

Catbrook and District Memorial Hall

Minutes of the Annual General Meeting held on Monday 14th November 2022

Present:

Trustees: Simon Westwood (Chair), Andy Pullan, Shirley Lawton, Richard Cobourne, Ronnie Hext, John Gooding

Committee: Jill Westwood, Steve Vass, Marion Griffin, Fiona Wilton, Mark Loveday

Local Residents:

Justine Pullan, Dawn Cater, Ruth Routh, Martin Routh, Malcolm Wilton, Monica Barlow, John Clarke

Prior to the meeting everyone was invited to join the Trustees in a glass of wine.

The meeting started at 7.00 pm and Simon welcomed everyone and thanked them for coming and their support of the Hall and its activities. A handout comprising the Agenda, Minutes of the last AGM Meeting in 2021, the Trustees Report, the Hall Balance Sheet and Income and Expenditure Account was provided to everyone.

Simon also confirmed that minutes of all previous meetings were available on the Hall Website.

1. Apologies

Stuart Chapman, Marcus Watkins, Phil Robinson, Pat Gooding, Sue Cobourne

2. Previous Minutes of AGM held on 8th November 2021

a. Matters Arising

Simon reminded everyone that there had been the intention of holding a Centenary Celebration for the Hall in 2020, but this was not possible due to the closing of the Hall. However, Andy will cover the intended '102 years' celebration in the Committee section of this meeting.

Simon then talked about the past plans to plant trees on the football field, but this hasn't got off the ground for a number of reasons, but anyone is welcome to take this matter up if they wish to. There was no interest recorded at the meeting.

Thankfully there are no more pests in the Hall. The stains on the ceiling tiles have either been painted or the tiles replaced. We do still get mice, but bait has been set and checked regularly. They mainly come into the boiler room and bulkhead cupboard but not the kitchen.

It was noted by Malcolm Wilton that there was a spelling error in the previous minutes in the Financial Review section - cookery 'cook', which should be 'book'.

b. Approval of Minutes

John Clarke proposed the minutes and Steve Vass seconded them.

3. Report of the Trustees

Simon said that it has been a fairly quiet year for the Trustees, with no major dramas. We've always been aware of the succession of the Trustees, this year with two of the Trustees being in hospital has brought this into focus. As per our regulations, the minimum number of Trustees is six and we are currently eight. The Trustees met in April 2022 and with a view to the future it was agreed to appoint another Trustee. Ronnie Hext has been appointed and we are very grateful that she accepted the role as Trustee. The next Trustee meeting is on 6th December 2022.

The Hall has been re-opened for just over 12 months since September 2021. The Hall income isn't what it used to be but Simon felt it was going in the right direction. There have been a number of events during 2022, which Andy will cover and update us on in the Committee section of this meeting. The Trustees are very aware of the work that the Committee does in arranging events and raising funds.

There has been little or no maintenance required over the last year. John focuses on the plumbing, Richard on the sound/technicals and has recently arranged with BT to install Internet access in the Hall. This is not password protected (as there is nothing to protect), and is available for everyone visiting the Hall to use. Simon was thanked by everyone for his work as Chairman. John also arranged for a smart metre to be installed in the Hall, which is working well and is a help in monitoring the Hall's usage.

Simon also thanked Pam Hudson for her hard work and dedication in maintaining the garden area around the Hall.

Simon reminded everyone that leaf-clearing will be necessary at the start of December and he asked the Committee to arrange and communicate a suitable date. Andy Lawton has been asked as in previous years to help Simon clear the drains and gutters.

The Fire Extinguishers annual check was completed in October 2022, and one extinguisher was moved to the side of the rear west fire exit door.

Simon expressed thanks from everyone to both Sarah Bowden and Justine Pullan for maintaining the Hall's Social Media through Facebook and the Website. Richard confirmed that currently there are 196 subscribers to the Hall, with 85 members being active.

Betty Maloney and Grace Howells died in the last 12 months. They have had a long association with the Hall and family members of theirs are recorded on the Roll of Honour and were remembered during the Remembrance Service on Sunday 13th November 2022.

Richard held a 2 minutes silence prior to the Film Night following the death of Queen Elizabeth, Simon thanked Richard for this.

4. Accounts for the 12 months to 30th June 2022

Simon thanked Dawn Cater for her 'pro bono' work on the Hall Accounts and also to Rose Stevens for all the groundwork and book-keeping she carries out throughout the year. Dawn was presented with a bouquet of flowers as a gesture of thanks.

Simon confirmed that a Ukraine account had been set up at the start of the year for funds received, and asked that it be noted that this has the effect of distorting the actual Hall figures. The amount is £1,781. This is not part of the Hall's income which is actually £4,004 net of this item. The same applies to expenditure, which net of the Ukrainian item is £6,443. Thus the actual income/expenditure deficit is £2,439. After depreciation is taken into account, the overall deficit is £1,454.

