



## Bridgend Automobile Club Minutes

17th March 2026

The Barley Mow Graig Penllyn

Attendees: HL, JS, JM, HCM,CF,TP

Apologies: GT, PS, RJ,LS

Minutes: HCM

### Events

- 22 entrants for the last event, events are becoming well attended now with over 20 people at the last few.
- Availability of officials - Available - **HL, JS, GB, CF** Not available - **JM, HCM**  
**ACTION** - **LS,RJ,PS,GT** - Please confirm availability for 19th of April
- Who is setting up the next route - **JS & HL** have volunteered to set up the next route. The committee discussed some issues that were raised at the last auto test.
  - **Decision** - All routes need to be around 1 minute or less especially when there are a large number of entries.
  - **Suggestion** - Have someone time the run before we officially start so that the course can be amended if too long.
  - **Action** - Anyone who sets the route needs to ensure that they stay well away from potholes and that any fast or complex sections are on the side with the grass not on the fence side.
- Discussion of the incident at last event and any future actions - Firstly the committee would like to extend thanks to all marshals for their excellent handling of the incident and the cleanup afterwards. Also thank you to the officials and competitors who offered assistance.
  - Reporting of incident - **TP** has reviewed the MSUK regulations and as this was a minor incident it does not need to be reported to them.
  - **Decision** - The committee has decided that a BAC incident report will be completed and kept on file for future reference.
  - **Action** - **JM, HL & JS** - **JM** to complete the template drawn up by **HL** and then send to **HL & JS** for comment as the other marshals in attendance at the scene. **HL** to send a finalised report to **TP** to keep on file.
  - **Suggestions** - The following suggestions were made to improve the process to respond to incidents in future:
    - Club to purchase an additional fire extinguisher to enable marshal posts at the top and middle of the track to have one each in addition to the startline extinguisher - **AGREED**

- Additional 'Motorsport is Dangerous' signs to be positioned along the fence and at the gate to ensure they are visible to all competitors, spectators and officials - **AGREED** (as part of the track/cabin maintenance club will do a 'stock check' of current supplies of these signs and purchase more if required)
  - List of qualified first aiders to be displayed at the cabin for each event - **AGREED**
  - Additional sets of red and yellow flags to be purchased to allow each marshal post and start line to have a set - **AGREED**
  - Incident action plan to be created for the club and a copy to be kept in the cabin. All marshals and officials to be made aware of this - **AGREED**  
**ACTION** - HCM to circulate draft copy to committee for comment
  - If any future incidents then no cars to be allowed to enter the track without approval of the officials - **AGREED** **ACTION** - LS & TP Amend drivers briefing to include this.
  - A designated officials car to have equipment such as first aid kit in it at each event for prompt delivery of anything that might be needed to the scene - **Agreed in principle but further discussion needed on how this will be implemented**
  - Refresh first aid kit and implement process for checking this regularly - **AGREED** **ACTION** HL & HCM - Draw up a list of what is needed and look for a spare first aid box
  - Collect next of kin/emergency contact details when competitors sign up for events. This information is available via RS Licenses but is difficult to retrieve quickly - **Agreed in principle but further discussion needed on how we can do this in practice**
  - Amend driver's briefing to include the procedures for any on track issues/incidents e.g. reporting if the track is becoming dangerous, fluid spilled etc. - **AGREED**
- Issues raised - Potholes are getting worse.
    - **Suggestion** - LS - Propose to get quotes for potholes to be cut square and properly tarmaced, grass to be cleared back, concrete squares to be removed/relocated, runway swept. - **AGREED**
    - **Decision** - The committee discussed the proposal and agreed that the repair of the potholes, grass cutting and sweeping of the runway should be carried out as soon as reasonable. It was decided that it is not possible to move the concrete blocks as this could cause more danger if a car was to crash into the fence (risk of fence/wire entering the car, car going onto the road and repair costs for the fence)
    - **Action** - All committee members to utilise any contacts they have to get quotes for repair of the runway TP has a contact he can ask but would like to have other quotes by next meeting or May meeting.
    - **Suggestion** - HCM - Can we paint the concrete blocks to make them even more visible (no decision reached on this yet)
    - **Suggestion** - Arrange a day/weekend in August to attend the venue and clear out the cabin and audit what equipment we have.
    - **Decision** - **Agreed in principle** but quotes needed for skip hire (if required) and date to be decided on
  - Any other event feedback - **Decision made by the committee that JK and MK will receive a carry over of their event entry.**

## External Points Claims

- **JM & HCM** have submitted a claim for one new member each - **APPROVED**
- **CF** - has a claim to submit - **HCM** to send link to the form
- **JM** - to publish a further reminder in BAC chat

## New Members

- There have been 13 new members added since the last meeting
- All those who have signed up have provided their RS license

## New Committee Member Proposals

- Any new committee member proposals - None this month

## BAC Treasurers Report

10/3/2026

- Hampshire Trust Bank Savings Account – we have £12,000 invested for 1 year @ 4.22% fixed AER to mature on 14/3/26 and will be returned to our bank account. I will investigate options for reinvestment as rates are changing daily.
- The balance at Lloyds Bank on 10<sup>th</sup> March 2026 was £3,513.97

### Payments out in the period were:

17/2/26	Lloyds Bank Charges	£4.25
5/3/26	MSUK Permit Llandow Event	£140.00
5/3/26	Llandow Venue	£70.00
10/3/26	Awards Night Meals	£385.50

### Receipts in were:

10/3/26	Event Entries	£500.00
10/3/26	Memberships	£70.00
10/3/26	Awards Night Tickets	£22.00

