BEDWAS WORKMEN'S HALL
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CHAIR: Jill Winslade

Management Committee
Minutes of meeting held at 18:30 on Monday 8 June 2026
Location: Bedwas Workmen's Hall - Yellow Room

Present: Bryan Masters, Colin Poole, Lynda Davies, Suzanne Whiting, Lisa Phipps, Charlotte Smith, Andrea Soulsby, Kev Ingram, Nigel Bull

Agenda item	Discussion overview	Action agreed	Completion/ update on progress
1. Welcome and Chair's report	Jill welcomed Nigel Bull and Kev Ingram from BTMCC who have replaced Amanda McConnell and Dave Davies as the council's representatives. Jill reported on two emails received from Andrea to clarify that it is not within the committee's remit to make decisions about changes to the building (see previous meeting item on solar panels) as the building belongs to BTM. Andrea also noted the request for building	 Jill to contact Annie to arrange for the building measurements to be put onto the website.	

	measurements which she emailed to Suzanne and Jill to take forward.		
2. Apologies	Sarana Burris, Emma Phipps-Magill, Liz Aldworth, Adam Birkinshaw-Bird, Amie Jordan		
3. Conflicts of interest	None reported		
4. Minutes of previous meeting and matters arising	Suzanne asked for the amount paid for the EDF bill to complete the Treasurer & Finance section.	Colin to provide amount paid to Suzanne	
5. Reports and updates	**Treasurer & finance** General fund: £3,641.61 Refurb fund: £25,536.69 Access fund: £4,988.12		
	Volunteers & Staffing Charlotte reported that she can find it difficult to complete the rota as the booking calendar only shows the name of the event. She asked that she be given more details about the events (timings/ keyholder required etc) to add to the rota.		

	The committee confirmed that Charlotte can now use the forms for volunteers etc and that they have been agreed by members. Reminder to let Charlotte know of any training undertaken so that the volunteer records are up to date - especially if external training has been completed for work etc. Charlotte wished to thank Sarana for the message she posted to volunteers during 'Volunteers Week'. Charlotte will make a note of the event for next year as a vehicle to promote volunteering. Charlotte noted the following: • Charlotte is now a designated safeguarding officer • Sam has completed the personal licence training • Jake is now a keyholder		

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	Andrea reported that she will be taking annual leave on various dates in July, August, September and October and cover will therefore be required for caretaking duties.	Andrea to confirm with Charlotte the dates so that the rota can be updated.	Completed - Andrea emailed Charlotte 8/6/26 to confirm the dates of her annual leave
	Bookings No report received.		
	Marketing Despite reservations about the number of tickets bought for the medium night on 4 June, it was deemed a success and would like Sue Michelle to return. The marketing sub-committee requested access to the bookings calendar as some events they arranged have been double booked. The sub-committee is meeting again on 9 June at 7pm.		

6. Training	A review is needed for personal licences.	Suzanne to check with Annie who holds a licence and if they need renewing. ALso confirm to Lynda if hers is overdue.	Completed - email sent to Annie to request information on licence holders.
7. Security and maintenance issues	None reported but the defibrillator is now back in place. New strip lighting is needed in the corridor outside the art room and the corridor leading from the side entrance. There is an issue with overhanging brambles and the adjacent United Welsh properties.	Lisa to contact United Welsh to ask for them to arrange for them to be cut back.	Lisa emailed United Welsh 8/6/26
8. Pricing review - update on sub-committe e	Volunteers for the pricing sub-committee are: Lisa Andrea Colin Lynda Jill	Report back to committee at the next meeting on 7 July.	

	They will be arranging a separate meeting with a view to reviewing all pricing including room hire and bar prices.		
9. AGM - agenda items	Suzanne asked what needed to be done for the AGM but was advised that Rhydian will do the agenda and meeting notice. The committee advised that Rhydian be notified that all current officers and committee members wish to remain in post.	Suzanne to email Rhydian about the AGM and members	Completed - Suzanne emailed Rhydian 8/6/26
10. Keyholders	LIsa requested that more people be keyholders. This will be reviewed once Andrea has outstanding keys returned from Adam and a cleaning company.	Andrea to chase for outstanding keys	
11. Date of next meeting	**Tuesday 7 July 2026**		