



**CHAIR:** Jill Winslade

**Management Committee  
Minutes of meeting held at 18:30 on Tuesday 2 February 2026**

**Present:** Ann Butler, Suzanne Whiting, Amie Jordan, Wendy Lewis, Andrea Soulsby, Emma Phipps-Magill, Sarana Burris, Liz Aldworth, Chris Morgan, Derek, Charlotte Smith, Adam Birkinshaw-Bird, Lisa Phipps, Colin Williams

<b>Agenda item</b>	<b>Discussion overview</b>	<b>Action/ Decision agreed</b>	<b>Completion/ update on progress</b>
<p><b>1. Chair's report</b></p>	<p>Jill invited Chris Morgan and Derek to speak on the Pride in Place UK grant awarded to BTMCC of £250k.</p> <p>The money will be spent developing the space on the ground floor as part of existing plans that already have permission in place. The work will involve some upheaval over the period of the works.</p> <p>Chris and Derek will provide regular updates to the committee as plans develop.</p>	<p>All – submit questions, ideas and suggestions to Emma who will liaise with BTMCC.</p>	



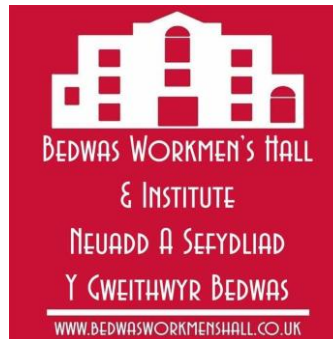
	<p>They welcome suggestions from the Committee about the scheme but bearing in mind that they cannot veer from existing approved plans.</p> <p>Chris and Derek left the meeting after answering questions from committee members.</p>		
<b>2. Apologies</b>	Amanda McConnell, Bryan Masters, Lynda Davies		
<b>3. Conflicts of interest</b>	None declared		
<b>4. Minutes of previous meeting and matters arising</b>	<p>Items identified for correction:</p> <ul style="list-style-type: none"> <li>● Adam Birkinshaw-Bird spelt incorrectly.</li> <li>● Andrea looking into Loo of the Year award not actually submitting an application.</li> <li>● Martyn's Law training does not require completion within this financial year as it is free.</li> </ul>	Suzanne to make amendments.	Completed
	<b>Treasurer</b>		



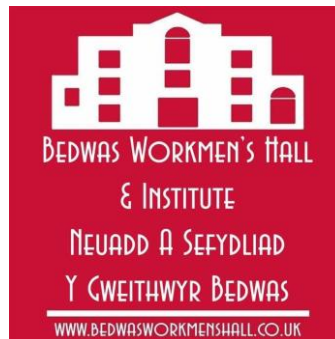
<p><b>5. Reports and updates</b></p>	<p>Colin is now doing invoices and Barclays have sent a bank card for him to use.</p> <p>Accessibility fund = £4,892.95          Refurbishment fund = £32,790.23          General fund = £33,925.24</p> <p>Due to a gas metre change in November 2025, EDF have not yet issued a bill which is likely to be around £2k per month.</p> <p>A bill for two faulty lights has been authorised.</p>		
	<p><b>Volunteers &amp; Staffing</b></p> <p>Another drive for volunteers is needed as no new requests have been received.</p> <p>March rota to be circulated shortly.</p> <p>There are issues around events that are held during the day as most volunteers work. The arrangements around current staffing for the Inside Out events were discussed. The existing six dates will be honoured (covered</p>		



	<p>by Jake) and the session on 12 February will be monitored with a view to considering what cover is needed in future.</p> <p>The caretaker duties are affected when cover is needed.</p>		
	<p><b>Bookings</b>          Annie asked for advice as to whether to accept a request to visit the hall as a potential wedding venue. Discussions had taken place previously on the Committee WhatsApp group which led to concerns being raised at the meeting about the language used and assumptions made about the nature of the proposed wedding. Concerns were expressed about the state that the Hall was left in after a previous large wedding. There was no indication, however, from the hirer about what they wanted at this early stage. Sarana left the meeting at this point. It was agreed that the viewing should go ahead, with Charlotte and Andrea accompanying to ensure there are no</p>	<p>A review is needed about hosting larger events in light of staffing shortfall and the ability to host larger groups because of Martyn's Law.</p>	



	<p>misunderstandings about what the hirer wants and what the Hall can provide.</p>		
	<p><b>Marketing</b> The marketing Sub-Committee have not yet met.</p>		
<p><b>6. Training events</b></p>	<p>A safeguarding training event for volunteers will take place on 20 February.</p> <p>Charlotte will be doing till training.</p> <p>A key holder is still required.</p> <p>BTMCC are offering training courses in:</p> <ul style="list-style-type: none"> <li>● Personal licences</li> <li>● Workplace H&amp;S with high speed training</li> <li>● Risk assessments</li> <li>● Prevent</li> </ul>	<p>All agreed that the staff tips collected over the last year would be used to order a takeaway on the night.</p> <p>Emma to organise orders for the takeaway.</p> <p>Amie to take photos of dressed tables to showcase what the hall has to offer.</p> <p>Annie to circulate links to BTMCC to all volunteers.</p>	<p>Safeguarding session completed on 20 February 2026 and link to training course circulated to all volunteers.</p> <p>Link to Martyn's Law training circulated to volunteers and committee members.</p>



<b>7. Craft cinema event</b>	<p>The cinema licence will cost £130 and cabaret style set up required, possibly on Sunday afternoons. It was suggested that tickets would cost £8 but some felt that this was too high and should be £5. The sessions would involve crochet, crafts and quilting but nothing involving paints, glitter, glue etc. Amie offered to staff the bar and close. See Amie's paper for more details.</p>	<p>The committee agreed to try the event with a view to doing it quarterly if successful.</p> <p>Amie to check with Annie any available dates and to check staffing.</p>	
<b>8. Stage scenery bars annual inspection &amp; remedials</b>	<p>An inspection is due but issues have already been identified with pulleys and ropes. Andrea set out the requirements in her paper which amounts to approximately £6k +VAT based on previous quotes.</p>	<p>The committee agreed to the proposal.</p> <p>Andrea awaiting a new quote for the work.</p>	<p>Quote received - to fix 5 bars and remove 1 bar = £2147</p> <p>Annual inspection and agreed remedial work to be</p>



			undertaken on Monday 16 and Tuesday 17 March.
<b>9. Chairs in the Yellow room</b>	The chairs in the yellow room are looking tatty and the temporary repairs to covers are no longer possible.	Committee agreed that 16 new chairs @ £160 for 4 (+VAT) could be ordered in charcoal grey.  Andrea to order the new chairs.	16 new chairs have arrived.
<b>10. Caerphilly Observer regular advert</b>	The regular advert in the Caerphilly Observer is not advertising the correct events at a cost of £30 every two weeks.	Lisa offered to contact the Caerphilly Observer to ensure the advert is corrected	
<b>11. Caretaker annual leave cover</b>	Several issues were raised about the ability to cover caretaker duties especially as the majority of volunteers work during the day.	Discuss with BTMCC the possibility of paying for cover when the caretaker is on leave.	
<b>12. New radiator covering in Auditorium</b>	The radiators in the auditorium need covers with holes to make the direction of heat more efficient. A quote has been received from Steve Fabian of £3840 but committee asked that the materials be queried as prepainted covers in white are not in keeping with the decor of the hall. Committee felt that the quote was quite high and could be reduced with different materials used.	Annie and Andrea to clarify with Steve the cost and other materials that could be used.	



<b>13. Date of next meeting</b>	Tuesday 3 March – Art Room		
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