

Catbrook Memorial Hall Management Committee

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

Attendees:-

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

Apologies:-

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

Minutes;- Meeting Minutes from Monday 4th March 2024 were signed off as a true and accurate record.

Matters Arising:-

- Rose Stevens has resigned as Treasurer and Hall Bookings link. The Committee would like to extend their thanks for undertaking the role of Treasurer for 19 years.
- Simon Westwood will advertise the role, along with Committee members and Trustees on the hall website.

Treasurers Report :-

- Treasurers Account – £2534.20.
- Lottery Account (100 Club). - £389.00
- Savings Account – £22,289.50.
- Charity - £577.61.
- Childrens Craft Club. Account stands at £601.00.
- Electrical account - £500.00 added leaving a credit of £300.00.
- Sum up account - £231.31. These card takings will be transferred to the main account asap.

Chairperson`s Report:-

- Chairman/Committee to update the Event Tracker at the next meeting as a “Go Live” management tool for the hall committee. (PR) – Carried forward for May meeting.
- (AP) Reported that the Hall electrical work will be fully functional by April 9th.

Hall Operations:-

Delivered: -

- Childrens Craft Club – 3rd event (March). 9 children attended and a successful event. Thanks to all involved.
- Meditation taster event – No Feedback.
- Medieval Ship – Two interesting events – Visit and talk. Well received, interesting, and well attended. Ticket sales were £155 plus donation of £5. It was agreed to offer £100 to the Ship owners/presenters as they are a registered charity.
- Pub Night – 22nd March. Low turnout and a financial loss to the Hall. Discussion around event being close to Easter, but also the importance of advertising the event going forward.
- Mega Egga Hunt – There were 17 households displaying a total of 125 hidden eggs in the locality. There were 9 participants and the lucky winner received a £40 voucher for the Lion in Trellech. (Donations of £20 from Trellech Lion and £20 from Hall). Plus £10 worth of Easter Eggs. Thanks to Steph for arranging another successful event.

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

- Childrens Craft Club – April 2024 cancelled.
- Night Out Scheme - Sarah McQuade – Folk Singer @£10 per ticket. Booked for 4th May 2024. Posters available to distribute. 12 tickets sold, 40 required to break even.
- Pub Night – Friday 17th May. 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 are assisting with advertising this event.

- Pub Night - (ML) Confirmed dates for 2024 – September 6th and November 29th.
- Cinderella – Night out scheme play. Booked for 29th June 2024. £10/ticket.

Potential Events; -

- 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 – Confirmed - Saturday 27th April 2024. All invited.
- Boiler – Annual service required/planned. (AP) to raise with Trustees.
- Kitchen appliances – (AP) Reported that the Trustees have advised that the switch will remain in its original position.
- Residents using the Hall lodged a complaint with the Chairman regarding the untidy state that the hall was left in after events had taken place. Following discussion, it was agreed that event organisers would take the responsibility for ensuring that the hall was left in good order. The committee agreed that the opportunity to clean up the Hall to a high standard would be undertaken at our Spring clean on 27th April.

Meeting closed at 7.45pm.

Next Meeting – Proposed for Monday 13th May 2024 @7pm

Agenda for next meeting:-

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