

Catbrook Memorial Hall Management Committee

Minutes of the meeting held at 7pm on Monday 4th March 2024.

Attendees:-

Phillip Robinson (PR) – Chairman, Craig Bridgeman (CB) - Secretary, Andy Pullan (AP), Mark Loveday (ML), Fiona Wilton (FW), Marion Griffin (MG), Liz Greatorex-Davies (LGD).

Apologies:-

Stephanie Spragg (SS), Rose Stevens (RS).

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

Matters Arising:-

- (PR) Gave an update on progress with the Event Tracker and Google Calendar. All Committee members to forward email addresses to PR to enable access.

Treasurers Report (RS):- RS apologies for absence.

- Treasurers Account – TBC in April meeting.
- Lottery Account - TBC in April meeting
- Savings Account – TBC in April meeting.
- Charity - TBC in April meeting.
- (AP) Reported that Trellech United Council have made donations of £1500 towards the Hall electrical upgrade and £600 towards the Childrens Craft Club.
- (AP) Confirmed that the electrical work in the Hall is progressing well.

Chairperson`s Report:-

- Chairman/Committee to update the Event Tracker at the next meeting as a “Go Live” management tool for the hall committee. Thanks to those involved in putting the Tracker together and the amendments and improvements already in place.

Hall Operations:-

Delivered: -

- Childrens Craft Club – This was the second event delivered with 14 children in attendance. Successful event. Thanks to all involved.

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

- Childrens Craft Club – Sat 9th March 2024.
- Meditation taster event – Sat 9th March 2024. 14 confirmed bookings.
- Medieval ship – There will be a talk at the Hall on 15th March 2024 at 7.30pm. Tickets @£5 each. 4 confirmed bookings to date. (PR) will provide a laptop for the organiser to present the show from a USB stick through the hall system.
- Pub Night – 22nd March 2024.
- Mega Egger Hunt – Starts 22nd March – 4th April. All posters and advertising complete. Awaiting entries.
- Medieval Ship - A visit to the ship in Newport is planned on 6th April 2024. Potential visitors to make their own arrangements for transport.
- Night Out Scheme - Sarah McQuade – Folk Singer @£10 per ticket. Booked for 4th May 2024. Posters available to distribute.
- Plant Sale – Sat 25th May 2024. (FW) encouraged all to advertise the event and advised that planting/growing season is due. St.David`s Foundation Hospice will assist with advertising this event.
- Pub Night - (ML) Confirmed dates for 2024 – March 22nd, May 17th, September 6th and November 29th.

Potential Events;-

- Binderella – Night out scheme play/story with music. (AP) to confirm availability.
- 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.
- First Aid courses – (SS) to discuss with Monmouthshire Volunteers for info on delivery providers.

Future Plans and Look Ahead:-

- Defibrillator Course – (AP) to discuss with TUCC the potential of providing training courses for the village residents. Leanne Wakerley (TUCC) is looking into what can be arranged. (AP) reported that he is awaiting an update. Leanne is looking at resolving an issue with the Defib kit with TUCC. On- going.

Any Other Business (AOB):-

- Hall Spring Cleaning – Potentially Saturday 27th April 2024. All invited.
- Boiler – Annual service required/planned. (AP) to raise with Trustees.
- Kitchen appliances – (AP) to raise with Trustees.
- (FW) reported on a theft of heating fuel oil from a Catbrook home. Insurers recommend that owners do not lock the tanks but mitigate risk of theft by installing PIR`s and alarms.

Meeting closed at pm.

Next Meeting – Proposed for Monday 8th April 2024 @7pm

Agenda for next meeting:-

1. Apologies for absence.
2. Confirmation of minutes dated 4th 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.

