

# **Catbrook and District Memorial Hall AGM**

Minutes of Annual General Meeting held on Monday 22nd October 2018

## **Present:**

**Trustees:** Simon Westwood ( Chair ), Stuart Chapman, Keith Bolton, John Gooding, Richard Cobourne, Andy Pullan ( also Chair of Committee )

**Committee:** Jill Westwood, John Clarke, Ruth Routh, Steve Vass, Sarah Bowden, Pat Gooding, Mark Loveday, Rose Stephens.

**Local residents:** Martin Routh, Janet Clare-Vass, Mike Dunsbee, Wes Hext, Ronnie Hext, Guy Bowden, Justine Pullan, Dawn Cater.

Prior to the meeting everyone was invited to join the Trustees in a glass of wine.

The meeting started just after 7.00 pm and Simon welcomed everyone and thanked them for coming and showing interest and support to the Hall and its activities. A handout comprising the Agenda, Minutes of the AGM 13th November 2017, Trustees Report for the year ending 30th June 2018, Balance Sheet and Income and Expenditure Account was issued to everyone.

## **1. Apologies**

Gretchen Mattison, Marion Griffin, Diana Light, Diana Watkins, Betty Maloney, Marion Andrews.

## **2. Minutes of the AGM held on Monday 13th November 2017**

The minutes had previously been issued to the Trustees and Committee and published on the website. The minutes circularised at the meeting had a minor text error corrected regarding the stacking of chairs in front of fire exits and extinguishers.

The minutes were proposed as a true record by John Clarke and seconded by Stuart Chapman.

## **Matters Arising:**

We are very grateful to Sarah for running the website which is very much improved with many new items of news, notices, and advertising and is very attractive and informative. A new map of the district is being produced and a draft is currently displayed in the Hall and on the website and any anomalies should be reported to Sarah.

Sarah requested that any old local photographs of interest be sent to her for inclusion on the website.

It was noted that there are now 7 Trustees.

Last years grants have now been received .

P & P Pest Control will not be engaged on a retained basis in view of the cost. The occasional mouse has been seen but no further infestation has been reported. Bait has been laid at strategic positions.

The Trustees decided that chairs could be stacked 6 high to save storage space.

Last years accounts were approved by the Trustees at their meeting on 6 December 2017.

### **3. Report of the Trustees**

#### **Review of Activities:**

The Trustees concluded that it would be beneficial for the Committee Chair to be appointed as a Trustee and are pleased to report that Andy Pullan joined the Trustees in December 2017.

A set of Trustees operating regulations complimentary to the Constitution, was agreed by the Trustees and this is attached to the Report. It was agreed that the Constitution and Regulations would be displayed on the website.

The bank account has been transferred to Lloyds following the closure of local Nat West branches. This includes an online service,

The hall insurance has been transferred to Zurich Mutual who have provided comparable cover at a more competitive rate based on a 5 year Long Term Agreement. The sums insured, which are considered adequate at present, will be reviewed at renewal in December.

A new handyman, GAP Services, has been appointed as the previous one failed to respond to calls. Regular leaf/gutter clearance will be done over the Autumn.

The changing area by the stage has been permanently enclosed and some fitting out will be completed soon. We are indebted to John Gooding for making this happen and taking the leading role in organising this work which has taken a huge effort on his part.

Internal decoration of the Hall will be done between 3rd-18th January 2019 by J & M Decorators. The Hall will need to be prepared for this the day before and reinstated the day after and consequently will be closed for this period.

The Fire Assessment recommendations have been carried out with the exception of fire proofing the curtains which is recommended by next refurbishment. This aspect will be considered and hopefully implemented over the next 12 months with the help of Mike Dunsbee who has professional experience in this field. The electrical system is due its 5 year check and the emergency lighting is regularly checked.

## **Financial Review:**

Very many thanks to Dawn Cater for again auditing the accounts and thanks also to our Treasurer Rose Stephens for all her hard work over the year looking after our accounts.

