

# **Catbrook Memorial Hall Management Committee**

## **Minutes of the meeting held at 7pm on Monday 1<sup>st</sup> July 2024.**

### **Attendees:-**

Phillip Robinson (PR) – Chairman, Andy Pullan – Secretary (AP), Fiona Wilton (FW), Marion Griffin (MG), Stephanie Spragg (SS), Mark Loveday (ML)

### **Apologies:-**

Craig Bridgeman (CB), Liz Greatorex-Davies (LGD).

**Minutes;-** Meeting Minutes from Monday 7<sup>th</sup> June 2024 were signed off as a true and accurate record.

### **Matters Arising:-**

Nothing of note

### **Treasurers Report – Account details provided from bank account 040624.**

- Treasurers Account – £2794.31
- Lottery Account - £1007.00
- Savings Account – £22,361.82
- Charity - £579.49.
- Ticket account - £846.98
- Kids n Craft - £279.84

### **Chairperson`s Report:-**

- Consideration as to how the hall booking arrangements can be done on-line to reduce administrative burden. Other local halls use an on-line system and work in underway through the Halls Together organisation to provide a system all local village halls can use. - **Work in progress.**
- Hall Treasurer position – Fiona Creasey has volunteered to become the new hall treasurer. She might not be able to make all of the hall committee meetings but will provide a summary of the hall accounts and any updates required for the meetings. PR will try and arrange a handover between Rose and Fiona before the end of July when Rose will be standing down.

- Village Hall keys – the trustees have requested that names of all persons who currently hold keys are provided to the Trustees. There are a number of keys in circulation with previous committee members and it is felt that there is little need for people to have keys as there is the wall safe with a key. Committee members who have keys to let PR know so this information can be forwarded to the Trustees. - **Complete**

### **Hall Operations:-**

#### **Delivered: -**

- Kids n Craft – 9 children attended the 8<sup>th</sup> June session. 9 already signed up for the 13<sup>th</sup> July session. No session in August but sessions will restart in Sept 24.
- Cinderella – Urban story telling performance 29<sup>th</sup> June 2024, 7.30pm. 27 tickets sold. With the takings from the bar on the night the event will make a small profit but attendance numbers were down. Those who attended thought the event was very good

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

- Question of Stuff – Fiona and Jeremy Creasey will run another village quiz night on Saturday 28<sup>th</sup> Sept 2024. A number of teams have already entered and the organisers want local residents to be able to have priority.
- Scarecrow competition 2024 – Steph (SS) has been working on publicity ideas to whet people's appetites and will be circulating information in the coming weeks. Awaiting posters for circulation. Full details on the hall website.
- Hall Defibrillator training has been booked for Weds 25<sup>th</sup> Sept 7.00pm - 9.00pm. All ages welcome. Further details to follow closer to the time but we will circulate details on the village newsletter.

- Pub Nights on 6<sup>th</sup> Sept 24 and 29<sup>th</sup> Nov 24. Mark not available for 6<sup>th</sup> Sept but Phil is available.

### **Potential Events;-**

- FW mentioned a play on the Night out scheme that was linked to Remembrance Day that might be booked in November. AP to check availability and circulate details. Due to the current take up of the Cinderella play it was felt it was better to hold off at the moment to see how this event went. **Discussion** – It was felt that the play may not appeal due to world events / bad news and the fact Remembrance Day attendance is falling. Perhaps a more light hearted play may be better. Alison Neal who is always popular at the hall has a new play on the Nightout scheme. AP to see what dates are available around October.
- Tom – Local guitarist/singer – This will not be a pub night and potentially for June/July. Bar required. (PR) to reach out to Tom for availability.

### **Future Plans and Look Ahead:-**

- Remembrance Sunday – FW has kindly agreed to take on the organising of the Remembrance Sunday service. The Monmouth band, British Legion and vicar have been booked. Refreshments will be provided. FW to contact Rose Stevens to confirm arrangements regarding payments, wreaths etc.
- 9 Lessons and Christmas Carols – Pat Gooding / Marion Griffin have agreed to take on organising this event. Date agreed for Sunday 15<sup>th</sup> December at 11.00am
- FW mentioned there are several sea shanty groups in the area who might be interested in singing at the hall in Jan/Feb 2025. LGD saw a group (The Bootleggers) in Caldicot and thought they were good. Further research needed to approach suitable groups - **Ongoing**.
- Live streaming of National Theatre Live – **Ongoing**

### **Any Other Business (AOB):-**

Following on from the recent request for additional volunteers to join the hall committee in the village Mailchimp letter, as yet no-one has come forward, we may have to make direct approaches to people to “encourage” others to help out and assist with running the hall.

FW offered to purchase hall cleaning products and include them on the shopping lists for her business.

It was agreed to carry out a clear up of the hall storage cupboard and dispose of items not required, used or needed. AP & SS to arrange a date.

**Meeting closed at 20.00pm.**

**Next Meeting – Proposed for Monday 5<sup>th</sup> August 2024 @7pm**

### **Agenda for next meeting:-**

1. Apologies for absence.
2. Confirmation of minutes dated 4<sup>th</sup> March 2024.
3. Matters arising.
4. Treasurers report.
5. Chairman`s report.
6. Hall Operations, future events and planning.
7. Any other Business.
8. Date and time of next meeting.