

CHAIR: Adam Birkinshaw-Bird

**Management Committee
Minutes of meeting held at 18:30 on Tuesday 6 January 2026**

Present: Adam Birkinshaw-Bird, Suzanne Whiting, Ann Butler, Sarana Burris, Jill Winslade, Colin Poole, Amie Jordan, Lisa Phipps (online)

Agenda item	Discussion overview	Action agreed	Completion/ update on progress
1. Chair's report	The ramp temporarily installed by the BBC does not meet building regulations and will not be made permanent. A ramp has been considered in the phase 4 planning application. The old ramp will be dismantled and kept for possible future use.		
	Adam announced that this will be his last meeting as Chair, Jill will cover the role until the next AGM.	Suzanne to add appointment of new Chair to the agenda for next AGM.	
	Microsoft will be charging for licences for the use of email addresses and other packages. It was agreed that the licence will be paid to allow web-based access to Microsoft to continue at a cost of £120 per month.	Annie to arrange payment for Microsoft licence.	
2. Apologies	Amanda McConnell, Liz Aldworth, Chris Morgan, Lynda Davies, Charlotte Smith, Andrea Soulsby, Emma Phipps-Magill		

3. Conflicts of interest	None reported.		
4. Minutes of previous meeting and matters arising	Reserving tables A seating plan can be created for cabaret style layout which will give people the option of booking specific seats (as for Amy Dowden show).	Lisa to set up TicketSource to allow booking specific seats.	
	Noticeboards	Adam to provide examples of external noticeboards.	
	Corridor mats Andrea has ordered the mats and awaiting delivery.		
	Yearly events The marketing sub-committee met on 4 January. They have developed a plan for events.	Lisa to contact CCBC to check on dates of their events so that there are no clashes.	
	Agenda Structure New structure now in place.		
	Brown signs Lisa has contacted CCBC for an update but received no response.	Lisa to chase with CCBC.	Email sent to CCBC on 6 January for an update.
	Loo of the year competition	Suzane to check with Andrea if application submitted.	
	Martyn's Law Concern raised about timing of this training as it must be booked within this financial year.	Annie to check when Derek is available for training.	

	Premises licence	Andrea and Annie to continue to liaise with CCBC on licencing conditions and prices.	
5. Reports and updates	Treasurer Nothing to report.		
	Volunteers & Staffing No issues reported.	All to add names to the event rota.	
	Bookings January is a quiet month with one party booked.		
	Finance No report received.		
	Marketing A range of events were discussed at their meeting on 4 January for every month apart from August. These include a barn dance, tribute acts, medium nights and 80s disco as well as the previously discussed Christmas and Halloween events. Access to Canva needed for Social Media posts.	Marketing sub-committee to liaise with Annie on potential dates for events.	
6.	In-house training for volunteers is needed to cover processes for opening, closing, use of tills, microphones and safeguarding. It was also agreed that the possibility of holding open days to encourage new volunteers.	Suzanne to add training and open days to next agenda. Discuss potential training and dates with Andrea on WhatsApp Group.	
7.	Discussion on setting up a 100 Club style lottery to generate a regular income stream. It was decided that there are not enough people at the moment to set this up but could be considered in the future.	Add income generation/ 100 club lottery to agenda for AGM.	
7a.	Adam asked what everyone would like to do with the volunteer tips jar. Suggestion that they be used to fund		

	refreshments at volunteer social events such as paranormal night. Others preferred that volunteers were asked what they wanted.		
8.	Concern raised about the condition of the front doors following an incident at an event and there is a need to make them weatherproof.	Annie to contact Steve Fabian about radiator covers and Ray to temporarily fix the doors with draft excluders. Andrea to provide signage about uneven floor and to secure the bolt hole.	
9.	It was suggested that more information about volunteering is posted on social media. For example, number of events and activities, number of volunteer hours and comparing this with minimum wage costs. Pledges could be made by officers and volunteers on social media to encourage new volunteers.	Adam to prepare stats and information for next AGM. Amie to ask Charlotte for information from Charlotte on events and volunteer hours for 2025.	
10. Date of next meeting	Tuesday 3 February 2026 – BTM Council Offices		