Income from social events has returned a good profit which is sufficient to cover the annual running costs of the Hall and maintain a healthy bank balance. The ultimate aim is to provide finance for the Hall but in a pleasurable way and so some events do not always need to show a net profit. Very many thanks to all those involved for their hard work and enthusiasm which has resulted in a very successful year and provided an attractive centre for the community.

Expenditure has increased largely due to the legal fees for the drainage easement and updating the title deeds with the Land Registry, purchase of the new fire door incorporated into the alterations and purchase of new tables. The land registry declined to agree to a formal easement as they believe we already have an implied easement. This is being checked.

The outstanding alterations cost will show in the 2018/2019 account and is considered to be very good value for the work done,

There was some discussion regarding the inclusion of the value of the alterations and purchase of furniture in the depreciation account and this will be considered by the Trustees. However there does not appear to be any necessity for this particularly as we are a charity.

## **4. Account for the 12 month to 30th June 2018**

Approval of the accounts was proposed by Stuart Chapman and seconded by Pat Gooding.

We submit an annual return to the Charities Commission showing income and expenditure updating our details as required. However only where income is over £25000 do we have to submit full accounts.

## **5. Memorial Hall Committee**

### **Report for the Year**

This was presented by Andy Pullan.

Firstly as Chair I would like to say a big thank you to all of the Committee members and volunteers who have helped to make all of the events we have held at the hall this year such a success. I think it is sometimes overlooked or taken for granted all of the hard work that goes on behind the scenes which makes these events run as smoothly as they do, so a big thank you from me to them.

## **2018 Events**

### **Night Out Scheme**

7<sup>th</sup> October 2017 – Fine Romance, Tony Jacobs  
31<sup>st</sup> December 2017 – New Years Eve Ceilidh with Cats Claw  
28<sup>th</sup> April 2018 – Piano Divas, Wendy Kirkland  
23<sup>rd</sup> June 2018 – Calan  
31<sup>st</sup> December 2018 – New Years Eve Ceilidh with Cats Claw  
2nd March James Smith Mabon ( Band )

We will look to arrange 3-4 events for 2019 so if anyone has any suggestions as to the type of evening (plays, music etc) please let a committee member know.

### **Film Nights**

12 Film Nights to date during the year, attendance has improved with 20 plus at most evenings. The last film attracted the largest number to date with 40 people attending. Thank you to Richard Cobourne for organising and running the films.

### **Pub Nights**

3 Pub Nights held during the year. Having the permanent entertainment licence has simplified the process considerably making the evenings easier to arrange and run. The licence also allows drinks to be sold at any events held at the hall which again has proved popular.

Wyld Bird Seed performed on 2<sup>nd</sup> February 2018

**Remembrance service** – 12<sup>th</sup> November 2017 (11 November 2018)

**Carol Service** – 17<sup>th</sup> December 2017 (23<sup>rd</sup> December 2018)

**Caldicot Choir** – 20<sup>th</sup> January 2018

**Curry Night** – 24<sup>th</sup> March 2018 ( to be repeated )

**Chris Mattison Photo evening** – 20<sup>th</sup> April 2018

Following on from the success of this night Pam Hudson is giving a talk on her fund raising trek in Sri Lanka on 16<sup>th</sup> November. Tom Smith will also tell us about his exploits in Sri Lanka.

**Keiths Quiz Night** – 2<sup>nd</sup> June 2018, big thanks to Keith for organising

**Village Garden Party** – 14<sup>th</sup> July 2018. Thank you to Sarah and Guy for the use of their garden

**Matthew Hall Evening** – 22<sup>nd</sup> September 2018 ( more similar events planned )

### **Charity Events**

20<sup>th</sup> Oct 2018 - Children in Need Quiz

**TV Screenings** – Variety of sporting events, Royal Wedding and Eurovision shown at the hall. Thank you to Steve Vass for arranging!!

## **HALL QUESTIONNAIRE RESULTS**

The questionnaires that were distributed in 2017 provided very useful suggestions as to what the local community wanted to see being organised at the hall.

