

## **Catbrook and District Memorial Hall AGM**

Minutes of the Annual General Meeting held on Monday 8th November 2021

### **Present:**

**Trustees:** Simon Westwood (Chair), Andy Pullan, Shirley Lawton, Stuart Chapman

**Committee:** Jill Westwood, John Clarke, Mark Loveday, Marion Griffin, Steve Vass, Gretchen Mattison. Rose Stevens

**Local Residents:** Justine Pullan, Ruth and Martin Routh, Pam Hudson, Pat Gooding, Andy Lawton, Monica Barlow, Dawn Cater, Christine and Clive Chappe, Melanie Higgins, Rob Stargatt, Simon and Laura Frowen

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 showing interest and support to the Hall and its activities. A handout comprising the Agenda, Trustees Report for the year ending 30<sup>th</sup> June 2021, Balance Sheet and Income and Expenditure Account was provided to everyone.

As there were new people attending the meeting, Simon introduced himself as Trustee and Chair of the Hall, Andy as Trustee and also Chair of the Committee and Shirley Lawton, Trustee taking the minutes of the AGM.

Comments and questions from the floor were invited as the meeting progressed.

### **1. Apologies:**

Richard Cobourne, John Gooding and Marcus Watkins.

### **2. Minutes of the AGM held on Monday 11th November 2019**

As the Hall has been shut since 20<sup>th</sup> March 2020 due to the Covid pandemic, an AGM was not held last year, therefore no minutes were available for the previous year. A note from the Trustees in this respect was issued in November 2020. The last minutes (2019) were taken as read.

### **Matters Arising:**

There are two matters arising. It was stated that Malcolm Wilton was missed as being noted as an attendee of the AGM in 2019. Also, we have previously discussed our 100th Year Anniversary. Andy confirmed we hadn't talked any further about holding a Centenary Celebration, but possibly this will happen next year in 2022.

Simon confirmed that we had previously discussed some environmental issues and making use of the Catbrook Football field – The Autumn Project. Andy confirmed that MCC had been keen to progress it and a community meeting would be required to consider this further. MCC were keen the playing field could be used for a community idea. Pam asked that we discuss this further under AOB, which was agreed.

### **3. Report of the Trustees**

#### **Review of Activities**

Simon asked attendees to read the printed document and accounts provided at their leisure, but there were a few points worth mentioning. The Hall opened again on 6th September 2021, but there is still a requirement to carry out Risk Assessments. A general Risk Assessment was completed prior to the Hall opening and is available on the Catbrook website. A specific Risk Assessment is also required for each event held at the Hall. There are no hard and fast rules at the moment, but a requirement to take all reasonable measures to provide a safe environment to enjoy the Hall.

Simon believes it will take up to 12 months for the Hall activities to get back to normal and more events will take place next year. The Film Night proposed for this week has been deferred until there is a wider range of films available. Richard Cobourne has been the benefactor of new speakers (surround-sound no less!) and a new projector, which will improve the enjoyment of future Film Nights.

Noted thanks to both Richard and Andy Pullan for installing all the new equipment.

Volunteers have still been coming into the Hall during the closure of the Hall to ensure that it has been looked after and maintained – Simon expressed his thanks to everyone involved for their time in keeping an eye on the Hall.

We have had a problem with pests - squirrels and mice, which we think is now under control, as there is bait strategically located around the Hall, Simon reminded everyone that it is vital that everything is cleared away after an event to reduce the possibility of attracting pests into the Hall.

Sarah and Justine have worked on the new website for the Catbrook Memorial Hall ([www.catbrook.org.uk](http://www.catbrook.org.uk)) Simon thanked Sarah and Justine for keeping it up to date.

We will need to find a date for the leaf clearing around the Hall. Simon said that a notice will follow later in the autumn on a suggested date – all welcome to come and help with this annual task! Pam also asked for help with the hedge, which Simon noted.

## **Financial Review**

Simon expressed his thanks to the Hall Treasurer, Rose Stevens for all that she does with the book-keeping and bookings for the Hall activities. Also to Dawn Cater for auditing our Accounts free of charge. Jill Westwood presented Dawn with a bouquet of flowers in appreciation.

Simon confirmed we were awarded Covid Grants from the Welsh Government, which we applied for - £10,000 last year and £10,000 this year. This made a huge difference to the Hall Accounts, as we only held about £10,000 in the Bank at the start of Covid, and would have needed to spend around £3,000 each year over the last two years.