Income on social functions has increased from last year but is down from previous years. Grants which we received during Covid no longer apply and so we only received the £500 TUCC Maintenance Grant. We receive an 80% rebate on our rates and as a one off, this was 100% last year.

The 100 Club is an enormous success providing the Hall with a net income of approximately £1,200.

In terms of expenditure, the cost of the Hall insurance is pretty static. However, this is due for review in December 2022 and will likely increase then. The oil tank was topped up last year and apart from events is used to keep the Hall warm during non-use. John keeps an eye on when it will need topping up which is likely to be towards the end of the year.

There have been no major expenditures. We have run at a loss which was to be expected, but next year we should be pretty close to breaking even. The current free reserve is £28,912.17 (£30,550 on the Balance Sheet less the Ukrainian fund).

Richard Cobourne proposed and Andy Pullan seconded the Accounts. Simon signed the Accounts presented by Dawn Cater.

5. Memorial Hall Committee

a. Chairman's Report for the year

Andy started by thanking the Committee and honorary members for all their hard work in various ways, making arrangements for the Hall and keeping the Hall tidy. It's been good to see the Hall return to some form of normality.

The start of the year was a bit difficult, but as the year progressed, we see that the Hall activities are approaching similar levels that we had prior to the various restrictions that were imposed.

In terms of events that have been held during the last 12 months (primarily during 2022), there have been two main events:

8th July 2022 - Mrs Beaton evening, 'My Sister' - 38 tickets were sold.

14th October 2022 - The Syrian Baker - 53 tickets sold.

Both events were thoroughly enjoyed by everyone who attended.

Film Nights are back (there have been 6 evenings during the year), but the attendance numbers have been down from previous years. Since September 2022, Film Nights have been held each month and this plan continues through to April next year. Attendance levels have improved recently. Andy thanked Richard, Steve and Janet for their work in arranging these evenings.

Pub nights have been popular as always, and are held every three months. A 'Pizza Night' was planned for September but the poor weather meant this couldn't go ahead. Hopefully this will be rearranged for Spring 2023. Andy thanked Mike, Mark and Phil for arranging these successful evenings. We also now have a Snooker table for use on pub nights.

Remembrance Services were held on 11th November 2021 and 13th November 2022. Sadly attendance levels were down.

There was a Carol Singing held on 19th December 2021, and the same will take place this year on 11th December 2022, with singing carols and walking from Broadstone Village Green to the Hall, with mulled wine and mince pies for everyone.

The Christmas Carol Service in the Hall will be held on 18th December 2022, followed by the Christmas 100 Club Draw.

A plant sale was held on 4th June arranged by Fiona Wilton for the Ukrainian Charity and raised funds of £600. The 'Champion Sunflower' competition was won by Hermione Robinson in the Junior category and Wurzel the Scarecrow in the Adult category.

Lanishen Hall and Catbrook Hall joined forces for a number of Ukrainian events tea/cake and crafts. These were well received and appreciated. Many thanks to Gretchen for hosting these events and for the donations received.

A Quiz night organised by Fiona and Jeremy Creasey was held on 29th October which was very well attended. We are hoping that there will be a similar quiz held in the future.

On 26th November 2022, the Hall event is 'The Housekeepers Tale - Christine Robinson (Phil Robinson's mum) was the Head Housekeeper at Chatsworth House for 40 years and will be giving a talk on what is involved in running a major stately home.

The Book Club continues to go from strength to strength - there are lots of authors in the Village and two of these will be coming to the Hall to give talks.

The HiLi Fitness Classes have been running since September but the coach is now emigrating and the last class will therefore be in December.

The Football World Cup is coming up - the Hall offers a Big Screen experience. Specifically on 29th November, Wales v England!.

There will be a New Year's Eve 2022 Dance/102 Birthday Party for the Hall. Andy confirmed that numbers were limited to 70 tickets, on a first come first served basis at £5 per ticket. There will be a celebration of 100 years of dance!! The doors open at 8.00 pm - the dancing starts at 8.30 pm and goes on until 1.00 am.

Committee Members:

Thank you to John Clake who is now standing down from his role as the Hall Committee Secretary. Andy presented John with a gift as a thank you from all of us.

Ruth, a long-standing member of the Committee has also stood down. Flowers were presented to Ruth in appreciation for her Committee work and also for her very successful Yoga Classes.

New members are always needed for the Committee and new families to the Village will be most welcome to come along with their fresh ideas and thoughts for Halal events. Richard suggested Andy add details on the next MailChimp.