As a result of the feedback, the following events and classes have been run or set up during the year which are proving very popular:-

Willow weaving – Wibolisk!, baskets, examples can be seen in the village

Floristry – Flower arranging and Xmas wreaths

Chocolate making – Enough said!

Needlecraft group – meeting 2<sup>nd</sup> Mondays at the Hall

Book Club – meeting 3<sup>rd</sup> Mondays at the Hall

Ruth's Yoga – Tuesday evenings and Thursday mornings

Adult Ballet / Dance Classes – Thursday nights

Coffee Mornings – 3<sup>rd</sup> Tuesday of the month.

Other suggestions that have been progressed:

- Email mailing list / Newsletter – set up, if anyone wants to get details please leave your contact details.
- Updated village maps-posted in strategic locations
- Hall Facebook and Webpage – Thank you Sarah

## **EVENTS FOR 2019**

A number of events have already been planned or are being arranged for 2019 so please visit the Hall website to keep up to date as to what is happening or join the mailing list.

## **Election of Committee members**

The existing committee and officers were re-elected with the exception of Gretchen Mattison who has resigned.

If anyone is interested in getting involved with the running of the Hall and events please don't feel shy in coming forward and volunteering – all help is greatly received and appreciated.

## **6. AOB**

1 The Committee are initiating a 100 Club in January 2019 as a means of raising additional donations. Details to follow.

There being no other business the meeting closed at 8.15pm

**CATBROOK MEMORIAL HALL**

**Registered Charity number 220456**

**Balance Sheet as at 30 June 2018**

	2017/18	2016/17
<b>Fixed Assets</b>		
Land	2,000	2,000
Buildings	19,492	20,033
Furniture	0	0
Piano	0	0
Dishwasher	562	750
Kitchen	3,628	4,030
Blinds	168	210
<b>Total fixed assets</b>	<u>25,850</u>	<u>27,023</u>
<b>Current Assets</b>		
Bank accounts	14,752	15,244
<b>Net current Assets</b>	14,752	15,244
<b>Total Assets</b>	<u><u>40,602</u></u>	<u><u>42,268</u></u>
<b>Funds</b>		
Accumulated general reserve	<u>40,602</u>	<u>42,268</u>
	0	0

Signed:



Chairman

Date: 22.10.18,

**CATBROOK MEMORIAL HALL**

Registered Charity number 220456

**Income and Expenditure account for the year to 30 June 2018**

	2017/18 £	2016/17	2015/16 £
<b>Incoming resources</b>			
social functions	6,920	6,958	
donations	235	190	
grants (towards rates/ins)	692	20	
gift aid	0	0	
hire of hall	847	961	
raffles	535	320	
book sales	65	73	
interest	1	2	
Total incoming resources	<u>9,295</u>	<u>8,524</u>	
<b>Resources expended</b>			
insurance	1,058	1,145	
oil	270	511	
electricity	252	334	
water	134	128	
Legal/Lottery licence	792	100	
post, printing, stationery, web hosting	0	51	
repairs and maintenance	936	0	
social functions	3,527	3,887	
donations	440	230	
cleaning	661	207	
equipment	638	20	
rates	198	192	
fire protection	341	71	
PRS licence	158	156	
TV licence	147	146	
misc: flowers/agm costs/advertising	236	126	
depreciation	1,173	1,173	
Total resources expended	<u>10,961</u>	<u>8,477</u>	
Net (Outgoing)/Incoming resources for the year	-1,666	47	
Fund balances brought forward	42,268	42,221	
Fund balances carried forward	<u>40,602</u>	<u>42,268</u>	



**CATBROOK AND DISTRICT MEMORIAL HALL  
TRUSTEES REPORT  
FOR THE YEAR ENDING 30 JUNE 2018**

**Address for Correspondence:** Pennyfarthings  
Catbrook  
Chepstow  
Monmouthshire  
NP16 6NQ

**Trust Deed Made:** 7<sup>th</sup> December 1928

**Registered Charity No:** 220456

**Trustees:** Keith Bolton  
Stuart Chapman  
Richard Cobourne  
John Gooding  
Andy Pullan  
Marcus Watkins  
Simon Westwood ( Chair )

**Bankers:** Lloyds  
Bristol City Branch

### **Trustees Responsibilities**

Charity law requires trustees to prepare financial statements each year. They are also responsible for keeping proper books and records in connection with the activities of The Memorial Hall. In addition to the Trust Deed the Trustees have agreed a set of Regulations ( attached ) to assist in defining the Governance of The Trust.

