

# **Catbrook Memorial Hall Management Committee**

## **Minutes of the meeting held at 7pm on Monday 4th November, 2024.**

### **Attendees:-**

Phillip Robinson (PR) – Chairman & acting Secretary, Fiona Creasey (FC) – Treasurer, Mark Loveday (ML), Marion Griffin (MG), Liz Greatorex-Davies (LGD), Kelly Macrae (KM), Fiona Wilton (FW).

### **Apologies:-**

Craig Bridgeman (CB).

**Minutes;** - Meeting Minutes from Monday 7th October 2024 were signed off as a true and accurate record.

### **Matters Arising: -**

- No items raised.

### **Treasurers Report (FC): -**

Figures and key updates; -

- Treasurers Account – £637.78.
- Lottery Account - £162.00
- Savings Account – £24,945.21
- Charity - £459.70
- Events account (formerly called “Tickets account”) - £1,016.45
- Kids and Craft - £584.21
- **Total holdings @31st October 2024 - £27,805.35** (decrease from 30/09/24 of £7.83)
- Expenditure:
  - £800 to St David’s Hospice.
  - £150 to 100 Club winners.
- Income:

- £680 taken in ticket sales for the Children in Need Quiz, more expected, tickets selling well.
- £250 bar takings from Question of Stuff quiz.
- £160 taken from hall bookings.
- (FC) provided an update on improved ROI for hall savings account. Lloyds emailed following last month's meeting offering an improved rate with 90 day access terms. Agreed to proceed with this option to avoid having to setup accounts with a new bank. FC confirmed she had spoken with the Trustees to confirm they are aligned with this plan.
- (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 - requested but not yet provided by the Brewery.
- (FC) will keep and manage a Hall float of cash for events going forward.
- (FC) reported that the Hall is now on the correct Electrical tariffs/billing.

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

- AGM - a chance to reflect on the multitude of events delivered in the past 12 months, an average of just over 2 per month!
- Hall Bookings – conditions of hire document has been updated. Discussion regarding whether we need the signed form part of this document - yes, as evidence of hirer accepting conditions, but can be PDF rather than paper and cheque. (PR) to update the form and circulate the draft document to Committee and Trustees for review and comment.
- Heating - smart heating socket has been transferred from AP to PR. Automation now in place to turn heating on and off based on events in the hall calendar, to be monitored, but working well so far.
- Night Out Scheme - account handed over from AP to PR, who is still looking for a volunteer to take this on. Alison Neal confirmed for January. (PR) to circulate list of potential events prior to the next committee meeting.
- (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.

### **Hall Operations: -**

**Delivered: -**

- Kids and Craft – Delivered by Steph and the team of willing volunteers. Thanks to all who supported this event.

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

- Kids and Craft – November session planned for sat Nov 9<sup>th</sup>.
- Remembrance Sunday – 10<sup>th</sup> November.
  - Cakes requested! (FW) to post on Facebook. (MG) to coordinate logistics / cake delivery.
  - Meet at the hall at 2pm this Saturday 9<sup>th</sup> to setup.
  - Finances: band to be paid £150, this covers both the Remembrance and Carol services.
  - Remembrance collection: split 50:50 between Royal British Legion and St Nicholas's Church, Trellech
  - Carol service collection: split 50:50 between Catbrook Memorial Hall and St Nicholas's Church, Trellech,
- Pub Night - Friday 29<sup>th</sup> of November – Pre-Xmas meeting.
  - (ML) to remind brewery regarding invoice for previous beer when arranging November's pub night.
  - (ML) to restock, provide receipt to (FC) who will reimburse.
  - (PR) to provide float to (FC), who in turn will provide float for the Pub night.
  - (FC) to speak to AP regarding changing the mobile number that is associated with the SumUp (card machine) account.
  - ML has donated an old iPad to support taking card payments.
- Christmas Decorations - the Hall will be decorated for Christmas on the morning of Friday 6<sup>th</sup> December.
- Leaf Clearing - proposed for 1030 on 7<sup>th</sup> December. (PR) to liaise with SW and RC to confirm.
- Children in Need Quiz with Alan Dedicott – 7<sup>th</sup> December.
- Xmas Carols – Sunday 15<sup>th</sup> December @11am. (MG) arranging with Pat Gooding.
- Alison Neal play – Confirmed for 24<sup>th</sup> January 2025.
- Sea Shanty Band – Confirmed for 15<sup>th</sup> 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 14<sup>th</sup> 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.
- 2025 Pub Nights - FC proposed these are held in March, June, September and December to align with 100 Club draws. (PR) to propose dates at next meeting.

### **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 Justine 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.
- 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.
- Immediately following the meeting, KM informed PR she would be willing to join the Committee. PR was delighted, and welcomed the KM to the Committee.

**Meeting closed at 20.15 pm.**

**Next Meeting – Proposed for Monday 2<sup>nd</sup> December 2024 @7pm**

**Agenda for next meeting: -**

1. Apologies for absence.
2. Confirmation of minutes dated 4<sup>th</sup> November 2024.
3. Matters arising.
4. Treasurers report.
5. Chairman`s report.
6. Hall Operations, future events and planning.
  - a. Plant Sale / Open Gardens
7. Hall Hire rates.
8. Any other Business.
9. Date and time of next meeting.