

Catbrook Memorial Hall Management Committee

Minutes of the meeting held at 7pm on Monday 2nd December 2024.

Attendees:-

Phillip Robinson (PR) – Chairman, Craig Bridgeman (CB) – Secretary, Mark Loveday (ML), Marion Griffin (MG), Kelly Macrae (KM), Fiona Wilton (FW).

Apologies:-

Fiona Creasey (FC) - Treasurer, Liz Greatorex- Davies (LGD).

Minutes; - Meeting Minutes from Monday 4th November 2024 were signed off as a true and accurate record.

Matters Arising: -

Remembrance and Carol Service Donations.

- Chairman received correspondence from Pat Gooding raising a concern regarding the distribution of donations raised from the Remembrance and future Carol service events.
- The Chairman explained the key points of the letter outlining the historical tradition and linkage with the community and local church cohort.
- Following discussion and recognition of the points raised, (PR) is to respond to Pat Gooding with the suggested outcomes to retain a collaborative approach to these events and ensure they continue to benefit the community. (PR) has agreed to discuss the outcome with the Vicar of Trellech Church also for continuity.
- (PR) Acknowledged that decisions had been taken previously and recorded on the November minutes, however, will feed back responses and clarify potential next steps for agreement on this year`s donations and going forward. This can then be agreed at next meeting and donations issued and recorded by the Treasurer

Treasurers Report (FC): -

Please refer to the circulated financial report for full details issued by the Treasurer on 25th November. Key updates are;-

- Treasurers Account – £761.24.
- Lottery Account - £5,365.57.
- Savings Account – £20,000.00. (95-day account agreed at last meeting).
- Charity - £664.66.
- Events account (formerly called “Tickets account”) - £1,210.20.
- Kids and Craft - £511.05.
- **Total holdings @31st October 2024 - £27,805.35. Total Holdings @25th November @£29,268.72. Change in balance = +£1,463.37.**
- Note – £1,364.66 to be donated/refunded.
- Expenditure:
 - (£96) to Busy Bee Plumbing.
 - (£73.16) to Kids and Craft club nett expenditure.
- Income:
 - £250 – Hall hire.
 - £400 – 2 x Refundable deposits.
 - £204.15 – Remembrance collection – To be donated.
 - £200 - Children in Need Quiz receipts.
 - £594 – 100 Club subs.
- (PR) to set up on-line account. (CB) has registered. (AP) to be removed.
- (FC) will produce a formal procedure note for payment of invoices.
Action – TBA.
- (ML) to provide an invoice for (FC) for beer purchase from Brewery for Pub Night - requested but not yet provided by the Brewery. Complete.
- (FC) will keep and manage a Hall float of cash for events going forward.
Action - On- going.
- Hall insurance premium due in December - £ 1,341.17 + £49 for Bouncy Castle hirers.
- Hall Hire – (PR) updating the Hall Website.

Chairperson`s Report: -

- Hall Bookings – conditions of hire document has been updated. (PR) has circulated a draft for comment by committee. There has been positive feedback from Hall hirers to date.
- Heating – PR now has the automation in place for remote access. However, manual intervention caused a lack of heating for an event. (PR) agreed to laminate a notice to place under the switch to avoid any further manual interference.
- Night Out Scheme - Account handed over from (AP) to (PR), who is still looking for a volunteer to take this on. (KM) pointed out that the website indicates Catbrook as being in Gloucestershire. (PR) to review with night out contact.
- (MG) raised an issue with the lack of a storage facility in the DDA accessible toilet. After discussion it was agreed that (PR) would look at potential shelving units to mitigate this issue - ongoing.
- Licencing review – Feedback was positive and zero observations and actions.

Hall Operations: -

Delivered: -

- Kids and Craft – Delivered by Steph and the team of willing volunteers. Thanks to all who supported this event.
- Remembrance Sunday – Delivered. Thanks to all involved in arranging the event.
- Pub Night – 29th November. Low turnout. Consideration of timing of this event needed to maximise attendance and avoid already programmed events (Quiz etc). Thanks to Mark for running the bar again!

Confirmed Events: - (Please see the Hall Tracker for more details).

- Christmas Decorations - the Hall will be decorated for Christmas on the morning of Friday 6th December. (MG and MG) will be providing the muscle!
- Leaf Clearing - proposed for 1030 on 7th December. (PR) to liaise with SW and RC to confirm. Please encourage all to attend.

- Children in Need Quiz with Alan Dedicott – Saturday 7th December. Sold out.
- Kids and Craft – Saturday 14th December.
- Xmas Carols – Sunday 15th December @11am. (MG) arranging with Pat Gooding.
- Alison Neal play – Confirmed for 24th January 2025. It was agreed that we should start selling tickets for this event. Doors open at 7pm and starts at 7.30pm. BYOB was suggested as refreshments.
- Sea Shanty Band – Confirmed for 15th February 2025. (FW) suggested that this event has a bar service with snacks to maximise revenue.

Potential Events; -

- Tom – Local guitarist. PR to reach out and confirm availability. On- going.
- National Theatre Live Streaming – (PR) has sent out a list of events on WhatsApp to committee members.
- Mike Dunsby has suggested a potential triple short presentation evening – Catbrook in pictures, Restoration of a Trellech building and wildlife around the Wye valley. For further discussion/Development.
- Games Night/Pub Night – Potentially skittles, bar games and combine with potential music sets to enhance pub night experience.
- Plant sale and cake sale – (FW) has proposed Saturday 24th May. This is a Bank Holiday weekend.
- Open garden event – (PR) to compose a note of expression of interest in the community.

Future Plans and Look Ahead: -

- Cinema Night – (PR) circulated by email a film list of availability for consideration/comment.
- 2025 Pub Nights - FC proposed these are held in March, June, September and December to align with 100 Club draws. (ML) suggested planning the next meeting later in the 2025 calendar that would capture more attendees.

Any Other Business (AOB): -

- Waste Collection - due to the new reusable recycling bags, and the lack of collection from the hall, users of the hall should be reminded to take all waste home. (PR) to add to the conditions of hire.
- Facebook and Website – (FW) raised the fact that now (JP) has stepped down, we need a backup for both Facebook and the website. (PR) is happy for his email to be used for this purpose. (JP) and (RS) need to have access revoked as no longer involved. (SB) will continue to support the Website.
- Data Protection – (KM) asked whether we should include identifying personal information in publicly available documents such as meeting minutes, contact details for chairman and bookings, and 100 Club winners (and possibly more?) on the website. Agreed that we should avoid this, with, for example, minutes only including initials, rather than full names.
 - (PR) to investigate options for dedicated email addresses for chairperson, treasurer, bookings etc.
 - (PR) to discuss how minutes should be made available with SW and SB. (PR) is progressing.
- Chairman and members welcomed (KM) to the Committee.

Meeting closed at 20.30 pm.

Next Meeting – Proposed for Monday 6th January 2025 @7pm

Agenda for next meeting: -

1. Apologies for absence.
2. Confirmation of minutes dated 2nd December 2024.
3. Matters arising – Feedback on Donations from recent events.
4. Treasurers report.
5. Chairman`s report.
6. Hall Operations, future events and planning.
7. Hall Hire rates.
8. Any other Business.
9. Date and time of next meeting.