### **Jurisdiction and Objectives**

To hold and maintain a village hall for the benefit of those residing in Catbrook and District.

### **Review of Activities**

There have been many varied and new events and functions during the year and the Committee Chairman will review these in his report. However the Trustees are very aware of the effort put into producing these events by the Committee and volunteers, and express their sincere appreciation to those concerned. Without this, the Memorial

Hall would not be a community centre. This is also fundamental to the continued maintenance of the Hall.

Following the reduction in Trustees numbers by 2 last year, consideration was given to appointing new Trustees. To assist in communication and liaison between the Trustees and Committee it was decided that the Committee Chair would be invited to become an ex officio Trustee for the duration of office. Andy Pullan was duly invited to become a Trustee and his agreement was accepted with pleasure .

We have had to change Bankers because Nat West closed in Monmouth thus removing the paying in facility. We have moved to Lloyds , who have branches in Chepstow and Monmouth, with an online service which is making banking and payments much easier to manage. Thanks to Andy and Rose for doing this.

We have also changed Insurers to another specialist Hall Insurer underwritten by Zurich on a long term agreement which has resulted in a saving in premium. Thanks again to Andy and Rose for arranging this.

We reported at the last AGM that Alan Watkins was seriously ill and subsequent to that he sadly died. His funeral was held at St Nicholas Church and the wake was provided by the Committee at the Hall. Alan's contribution to the Hall and community was immense and was recorded in the last AGM minutes.

A volunteer work party was arranged last Autumn to clear leaves from the lay by parking area where there had been a thick accumulation of leaves, previously cleared annually by Alan Watkins. About 10/12 people came to this and they did a superb job and were rewarded with mulled wine and mince pies kindly provided by Andy & Justine.

Our previous handyman Dave Harris is not now available and we are trying to find a suitable replacement but enquiries to date have not been successful.

Routine maintenance to the Hall building is done largely on a volunteer basis and thanks go to John Gooding for taking a large part in this. The electricity system was upgraded to a higher ampage by a contractor following an overload which occurred at the curry evening.

Alterations to the Hall were agreed to improve the dressing room facility and many thanks again to John Gooding for his part in preparing the proposals and obtaining the required permits. John also is doing the resultant service alterations and attendance on the builders. John has spent a huge amount of time on this project for which we are very grateful. The sound, lighting, and vision equipment has also been greatly improved. Many thanks to Richard Cobourne for this. Thanks also to the volunteers who prepared and reinstated the Hall which included removing and replacing all the stage lighting, sound and other technical equipment . The work was planned for August 2018 and should be completed by the time of this AGM. We will then have to consider redecorating internally.

The existing tables are to be replaced as they are heavy and cumbersome and this will be phased to achieve maximum grant assistance available. The old tables will be sold to help finance the new ones .

Maintenance of the garden has been taken over by Pam Hudson who has done a splendid job renovating the entrance path border as well as looking after the front border. Many thanks go to the Ladies who have previously looked after the garden for many years.

The easement for the drainage into the Oak Grove septic tank was refused by the Land Registry on the grounds that we already had permission from the building owner. This is being checked to protect our position.

There was another mice infestation which was dealt with by P & P Pest Control. This serves to remind us that we have to take special care when clearing up food to ensure nothing is left exposed overnight. The Committee have introduced a cleaning rota which will help to identify any problems at an early stage.

Any problems regarding the building or contents should be reported to the Trustees as soon as possible.

