

Catbrook Memorial Hall Management Committee

Minutes of the meeting held at 7pm on Monday 7th October. 2024.

Attendees:-

Phillip Robinson (PR) – Chairman, Craig Bridgeman (CB) – Secretary, Fiona Creasey (FC) – Treasurer, Mark Loveday (ML), Marion Griffin (MG), Liz Greatorex-Davies (LGD), Kelly Macray (KM).

Apologies:-

Andrew Pullan (AP), Fiona Wilton (FW).

Minutes; - Meeting Minutes from Monday 2nd September 2024 were signed off as a true and accurate record.

Matters Arising: -

- No items raised.

Treasurers Report (FC): -

Treasurer provided a detailed account that was circulated to members ahead of the meeting for comment. The key updates from the report; -

- Treasurers Account – £636.02.
- Lottery Account - £312.00.00
- Savings Account – £24,926.00
- Charity - £1,258.78.
- Ticket account - £20.00.
- Kids and Craft - £660.29.
- **Total holdings @30th September 2024 - £27,813.18.**
- Expenditure >£50 related mainly to Bar restocking, Prizes and expenses
- Income was £500 plus with “Sum up” receipts to be added and confirmed.
- (CB) was the added signatory to the accounts. Simon Westwood has been removed in line with Hall protocol, as he is a Trustee. Rose Stevens has been removed following her resignation as Treasurer.

- (FC) proposed several options to achieve a better ROI for Hall savings. This was discussed and the option to utilise the United Trust Bank's 180-day tracker account paying 5% interest was supported and to be progressed.
- (FC) will discuss with Simon Westwood ahead of proceeding to ensure there are no financial commitments required for hall maintenance going forward.
- (FC) will produce a formal procedure note for payment of invoices.
- (ML) to provide an invoice for (FC) for beer purchase from Brewery for Pub Night.
- (PR) to produce receipts for recent purchases of wine for Pub Night.
- (FC) will keep and manage a Hall float of cash for events going forward.
- (FC) reported that there was no further update on Electrical tariffs/billing. The Hall is currently in credit.

Chairperson's Report: -

- Hall Bookings – Online process is Work in Progress. (PR) to progress.
- (PR) Welcomed Kelly Macray to the meeting. Kelly requested attendance at the meeting out of interest in the community as a new person to the village, and we as a committee hoped she will join us soon as a Hall committee member.
- (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.
- Chairman and members were informed that Andrew Pullan is to resign from the Hall committee after the AGM. Andy has served the hall and community for over 12 years and has provided extensive help and support. The committee would like to thank him for his services, and he will be missed. Also, it was pertinent to mention Justine Pullan, who, although not a committee member, has provided great support and enthusiasm for the community and hall operations. Thank you both.
- Chairman and members were informed that Stephaine Spragg has resigned from the Hall committee. A big thank you to Steph for her participation and hard work whilst in place and for delivering the Scarecrow events and the

Kids and Craft club. Steph will continue with the Kids and Craft club going forward and will be the main point of contact for these events.

- Further discussion required about Hall hire rates and what is actually paid for in the hire in terms of duration of hire. Next meeting agenda.

Hall Operations: -

Delivered: -

- Scarecrow Competition - A very high standard of entries this year. Pub night was the venue to announce the winner. A particularly scary crow that reminded the world of a former PM! Thanks to Stephanie Spragg for the excellent job of arranging/organising.
- Pub Night – Another successful evening with Scarecrow competition prizes and a well-supported community evening.
- Kids and Craft – Delivered by Steph and the team of willing volunteers. Thanks to all who supported this event.
- Defibrillator training – Well supported event. An external volunteer from SW Ambulance delivered the training. A very interesting and interactive event. Key deliverable – Make sure you don't worry about cracking the patient's ribs!
- Question of Stuff – Sell out audience, excellent night and a big thank you to Jeremy and Fiona for organising and delivering a successful event.

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

- Kids and Craft – Next session is Saturday 12th October.
- Kids and Craft – November session planned for sat Nov 9th.
- Remembrance Sunday – 10th November. (FW) has confirmed Monmouth Band, Vicar and British Legion in attendance. Refreshments will be provided. (MG) will notify requirements for cakes etc nearer the date. (FW) has secured an ex- serviceman to read the names of the fallen. Phil Robinson and Simon Westwood have agreed to carry out the collection. Kelly Macray has also offered to bake cakes for the event and tie in with (MG) on requirements.
- Pub Night - Friday 29th of November – Pre-Xmas meeting.
- Children in Need Quiz with Alan Dediccoat – 7th December.

- Xmas Carols – Sunday 15th December @11am. (MG) arranging with Pat Gooding.
- Alison Neal play – Confirmed for 24th January 2025.
- Sea Shanty Band – Confirmed for 15th February 2025.

Potential Events; -

- Tom – Local guitarist. PR to reach out and confirm availability. On- going.
- National Theatre Live Streaming – (PR) to send out list of events on WhatsApp to committee members.
- Kids and Craft – Proposed for Saturday 14th December.

Future Plans and Look Ahead: -

- Cinema Night – List of films available to be scrutinised with (RC/PR) to reduce risk of poor turnout. Target gaps in diary in New year.

Any Other Business (AOB): -

- (PR) to ask (AP) about how to work remote heating in the Hall.
- (AP) will need to hand over duties after the AGM. Volunteers needed to own these tasks going forward. Key task will be the “Night Out” scheme.
- (CB) informed committee that he will be on holidays soon, and would not be attending the AGM and next committee meeting. Hence, a temporary secretary would be required.

Meeting closed at 20.00 pm.

Next Meeting – Proposed for Monday 2nd November 2024 @7pm

Agenda for next meeting: -

1. Apologies for absence.
2. Confirmation of minutes dated 7th October 2024.
3. Matters arising.
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.