



CHAIR: Jill Winslade

**Management Committee
Minutes of meeting held at 18:30 on Monday 13 April 2026**

Present:

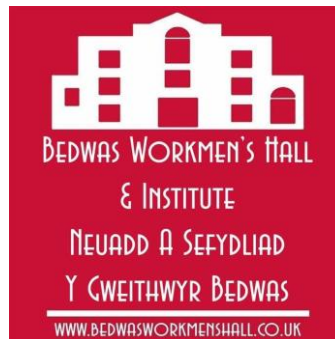
Agenda item	Discussion overview	Action agreed	Completion/ update on progress
1. Chair's report	Jill welcomed everyone to the meeting.		
2. Apologies	Lynda Davies, Amie Jordan		
3. Conflicts of interest	None declared.		
4. Minutes of previous meeting and matters arising	The minutes of the meetings held on 2 February 2026 and 3 March 2026 were approved.	Minutes of 3 March update – Item 6: Lisa to ask volunteers if they would prefer to use their name or a number when using the till and request changes with till maintenance people. Lisa to chase CCBC regarding the installation of a brown tourist sign.	Completed



		Jill to check with BTMCC the possibility of sourcing a cleaning contractor.	
5. Reports and updates	<p>Treasurer & finance Reconciliation for the financial year 2025-26 is complete.</p> <p>Accounts at 31 March 2026:</p> <ul style="list-style-type: none"> - General fund = £35,960.11 - Accessibility fund = £4,975.14 - Refurbishment fund = £25,131.08 <p>The winter gas bill of £6,200 from EDF has been received. Andrea is in discussion with them about compensation for the delays in issuing the bill.</p> <p>Boiler repairs – a quote for the replacement valves that route heating upstairs and downstairs has been received. Each valve will cost £1,114 to replace.</p> <p>Money is still owed from New Horizons.</p>	<p>Committee agreed that both valves should be replaced and agreed that a contribution could be made should one be requested from BTMCC.</p> <p>Andrea to investigate whether a claim can be made through the</p>	



		small claims court to recoup this money.	
	Volunteers & Staffing No report received.		
	Bookings Miami Nights event rejected as it would not be cost effective. Nataly Churchill has been booked for August and another medium booked for November. Big Macs Wholly Soul Band have been booked for November. The Christmas panto is booked.		
	Marketing A Marketing Sub-Committee meeting has been arranged for 21 April 2026.	Andrea agreed to provide temporary admin support up to the next AGM.	
6. Training	A reminder that all volunteers/ committee members must complete the training courses funded by BTMCC including risk assessment and health and safety.	Jill to check with Annie if the courses are available online.	



7. Security issues	<p>No new issues reported.</p> <p>The Police have contacted Andrea about previous reports and CCTV footage shared with them. The Police have been liaising with the school about their findings.</p>		
8. Colour to paint new radiator covers in Auditorium	<p>Committee members visited the auditorium after the meeting to consider which colour would be best suited.</p>	<p>Committee agreed to paint the covers the same colour as the bottom half of the hallways (light brown).</p>	
9. Date for this year's AGM	<p>Sunday 19 July @10:30 - agreed</p>		
10. Booking software	<p>Committee considered Amie's paper on booking software provided by Hall Master.</p>	<p>The Committee agreed that Amie should take up the free 90 day trial and report back with a review of how it has worked.</p>	
11. Date of next meeting	<p>Tuesday 12 May 2026.</p>		

