



CHAIR: Jill Winslade

Minutes of meeting held at 6.30pm on 3 December 2025

Agenda item	Discussion overview and Action agreed	Actions
Present	Andrea Soulsby, Sarana Burris, Jill Winslade, Lisa Phipps, Colin Poole, Emma Phipps-Magill, Amie Jordan Suzanne Whiting – Minutes	
Apologies	Adam Birkinshaw-Bird, Ann Butler, Bryan Masters, Amanda McConnell, Wendy Lewis, Liz Aldworth, Chris Morgan, Lynda Davies, Charlotte Smith	
Declaration of interest	Members are reminded of their duty to advise any interests in agenda items. None noted	
Welcome / Chair's report	Jill welcomed members to the meeting. Jill reminded everyone that there should be no drinking when working behind the bar.	
Minutes	Minutes from the last committee meeting on 3 November were sent out with the notice of this meeting. No queries were raised on the contents.	
Matters arising from previous meeting	None reported.	
Treasurer's update	Colin is looking at all the invoices for December. Andrea will continue to check them during the handover period.	
Staffing and volunteer report	One or two of the newly added set ups need extra staff. The rota for next year is being prepared. Is there a need for a rota for the adults Christmas Party.	All to update the rota



Bookings Report Jill reminded everyone that all bookings must go through the booking officer, Annie and any enquiries must be directed to: venuehire@bwhi.org.uk

Rock Choir have confirmed bookings for two 10 week terms every Wednesday from January. Andrea will be setting up the urn and bringing chair racks to the front of the stage for these events.

The quilting group will now be held every Wednesday between 10am and 12pm.

Financial report

Accessibility fund	£ 4,837.62
Refurb fund	£29,616.29
General fund	£32,283.00

There are some pending bank transfers for the panto (£875) and for the new outside door lights (£527).

A complaint has been received via Caerphilly County Borough Council about the new lights. Andrea has contacted AJC to see if they can be altered to reduce the impact.

Andrea to contact CCBC to acknowledge the email and to confirm that action is being taken to address the issue.

Marketing Sub-Committee update

The panto was sold out and there was a discussion around how to promote it more widely next year but the number of volunteers currently may restrict this.

Merchandise left from the panto will be sold at the children's Christmas party or given as prizes with a view to getting rid of as much as possible so that at next year's panto the merchandise will reflect the the theme of the show.

AOB

a. Reserving Tables



Following some issues at recent events suggestions were considered about how to accommodate people wishing to reserve tables. These included:

- Offering a reserved table automatically for anyone booking 10 tickets
- Offering priority seating at theatre style set up events
- Advising ticket holders that reservations must be taken within 15 minutes of doors opening
- Look at options for accessibility
- If there is a long wait from doors opening and main act - consider finding someone local as warm up to fill the time
- Consider a table plan to monitor usage

Lisa to look at Ticket Source and consider updating information available

Moved to next meeting

b. Noticeboards

Other promotion options to be considered by marketing sub-group committee.

Andrea to order new mats

c. Corridor mats

It was agreed that new mats were needed. Approval given for Andrea to proceed based on the quote of £495 from Specialist Mats.

Sarana and Emma to take forward the lead on these events

d. Yearly events

It was agreed that Sarana and Emma can trial four yearly events with themes to promote the hall. The proposed events for 2026 are:

- Barn dance - February
- Children's Halloween Party (in conjunction with BTMCC) - October
- Children's Christmas Party - December
- Adult Christmas Party - December

Suzanne to redesign agenda and investigate the use of Syntech with Annie/ Derek

e. Agenda - future structure

It was agreed that AOB would be removed from the agenda and that all items must be submitted a week before the meeting. Only very urgent items could be added to the agenda

Lisa to follow up with CCBC



outside this time. The agenda will be restructured to make it simpler and the use of the website filing system Syntech to be investigated to store meeting papers.

Andrea to enter the competition and to look into better signage

f. Brown signs

A follow up is needed on what is happening with the request to CCBC for brown tourist signs.

g. Loo of the year

Following many compliments about the toilets it was agreed that Andrea would enter them into a Loo of the Year competition. However, there needs to be better signage that is bilingual.

Suzanne to add training on to the agenda for the January meeting

h. Other items

- The ramp has been removed following concerns about compliance. BTCMM have applied for building regs which CCBC will undertake for free as it is a disability issue. When approved the ramp can be reinstated.
- Training is needed for staff to refresh on opening and closing tills, safeguarding, opening up and closing etc
- Chair's actions undertaken out side of the meeting should be included in the Chair's report at each meeting.
- Premises licence to be reviewed with CCBC to amend to cover 500 people so that separate licences aren't needed as under the current licence.
- Update on when the Martyn's Law presentation can take place is needed

Andrea and Annie to consult with CCBC about the change
Annie to check with Derek when he will be available



Next meeting Tuesday 6 January 2026 – 6.30pm

Meeting closed 8.00pm