



Minutes of the Meeting held 6th January 2026

- 1 - Present:; CB: CP: D?; MB: PW: PM;
Apologies: PH; YW
- 2- **Meeting Protocol**
CB agreed to chair the meetings in the future and prepare agendas based on the existing Standing Agenda format and AOB - providing she is notified 7 days prior to the meeting of any business to be included.
Meeting dates still last Friday of the month - from 7:30pm
PM agreed to be new administrator for BCC Committee WhatsApp JB to be. Contacted.
PW to grant access to drop box for existing committee
- 2a - **Special Planning Meeting 27th January**
CB to prepare ideas as she is away and suggested all members of the committee do the same.
CB Quizzes were successful so should repeat
MB drew attention to : Six nations events and World Cup Sat June world cup match + BBQ and suggested
Monthly event - 2 BBQ 2 Music Nights Craft Fair
Regular Special Friday Night drink
CB Piers Harding to Run London Marathon could hold event to support
It was agreed these should be carried forward to the meeting on the 27th.
- 3 - **Membership 2026**
CB and D? started renewal of membership at Bingo
CP. has prepared a Google form for membership renewal
CB to send PW list of members who have renewed
PW to send membership renewal form to other members using Mail Octopus
CB Noted one issue with Bingo was no record was kept of guests were signed in by members. This is a requirement of the club license and insurance so needs addressing.
Membership renewal period Jan - Feb. Needs formal change to Rules prior to AGM
- 4 - **Treasurers report**

Objective to break even on activity and raise some money for Capital expenses
Sum up minimum spend £1. (Flashed Stock)
Mike has updated the prices on Sum UP
CB to prepare sign to note there is a minimum charge of £1
- 5 - **Buildings**
MB Roof inspection for insurance - and also to check any leaks.
PW to carry out visual inspection.
PH contact Lyfords for roof inspection
- 6 - **AGM**
Mike has uploaded all the documents required for the AGM
Risk assessment for events - CB
Most policy documents have been prepared and reviewed before AGM
MB to prepare a check list of dates of when inspections etc were carried out including by whom.
Fire risk assessment required - MB to pursue
First aid policy - CB
- 7 - **AOB**
CB signed up for level 3 Health and Hygiene Certificate

MB - need a proposal for a Kitchen - Action PW
CB to get price for fridge]
CB organise AGM Agenda - 20th March.
Bar rota to be done by WhatsApp

Action Points

All member prepare for Planning Meeting 27th January

All Members Bar rota to be done by WhatsApp

CB to send PW list of members who have renewed
CB organise AGM Agenda -
CB. Risk assessment for events
CB to prepare sign to note there is a minimum charge of £1
CB to get price for fridge]

PW to carry out visual inspection.

PW to grant access to drop box

PW proposal for a Kitchen

MB Fire risk assessment required

MB Roof inspection for insurance

PH contact Lyfords for roof inspection