3.Note I have not received any requests for payment of raffle prizes for the awards night and please forward these to my email address: [robert.james@bswgroup.com](mailto:robert.james@bswgroup.com)

Rob James  
BAC Treasurer

**Petty cash stands at - £153.70 - Credit**

## Updates from previous meeting

- The publicity flyer – **JM** - Flyer has been completed just needs to be printed.
  - **ACTION** - **HL** to send details of print shop in HMP Parc
  - **ACTION** - **JM** - to check QR codes before printing
- Alternative venues - **HL, JS & LS** visited Walters Arena and provided a detailed update to the committee, this document was circulated prior to the meeting.
  - **HL & JS** gave a run down of how the visit went, no prices provided yet but **HL** has chased up the owner
  - All committee are keen on the idea of holding a test event at this venue if possible **TP** advised that the club could possibly provide a subsidy for the cost of venue hire (to be discussed further once the price has been confirmed)
  - This venue may not be suitable for all member vehicles (i.e those without separate tyres for competition) as the terrain is rough so it may be best to expand the invite to other local clubs - **AGREED**
  - Extra marshals will probably be needed for this event due to the size of the venue - **Suggestion** - **JS** - Event could be posted on UK Marshals Facebook group to get more volunteers also suggestion of offering a packed lunch for those that marshal on the day
  - **HL - Proposal** - Hold a test day at the venue in September 2026
- Communications - Social Media, BAC Chat & WhatsApp group
  - Whatsapp- **TP** - After looking at the responses to the email and logistics of setting up a community it doesn't seem as if it would be worthwhile to do this. - **No further action**
  - **Suggestion** - **JM** - can we set up either a separate Facebook just for members and not for the general public as there are a lot of people who have access to the current page who are not members of the club. This was discussed at length and it was decided to leave things as they are and monitor. It was thought that two facebook pages would be a lot to administer.
  - **Action - All** - committee to discuss setting up a new club Instagram page as we are unable to access the previous one and we need a presence on both platforms as not everyone uses Facebook.
  - **Proposal** - **CF** - Can we set up the Facebook page to ensure all posts are approved before they go on to the page - This was discussed especially in light of some of the comments that had been posted recently. Thank you to **HL** for reminding users of group rules and for taking action to monitor and delete inappropriate comments today. **ACTION** - Further discussion needed on how we can deal with this in future and whether we can implement post approval for all posts.
- AGM - **TP** proposed date of 14th of April - **All agreed** - **TP** to send details to **GB** to post on Facebook.
- Roles & Responsibilities - **HCM** - Thanks to everyone for providing details of what they do, there are not any major gaps that need to be filled immediately.

- All committee members agreed that there should be at least 2 people 'trained' to carry out essential functions for the club and events allowing people to have cover when they are unable to attend events/meetings. - **AGREED - Ongoing actions for all committee**
- **Proposal - HCM** - 2 new roles to be added to the committee. Volunteer co-ordinator & Media Officer.
  - Volunteer Co-Ordinator
    - Would assist the comp sec and event organisers with ensuring there are enough people available to carry out key roles at each event (e.g. timekeeper, marshals, first aider)
    - Keep an up to date list of any volunteers and their qualifications (e.g. First Aid, DBS check, Safeguarding)
    - Would ensure that on the day volunteers know where they should be and what they need to do (especially for events in larger venues such as Walters Arena)
  - Media Officer
    - Would reach out to local venues/businesses for holding events
    - Would help to arrange club nights, quiz nights, table top rallies etc
    - Would help to produce content for Facebook, Instagram & other social media

**No decision made on new committee posts. This requires further discussion however there was agreement that it would be useful to have a list of people such as first aiders that the club can call on at events.**

- Social Events - Club Nights etc
  - Apex raceroom - **ACTION** - **JM** - to get some provisional dates for the committee
  - Table Top Rally - There was some interest in this from the committee but we would need to gauge wider interest from the club members
  - Autojumble - **HL** would like to hold this before the end of this year - **HL & JS** planning to attend similar in Swansea on 21st of March and ask the organisers questions - Update at next meeting
  - Quiz Night - **HL** would like to organise a quiz night this year
  - Local Drive/Outing - **HL** would like to organise a driving route outing in place of a treasure hunt as we cannot hold one
  - **Suggestion** - Can we try to organise another curry night in the next few months as a club 'summer' event - **AGREED**
- BAC club merch - **TP** advised there still seems to be interest in this.
  - **ACTION** - **HCM** - Check with **GB** the name of the previous supplier.
  - **ACTION** - **CF** - Check with employer and get contact details for the company they use so we can get prices
- Website Updates - **ACTION - All committee** - to review the site and provide details of any issues or suggestions you have for improvements.
  - **ACTION** - **JM** - Create and share a spreadsheet to capture these

## AOB

- The committee would like to thank **GB** for his efforts to update the security certificate for the website and keep it running smoothly
- The committee would also like to thank everyone involved in organising the awards night which was a great success and enjoyed by all
- **GB** would like to thank the committee for granting him lifetime membership
- **HL** - Proposal to introduce a 5-10 minute break during the autotest for marshals to inspect the course for issues (potholes, fluid, gravel etc). Also for the person who set the course to check it and make sure any cones that have moved are replaced properly. - **Ongoing to be discussed further at the AGM**
- **HL** - Proposal to amend the drivers briefing to include that if an official is concerned with the manner of a competitors driving they will receive a warning and if they do not listen then they can be ejected from the event - **Ongoing to be discussed further at the AGM**

Meeting closed at 21:00

**Date of Next Meeting: 7pm Tuesday 14<sup>th</sup> April 2026 (AGM to be held the same day)**