

Catbrook Memorial Hall Management Committee

Minutes of the meeting held at 7pm on Monday 8th January 2024.

Attendees:-

Phillip Robinson (PR) – Chairman, Craig Bridgeman (CB) – Secretary, Rose Stevens (RS) – Treasurer, Andy Pullan (AP), Stephanie Spragg (SS), Mark Loveday, Fiona Wilton (FW), Marion Griffin (MG).

Apologies:-

Liz Greatorex-Davies.

Minutes;- Meeting Minutes from Monday 4th December were signed off as a true and accurate record.

Matters Arising:-

- Committee recognised the sad loss of Jill Westwood who passed away with her family surrounding her. The Committee sends our thoughts to Simon and the family at this very difficult time for them.
- (PR) Explained the use and value of a public Google Calendar that can be fully integrated and retain privacy when required. After further discussion, it was agreed that (PR) would set this up. Privacy discussion required at next meeting.
- To further improve Hall communications, (SS) suggested setting up a Hall WhatsApp group. This was fully supported and (SS) agreed to action.
- Thank you to Marion and John for the traditional removal of the Xmas decorations.
- (SS) Raised the need to highlight events in a more prominent way to ensure optimised advertising. This would help to increase Hall revenue and promote Hall activities. (CB) Will extract the confirmed events from the minutes and place on a spreadsheet that can be attached to the minutes to highlight ownership and plan for advertising and marketing the Hall.

Treasurers Report (RS):-

- Treasurers Account - £5510.31
- Lottery Account - £359.00
- Savings Account - £22,217.41.
- Charity - £575.45.
- (RS) Reported that SSE the Hall electrical provider has deemed that the charitable status of the Hall qualifies for a windfall of £500 - No Update.
- (RS) Reported that £300 had been paid out to Yoga taster session provider and £471 to St. Davids Hospice.

Chairperson`s Report:-

- Hall Electrics – (PR) Up-dated that the electrical work is in progress and near completion. A few minor jobs to complete and test /certification. This work will not affect any planned Hall events.
- (FW) Requested that the cooker isolation switch is moved from the kitchen cupboard to a position above the worktop. This will be added to the current task list being managed by the Trustees.
- Chairman is unavailable in February 2024 – A deputy is required to Chair the Feb meeting. (CB) Volunteered.

Hall Operations:-

Delivered:-

- Wreath Making – Successful event. 18 participants, £50 in profit to the Hall.
- YOGA taster session – Successful event. Hall will make a £300 contribution to add to the takings for a donation to St.David`s Hospice.
- Xmas Pub Night – Reasonable turnout. Approx £100 in takings.
- Carol Service – Reasonable turnout, not as good as previous events. Low donations taken. Thanks to Marion Griffin, Pat Gooding and Jean Rogers for delivering the event and stepping in for Jill Westwood.
- Barbie Film – Successful event. Good turnout of all ages.

Confirmed Events:- (Please see attached spreadsheet for further processing)

- Children`s Craft Club – January 13th, 2024. (SS) Reported that everything was progressing well. A get together arranged for Tuesday 9th and set up on Friday 12th. To date there are 11 children signed up. All DB checks are in place. A risk assessment is to be compiled ahead of starting. (SS and AP) are completing this.
- Caldicot Male Voice Choir – Saturday 20th January 2024. Hall will pay the £425 transport fee. To date- 12 tickets @ £10 have been sold. This now needs a final push to increase late sales. (AP) to notify Caldicot MVC to make them aware of the limited sales to date.
- Tom – Local Guitarist/singer to perform in mid- February 2024. This will be advertised as a music night with a bar, to avoid any confusion that it is a pub night in disguise. Date to be confirmed.
- Medieval ship – There will be a talk at the Hall on 15th March 2024 at 7.30pm. Followed by a visit to the ship remains at Newport on 6th April 2024. Travel arrangements to be confirmed. Tickets @£5. Tickets on sale early 2024.
- Meditation taster event – Sat 9th March 2024.

Potential Events;-

- Plant Sale – Sat 25th May 2024. (FW) requested that this is “Saved” in the hall calendar.
- First Aid and Defib courses – (SS) to discuss with Monmouthshire Volunteers for info on delivery providers.

Future Plans and Look Ahead:-

- Steph Spragg (SS) will look at the possibility of organising an Easter Egg event in the Village in 2024. (SS) to discuss with Sarah and Guy in next few weeks.
- 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.

Any Other Business (AOB):-

- (ML) and (PR) – Discussion regarding Pub Night dates for 2024. Phil and Mark will review their availability and propose suitable dates at the next committee meeting for discussion. Post Meeting Note – (CB) happy to help out/assist with running the bar when required.
- (AP) confirmed that he would continue to manage the “Night out” scheme to support future events. Hall members can review the offerings at nightout.org.uk. There are four events that can be utilised annually.
- (SS) Reported that a first aid kit, plastic cups and an accident reporting book had been purchased in readiness for the children`s craft club. (RS) will refund these costs incurred.
- Sue Brown has offered unwanted kitchen equipment and crockery to the Hall. A thank you to Sue for her kind gesture. However, the Hall currently has sufficient kitchen hardware. It was suggested that a stock take is required to create an inventory of tangible items and a potential waste removal of items not required.

Meeting closed at 8.00 pm.

Next Meeting – Proposed for Monday 5th Febuary 2024 @7pm

Agenda for next meeting:-

1. Apologies for absence.
2. Confirmation of minutes dated 8th January 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.