We had a professional Fire Assessment done in January and whilst this confirmed that we were compliant with requirements some improvements were recommended. These largely related to means of escape which have been addressed and incorporated into the alterations. We have to decide whether or not we fireproof the stage and window curtains at a cost of £5/600. This is recommended to be done at the next refurbishment and will be considered in the light of the risk presented.

Donations to the Hall, which would be most welcome, can be made on a regular basis, and anyone interested should approach Rose, Andy or myself .

Andy organised a questionnaire about the use of the Hall and he will report on this himself.

Finally we have recently had quite a high number of new residents in the village and they are most welcome to the community. It is very pleasing to see how many of these people have already become involved with Hall activities and we hope to see much more of them. The programme for the year looks very innovative and hopefully will encourage good attendances .

### **Financial review**

First of all once again we are indebted to Dawn Cater for auditing the accounts on a gratis basis for which we are most grateful. The Income and Expenditure Account and Balance Sheet are attached.

Income:

Overall income has increased by about £800.

Income on social functions is virtually the same as last year, down by £38 to £6920. This has actually realised a net profit of £3393, about £300 higher than last year. Interestingly the combined profit on smaller activities such as films, pub nights, coffee mornings, TV showings and bar receipts is greater than for the larger events (possibly helped by the inclusion of bar receipts ). This shows the importance of these regular events with the bigger events helping to raise the profile of the Hall.

Donations are fairly static but grants from TUCC increased due to the £500 annual services grant plus the 20% rates contribution as advised at the last AGM. As a result, with the 80% abatement granted by MCC our rates payable are now nil.

Hall hire is reduced by £114 but raffle income is increased by £215 as more have been held this year. Book sales are similar to last year providing a welcome addition to income.

Expenditure:

Overall expenditure has increased by about £2500.

A saving of approx £100 each was made on the oil bill and insurance premium. Other utilities are fairly static.

Legal costs are high due to payment to the solicitors investigating the drainage easement and updating registration of the Deeds with the land registry.

Repairs are high as this represents the £936 cost of the new fire door incorporated within the alterations and paid during the financial year. The outstanding cost of the alterations will be paid during the next financial year. The total alterations cost, including additional works of moving the stage steps and building associated walling, was £4181.25 plus £130 for stage wall paint , sound and vision accessories. The original budget was £3500 excluding the additional works which were considered to be reasonably priced. We will receive a £1000 capital grant from TUCC which has already been applied for.

The internal decoration estimate is in the order of £1800.

Social functions expenditure is lower than last year and this will vary according to the type of events produced.

The collection from the Remembrance Service is donated direct to The British Legion and does not go through our account. The Christmas Carol Service collection is shared equally between the Church and Monmouth Band and this does go through the account. The other donation was to Caldicot Male Voice Choir following their concert which they give voluntarily. The total donations is higher this year as there was no choir concert the previous year.

Not shown in the account is the donation of £2300 to Children in Need raised at the Alan Dediccoat quiz last autumn. A tremendous effort and hoped to be repeated or bettered next time.

Cleaning is higher as we appointed a contractor to undertake routine cleaning and gutter clearance. Costs were also incurred in electrical and plumbing maintenance and pest control.

Equipment is significantly higher as we have commenced a phased replacement of the tables. Hopefully we will receive a capital grant from TUCC for this in the 2019/2020 year.

Fire protection is increased due to the professional Fire Risk Assessment. We have previously done this ourselves but it was considered appropriate to have a professional review to make sure we are up to date with requirements. We can still do future assessments ourselves.

Miscellaneous expenditure has increased due to higher profile advertising and last years AGM wine bill.

On the Balance Sheet the total of fixed assets is reduced due to depreciation.

This has been a very successful year and considering the increase in expenditure we still have a healthy reserve of £14752 in the bank. This is a result of a huge effort by the Committee and other volunteers which is greatly appreciated by the Trustees.

### **Reserve Policy**

The free reserves of the Trust excluding fixed assets has decreased from last year by £492. However as both the hall and land are owned outright, the Trustees feel that the balance remaining of £14752 is adequate to meet all foreseeable liabilities but efforts as always will be made to increase the reserves in the coming year.