

Catbrook Memorial Hall Management Committee

Minutes for the meeting held on Monday 5th February 2018

Present: Andy Pullan. (Chair), John Clarke (Sec), Rose Stevens, Marion Griffin, Stephen Vass, Ruth Routh, Betty Maloney, Gretchen Mattison, Mark Loveday, Jill Westwood, Diana Light, Liz Greateorex-Davis, Marion Andrews, Sarah Bowden and Pat Gooding.

Apologies: Diana Watkins and Dermot Cooper

The minutes were taken as read.

Matters arising: It was reported that the process of changing Banks has meant a lot more paperwork having to be completed and for one of the Trustees to be named on the account.

Peter, Rose's husband will be approached to see if he will do the PA Testing and the five-year wiring Inspection for the hall which is due shortly.

Treasurer's Report: Rose stated that currently our funds stand at £9,594.81 and our deposit account is £6,542.11.

There were various bills paid out in January such as a bill for the boiler service of £111 and £270 for the fire risk assessment as well as £84 for the pest control contractor. The income from the various events during the month has made our funds look very healthy.

Chairman's Report: One of the issues raised in respect of the fire risk assessment is the need for the curtains to be fireproofed. It was agreed that the Chair, Andy, would discuss the matter with the Trustees and agree the best option for the fire proofing to be carried out.

Andy also raised the matter of the food being wasted when it is supplied for events. It was agreed that if the committee feels it appropriate to supply food at an event then the committee would agree what food would be needed and set a budget for the food. That way we could ensure that only the required food is provided, and the budget would be taken from the finances generated at the event. Thanks were given by Diana for the food supplied for the Caldicott Choir night and she congratulated Gretchen on the vol-au-vents!

Future Events

- **Rugby** – Below are the dates of the Six Nations for 2018: -
 - **10.2.18 England v Wales at 1645**
 - **24.2.18 Wales v Ireland at 1415**
 - **24/2/18 Scotland v England at 1645**
 - **17/3/18 England v Ireland at 1445**
 - **17/3/18 Wales v France at 1700.**
 - The bar will be open during these times and hopefully your favourite team will win. You can always drown your sorrows!!
- Andy has contacted Kelly of The Curry Queen and it has been agreed that Saturday the 24th March will be a Curry Night. Bring your own drinks.
- 6th April Film night – Murder on the Orient Express.

- We have booked Wendy Kirkland through the Night Out scheme to perform on Saturday 28th April. Again, bring your own drinks and if you need a snack bring your own silent food.
- 12th May European Song Contest live on the big screen. Fancy dress optional. Bar will be open.
- 19th May FA cup final and Royal wedding. The hall and bar will be open for both events.
- Thursday 28th June football World Cup Bar open and either fish and chips or hot dogs.

Other thoughts for events could be the following: -

- 23rd April – Grand National horse race.
- Sometime in June possibly ask Farnham Maltings to perform at the Hall.
- A murder mystery night
- Quiz night. Keith to be approached to see if he is happy to run the quiz.

Pam, Nicky and Theresa to be asked to see if they will hold a talk on their adventures in 2017 in raising money for charities.

Chris Mattison has also produced a talk on Nature photography which he could present on either the 20th or 21st April

These will be discussed in future meetings.

Committee members may wish to look at the Night Out scheme website (link - www.nightout.org.uk) and look under the “Shows” tab at the top of the page to see if there are any performances they would like to see at the hall. We could hold a second event in June – ideas to be discussed next meeting

AOB

- Pat and Jill raised the matter of the responsibilities of the committee. After discussion it was agreed that they would amend the responsibility document to bring it up to date with current regulations.
- Simon our guest from the Hall Trustees outlined the issues raised from the fire risk assessment and there was a discussion on the responsibilities of the Hall hirers etc. These will be amended in line with the issues raised. Along with ensuring the Electrical Installation and portable appliance are tested plus of course the need for the emergency exits to be clear and easy to reach for those with mobility issues etc. The committee members went through the evacuation procedure, role of the designated person and the use of fire extinguishers. A practice fire drill will be arranged at a future date.
- John asked if he could put a poster up advertising The Royal Naval Association Royal Marine Band concert to be held on 21st April in the Blake Theatre, Monmouth.

The meeting closed at 2020.

the next committee meeting will be at 1900 on 5th March 2018

Standing Agenda

1. Apologies
2. Confirmation of minutes of the last meeting
3. Matters arising
4. Treasurers report
5. Chairman's report
6. Future events and planning
7. Any Other Business
8. Date and Time of next meeting