



CHAIR: Jill Winslade

Management Committee
Minutes of meeting held at 18:30 on Tuesday 14 May 2026

Present: Bryan Masters, Colin Poole, Amie Jordan, Wendy Lewis, Suzanne Whiting, Lisa Phipps

Agenda item	Discussion overview	Action agreed	Completion/ update on progress
1. Chair's report	No report		
2. Apologies	Sarana Burris, Emma Phipps-Magill, Andrea Soulsby, Lynda Davies, Adam Birkinshaw-Bird, Charlotte Smith		
3. Conflicts of interest	None reported		
4. Minutes of previous meeting and matters arising	The minutes of the meeting held on Monday 13 April were agreed.		
5. Reports and updates	Treasurer & finance General fund: £36,636.75 Refurb fund: £25,250.69	Committee agreed that in light of rising prices, a sub-committee should set up to review pricing for	Suzanne issued email to request volunteers on 22 May. The following



	Access fund: £4,975.14 The energy bill of £6,2xx has been paid. Awaiting confirmation from EDF of compensation claim. Accounts for 25/26 financial year have been submitted to the auditor.	the bar and room hire. Suzanne to email the committee for expressions of interest.	confirmed confirmed their interest in taking part: Andrea Colin Lisa
	Volunteers & Staffing No report received. Reminder to ensure that everyone checked the rota for availability and particularly to cover caretaker duties when Andrea is on leave from Wednesday 20 May to Monday 25 May. Concern was raised about communicating requirements for set up as there was an occasion when it had already been done when volunteers had arrived.		
	Bookings Several birthday parties and dance shows booked over the next few months including a filming request. Amie reported back on the use of the Hall Booking system which was going well and requested approval to share with hirers to		

	test the system which was agreed by the committee. A discussion was held about the potential for making the Hall open at particular times for viewings/ ticket sales etc but not taken forward due to restricted volunteer numbers at the moment. It was agreed that the booking Terms and Conditions should be reviewed as there are some inconsistencies with the auditorium and room hires.		
	Marketing Some events have been changed since the marketing meeting and concerns raised about the number of volunteers that regularly staff events. The company responsible for the show Pride have been contacted about the potential for putting it on at the Hall. Wendy is awaiting a response. It was suggested that it would be helpful to hirers to have dimensions of the hall and it's capacity to encourage more acts and events if they know in advance what space they have to work with.	Amie to start reviewing the Terms and Conditions document.	
		Jill and Amie to check what plans we already hold with a view to contracting the work to a surveyor.	

	No update on the refurbishment work under the Pride in Place UK scheme.		
6. Training	The risk assessment online training has been circulated to those that expressed an interest in it. Andrea has updated the staff information folder with instructions for till setup and will update this week with till closing.	Jill and Lisa to check with BTMCC for an update.	
7. Security issues	Suzanne reported an incident to 101 as a safeguarding precaution while volunteering at an event on 16 May. The incident is now being dealt with by the Police. Welsh Water were called out on 11 May as a leak has been identified in the car park near the archway. Andrea is in conversation with them about it and awaiting a date for repairs to be done.		
8. BTM charity concert	BTM requested a reduction in fee as the event is for charity (Tenovus). Committee agreed to reduce the cost to £100 and to offer free set up and clean up.	Jill/ Amie to contact BTM with the offer.	



9. Solar panel quote	Committee agreed in principle that solar panels would be an advantage and that the planning application should be pursued.	Bryan to take application forward with Caerphilly County Borough Council.	
10. Booking system	Covered under 5. Bookings update		
11. Cover for officer's leave/holidays	It was agreed that more than one person should have access to the dedicated mailboxes, especially for bookings. An immediate solution would be for the booking email to have an out of office redirecting to one of the other mailboxes and a request will be made on the WhatsApp group for volunteers to cover.	Suzanne to check on getting permission to access other mailboxes. Amie to request a volunteer to cover her absences on the Committee WhatsApp group.	
12. Date of next meeting	Monday 8 June 2026		