NEUADD A SEFYDLIAD Y GWEITHWYR
BEDWAS
WORKMEN'S HALL & INSTITUTE

**Minutes from Committee meeting held 7th September 2026**

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| 1 | Welcome and Chair's report | Jill opened the meeting and welcomed everyone |
| 2 | Apologies | Aimie, Lisa |
| 3 | Conflicts of interest | Only as recorded in existing committee forms |
| 4 | Minutes of previous meeting and matters arising | None |

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<td>Reports and updates<br><br>- Treasurer & finance<br>- Volunteers & staffing<br>- Bookings<br>- Marketing</td>
<td>Finance<br><br>Colin gave the treasurers report. Figures as follows:<br><br>
<table>
<tr><td>General Fund</td><td>£31,093.95</td></tr>
<tr><td>Refurb Fund</td><td>£31,956.86</td></tr>
<tr><td>Accessibility Fund</td><td>£ 5,003.00</td></tr>
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<br>A few event cancelations, Taylor Swift cost £150 Nathalie Churchill cost £300<br><br>Sale of tickets, could these go on the till? Lisa to investigate button on the till for this. No price, option for us to input ourselves<br><br>Buying stock on the night – the team on shift bought stock on the night but didn’t leave a receipt. The committee agreed we should avoid buying on the night. Instead we should direct customers to alternatives.<br><br>Volunteering – Charlotte<br><br>3 separate lots of caretaker cover are required in the coming month.<br><br>Events are generally looking ok.<br><br>Charlotte away for the last week of October<br><br>Booking<br><br>Rhydian read the booking report as below<br><br>Booking for 13th September<br><br>They want 16 tables of 10 for a sit down meal – food to be brought in by themselves.<br><br>They want table cloths (quibbled over the price) and will happily pay set up and clean up but do not want the bar. We suggested a surcharge as it’s our income source, but they are not willing. They also want to bring in their own water and soft drinks.</td>
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| | | I have explained at length about how we make our money – they just keep saying if we do this one event they will bring us lots more business. Unfortunately it will be the same, with no bar sales. Committee agreed no<br><br>19th Sept – Wedding<br><br>9th Oct – Ghosties<br><br>10th Oct - Choir<br><br>15th – 17th Oct – Ruperra Trust – Annie doing final meeting tonight – details to be added to calendar shortly<br><br>23rd Oct – Jersey Boys<br><br>24th Oct – Sarana<br><br>27th Oct – Welsh Westling<br><br>30th Oct – Sparrows<br><br>31st Oct – Halloween party?<br><br>Nic Fulin (Clubbercise) has requested Under Cover for the Christmas party on 18th December<br><br>We have a new hirer starting this Tuesday 6.30 to 7.30pm. Andrea is on compassionate leave and Annie unavailable. Is anyone able to meet her about 6.15pm to welcome her to the hall and run through housekeeping (Doors, lights, toilets, etc) |
| 6 | Big Macs – Seat reservations | People asking to book tables will be told that their tables will be kept for an hour after doors time.<br><br>A message will be added to reserve a table or potion contact the hall email. |

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| 7 | Tablecloth provision | Hirers must be given black tablecloths as a minimum standard.<br><br>They can request a different colour, but they must pay for them. |
| 8 | Trustee recruitment | Rhydian will send around the trustee role profiles and the draft process for the committee to review. |
| 9 | AOB | Background music for events – following recent events it has been identified that for events where the organiser or act don't have their own means of playing background music then it would be helpful for a device to be on hand for volunteers to use rather than plugging personal phoned in<br><br>Caretaker duties – there are several instances in the immediate future where this requires cover, please help if you can |
| 10 | Date of next meeting | 05/10/26 |