The Committee now needs a Secretary to replace John. Please contact Andy Pullan if you would like to discuss further.

b. Election of committee members

The Committee Members are accepted for next year.

Simon thanked Andy for his enthusiasm and reliability in his role as Committee Chair and Trustee.

6. Any other business

Martin asked if there is a summary review of what happened with our support of the Ukrainians. Andy confirmed the hotel in Magor is still full, maybe 10 families arrive each week. There are probably 6 or 7 families in the local area hosting Ukrainian families.

We still have funds available in the Ukrainian account which might be used for buying presents for families for Christmas.

Fiona Wilton confirmed that there is no social housing, so they can't move out of the Hotel, even if they have jobs now. Any social events we offer really helps them. Richard contacted the Ukrainian Embassy but hasn't had a response. He was considering offering a Film Night with the film in Ukrainian. Fiona has a contact who travels to Ukraine regularly with aid, and she will see if they can acquire films when they next visit.

Jill thanked Pat Gooding for putting a nice photo book together for the Hall, which is available for all to read.

In terms of those attending this year's AGM, John Clarke suggested that it was difficult to find out about the Hall meetings and events. Richard suggested that maybe next year we get a Guest Speaker to encourage more people to attend going forwards.

Richard is able to print notices for meetings if required.

There being no further business, the meeting closed at 7.55 pm.

**CATBROOK AND DISTRICT MEMORIAL HALL
TRUSTEES REPORT
FOR THE YEAR ENDING 30 JUNE 2022**

Address for Correspondence: Pennyfarthings
Catbrook
Chepstow
Monmouthshire
NP16 6NQ

Trust Deed Made: 7th December 1928

Registered Charity No: 220456

Trustees: Stuart Chapman
Richard Cobourne
John Gooding
Ronnie Hext
Shirley Lawton
Andy Pullan
Marcus Watkins
Simon Westwood (Chair)

Bankers: Lloyds
Bristol City Branch

Trustees Responsibilities

Charity law requires trustees to prepare financial statements each year. They are also responsible for keeping proper books and records in connection with the activities of The Memorial Hall. In addition to the Trust Deed the Trustees have agreed a set of Regulations to assist in defining the Governance of The Trust. These documents together with minutes of meetings may be viewed on the Catbrook Memorial Hall website: catbrook.org.uk.

Jurisdiction and Objectives

To hold and maintain a village hall for the benefit of those residing in Catbrook and District.

Review of Activities

Historically the Hall Committee and Trustees were one large body but in 2003 the two bodies were split. Both Committee and Trustees are co-opted by appointment.

The Trustees are keen to ensure adequate succession in their number so that the responsibilities of keeping the Hall for the benefit of those living in the area are maintained. We have agreed to maintain a minimum number of 6 Trustees and until recently we have been 7 in total. Whilst we do not want to have too many in number, which can become cumbersome, we are always conscious of the succession aspect. Therefore in May 2022 we were pleased to appoint Ronnie Hext as a new Trustee whom we are confident will make a valued contribution to the Hall.

The Hall reopened in September 2021 following the lifting of the covid pandemic restrictions. The only requirement still imposed is that a Risk Assessment is required for all activities and that reasonable covid precautions are undertaken.

In view of the inevitable inertia induced by the covid lockdown it was always going to be a slow restart and this proved to be the case. However thanks to the enthusiasm of the Committee Chairman and the Committee the programme of activities is back to pre pandemic levels. Encouragingly this also includes some new events and the Chairman will report in more detail in his review. The Trustees sincerely hope that the hard work done is reciprocated by attendance to events from the local community.

We have been advised by our Insurers to lock all the windows when the hall is not in use so this needs to be checked by the responsible person on conclusion of events. The keys are kept in the main cupboard and are not to be left on the window sills.

The Fire and Risk Assessments were completed in October 2022 and the fire fighting equipment is due for its annual check also in October 2022.

The Hall has been made available for use by the Ukrainian Refugee Support Group more of which will be reported by Andy Pullan in the Committee Chairman's Report.

We are fortunate that the Hall building continues to remain in good condition and only minimal maintenance has been required during the year. This does not happen without some care by Trustees and volunteers who continually check the building to make sure there are no ongoing problems. Thanks to all those concerned. The external lights, which have been causing a problem for sometime, have been fixed and some minor works have been required to the boiler.

The garden is looked after by Pam Hudson without whose efforts the Hall would be surrounded by borders full of weeds. We trust that our Ukrainian visitors appreciated the carefully selected colour scheme this year.

The regular leaf clearing party did a good job last autumn and volunteers will be called for again in the coming autumn.

A Smart Meter and Broadband were installed during the year and we expect to see the full effect of this in the coming years.

