>Annie and Bryan to discuss</p> <p>Adam to consider</p> <p>Adam to discuss arrangements with Rhydian</p>
<b>Volunteer report</b>	<p>The next few months are a very busy period with a dwindling number of volunteers to cover. Charlotte asked that everyone let her know when they are unable to cover not just those events that they are available for.</p> <p>A volunteer drive was suggested to try and increase numbers. Emma suggested an open night as a way of promoting volunteering.</p> <p>There was a discussion around 16 year olds and whether they should be allowed to serve behind the bar with concerns expressed about the responsibilities for designated lead staff and individual licence holders. Caerphilly CBC to be contacted about amending the current licence to allow this.</p>	<p>Emma to check a suitable date</p> <p>Annie to take forward with Caerphilly CBC</p>
<b>Staffing</b>	Concerns about lack of availability of key holders and request made for additional cover. Suzanne has volunteered.	
<b>Bookings Report Upstairs</b>	Annie reported that bookings are very busy throughout Christmas and that some hirers have had to be turned away.	



<b>Downstairs</b>	<p>Annie will check with the card shop in Bedwas on sales of tickets for Oktoberfest on 11 October.</p> <p>A private booking was discussed, and Adam reiterated the need to ensure that any discussions about the event remain confidential.</p>	
<b>Financial report</b>	<p>Accessibility fund    £4819.14  Refurb fund            £25264.38  General fund           £33858.53</p> <p>The commitment to provide funds towards the replacement was confirmed as £8734 from the general fund.</p>	
<b>Marketing</b>	<p>Chair and members yet to be agreed for the marketing sub-committee. To be discussed at next meeting.</p> <p>Lisa has asked for ideas for films and Emma has asked for thoughts on a barn dance, potentially in February, that she would be happy to arrange.</p>	Add to agenda for November meeting
<b>AOB</b>	<p>Lights – quotes have been received but will need to be discussed at the next meeting.</p> <p>Christmas - there will be no profit from the children's Christmas party as it is a community event. Emma requested a contribution of £250 for the Christmas parties which was agreed. A request to be made to BTMCC for a contribution towards the cost of selection boxes for the children's Christmas party. The cost of the adult Christmas party will be approximately £2400.</p> <p>Request made for dietary requirements to be added to the online booking form.</p>	<p>Add to agenda for November meeting</p> <p>Annie to contact BTMCC</p>



	<p>Request for extra storage for stock, particularly for events like Megaday where stocks of beer needs to be increased. The room opposite the lift can be used for this purpose once cleared.</p> <p>Andrea has requested funds to buy carpet runners for corridors to avoid slips and fall, especially in wet weather. It was agreed that she can get costings for these.</p>	Andrea to get costings
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**Next meeting xx November 2025 – 6.30pm**

**Meeting closed 8:00pm**