



**Agenda for Management Committee Meeting
Tuesday 3 March 2026
18:20 – 20:00
Location: Bedwas Workmen’s Hall Art Room**

Chair: Jill Winslade

1	Welcome and Chair’s report	Chair
2	Apologies	Secretary
3	Conflicts of interest	All
4	Minutes of previous meeting and matters arising	
5	Reports and updates - Treasurer - Volunteers & staffing - Bookings - Marketing	Colin/ Andrea Charlotte Annie Lisa
6	Training - Martyn's Law - recording completed training - Feedback from Safeguarding session	Suzanne Emma
7	Storing and publishing documents	Suzanne
8	Purchase of new defibrillator	Lisa
9	New booking officer	Chair
10	Date of next meeting	Chair