The website goes from strength to strength and we are very grateful to Sarah Bowden and Justine Pullan for managing this.

We are very sorry to report the deaths of two longstanding Committee members. Betty Maloney died in November 2021 and Grace Howells died in February 2022. Both Betty and Grace, and their families, have had a long association with the Hall. Members of their families are remembered on the Roll of Honour displayed inside the Hall and this helps to remind all of us that this is a Memorial Hall.

It was with sadness that we learned of the death of H M Queen Elizabeth 11 in September. This was marked with a one minute silence at the film night which was the next event at the hall.

Financial review

Once again many thanks to Dawn Cater for auditing the accounts without charge and to our Treasurer Rose Stephens for doing the bookkeeping. This takes up a lot of time and we are very grateful to both of them.

The year 2021/2022 includes three months of lockdown closure so reduction in activities and income is reflected by this.

Included in this year's accounts is an item of £1781 for Ukrainian fundraising. This money had to be banked and for convenience a separate sub account was opened. This is not part of the Hall's income which is actually £4004 net of this item. The same applies to expenditure which net of the Ukrainian item is £6443. Thus the actual income/expenditure deficit is £2439. After depreciation is taken into account the overall deficit is £1454.

Income

Social functions are reduced due to the closure and predicted slow return to normality after reopening. However activities are gaining momentum and this will be reflected in next year's accounts.

Grants are significantly reduced as there are no more covid grants . The grant received is from TUCC for running costs and helps pay the insurance premium.

Hire of the hall actually shows an increase which is mainly due to MCC Polling Station use.

The 100 Club again shows a significant contribution towards income and raises over £1000 profit. Many thanks to Andy and Justine Pullan for running this . The Club is still open for new members should anyone wish to join. The figures in the account show only income from the three recorded draws so far.

Expenditure

The expenditure items are fairly routine this year with no significant changes to last year.

The insurance premium will be adjusted next year as the Long Term Agreement finishes at the end of 2022.

Utility expenditure is routine and the oil bill was due for payment this year.

The 100 Club item also reflects only payments for the three recorded draws .

Repairs have been minimal but some more expenditure was made on entertainment fittings.

Social functions include consumables for the bar, films and courses.

Summary

We have run a loss this year which was to be expected given the closure and slow recovery after reopening. The future does look brighter however with a busy programme for 2022/3 but we need to keep up enthusiasm to ensure we provide a varied community service and return to a profitable situation.

The Trustees are very conscious of the effort made by the Committee and volunteers who participate in organising events and maintaining the building and are grateful for their endeavours.

Reserve Policy

The Trustees consider that the Free Reserve of £28,912.17, net of the Ukrainian fund is adequate to meet all foreseeable liabilities.

CATBROOK MEMORIAL HALL**Registered Charity number 220456****Balance Sheet as at 30 June 2022**

	2021/22	2020/21
Fixed Assets		
Land	2,000	2,000
Buildings	17,328	17,869
Furniture	0	0
Piano	0	0
Dishwasher	0	0
Kitchen	2,020	2,422
Blinds	0	42
Total fixed assets	<u>21,348</u>	<u>22,333</u>
Current Assets		
Bank accounts	30,550	30,367
Net current Assets	30,550	30,367
Total Assets	<u>51,898</u>	<u>52,699</u>
Funds		
Accumulated general reserve	<u>51,898</u>	<u>52,699</u>
	0	0

Signed:

Chairman

Date:

Income and Expenditure account for the year to 30 June 2022

	2021/22	2020/21
	£	£
Incoming resources		
social functions	998	18
donations	108	45
grants	500	13,000
gift aid	0	0
hire of hall	350	190
raffles	0	0
book sales	0	20
100 club	1,986	2,542
fundraising (cookery books/quiz)	60	1,743
Ukraine fundraising	1,781	0
interest	2	2
Total incoming resources	<u>5,785</u>	<u>17,561</u>
Resources expended		
insurance	1,151	1,127
oil	416	0
electricity	270	330
water	206	0
Legal/Lottery licence	70	70
100 club	900	1,500
post, printing, stationery, web hosting	94	216
repairs and maintenance	318	207
social functions	727	0
donations (clothes for Ukrainians)	144	0
cleaning	0	184
equipment	751	4,137
rates	114	0
fire protection	95	127
PRS licence	133	0
TV licence	159	158
misc: flowers	55	37
cookery books	0	1,018
depreciation	985	1,171
Total resources expended	<u>6,587</u>	<u>10,281</u>
Net Incoming/(Outgoing) resources for the year	-802	7,280
Fund balances brought forward	52,699	45,419
Fund balances carried forward	<u>51,898</u>	<u>52,699</u>