We also had a new boiler installed, which we received a £2,500 Grant for. We also receive £500 each year for 'running costs', which all helps. Both Grants are from TUCC.

The 100 Club has proved an excellent idea, and provides a steady income for the Hall. People can purchase up to four tickets. If you've not joined, you should do so, you might win! Thanks to Justine and Andy for getting this all set up.

The Recipe Book was also a great success. Justine Pullan, Gretchen Mattison, Sarah Bowden and Tracey Beale were the main instigators of the cookery book, which provided a good level of additional income last year. Justine confirmed that there are six Recipe Books still left to buy, please contact Justine if you would like to buy one for Christmas.

The main items of expenditure were for the 100 Club prizes, replacement boiler and printing of the Recipe Book.

Despite the lack of income from events, the Government Grants received mean that the Hall will remain financially secure for the coming years.

The Trustees are very grateful for everyone's efforts in maintaining and using the Hall

## **4. Accounts for the 12 months to 30<sup>th</sup> June 2021**

John Clarke proposed the Accounts and Ruth Routh seconded the Accounts. Simon signed the Accounts in confirmation.

## **5. Memorial Hall Committee**

Normally Andy would provide a formal report of all the events Hall, but as there haven't been any, this won't happen.

Andy stated that following the reopening of the Hall, there are some events that can go ahead like the clubs, but the larger events, involving Bands, etc. need a wider audience to make them worthwhile putting on.

The first Pub Night following the opening of the Hall in September 2021 proved to be very popular - the free drinks helped! It showed people wanted to get out. Some Covid precautions were observed and thankfully there was no 'Catbrook' peak – we do need to remain sensible.

Andy thanked the Committee Members who stood down this year - Pat, Pam, Mike, Sarah and Ruth, although they will still help out at events as and when. There are two new members - Philip Robinson and Fiona Wilton have now joined.

Hopefully some of the new residents in the village will look to join the Committee too - if you want to join, please contact Andy Pullan.

The Committee and new members joining were re-elected, including John Clark as Secretary and Rose Stevens as Treasurer.

## **6. AOB**

Pat expressed a vote of thanks to Andy and Justine for setting up 'Catbrook Cares' during the first Covid lockdown, as it made a huge difference to the Catbrook community. Andy acknowledged that there were a lot of other people involved.

Pam mentioned about planting trees wherever we can. Andy confirmed that MCC were supportive of making use of the Catbrook Recreation field. We may also still be able to include a bug hotel, wild flower area. When there is more confidence, a public meeting can be held to discuss options for developing the playing field, as it's a wider community issue.

Simon suggested we look to arrange a meeting in spring of 2022, and involve the wider community. Monica suggested that meeting earlier might be better as we wouldn't be able to plant any trees until later in 2022 / early 2023. We would need to look at raising funds too.

Ruth talked about the ladies who retired from their involvement in the Hall and who now live in Monmouth. She suggested that the Hall might offer taxi's/transport in appreciation for their past help in keeping the Hall going so that they can attend events, ie. The Remembrance Service, or the Carol Concert. They can't drive in the dark any more. It would be a nice thank you. Simon said we needed to ask them if they would like that - we could make some discreet enquiries how they felt about that. Simon thanked Ruth for the suggestion.

Martin Routh asked if we could invite the Trelleck School to have a hand in planting trees in the playing field in future. Pam mentioned about Tree Planting Schemes with schools. Simon wondered how many of those living in Catbrook have children attending Trelleck School.

Ruth asked if there were any big events coming in the Hall involving music, like the drumathon for Children in Need. Can we do something for raising funds for charity? Simon suggested that it was something for the committee to think about for the future, which Andy agreed.

Ruth suggested speaking to Miles Roberts for advice in this respect.

Simon asked all attendees to make sure that they have all signed in for reference in the minutes and also for the purposes of TTP - Test, Trace and Protect.

Jill provided further details of the two main events this year, one involving the Monmouth Band. The Remembrance Service will take place this weekend, Sunday 14<sup>th</sup> November at 3.00 pm, and the Carol Service will take place on Sunday 19<sup>th</sup> December at 4.00 pm. We will sing carols at Broadstone Village Green and The Hall, followed by wine and mince pies.

Fiona and Gretchen have arranged a lantern-making afternoon, 21st November, and also on 11<sup>th</sup> December from 10.00am – 12noon, Gretchen is running an art/crafts session making Christmas Tree decorations. All these events are free of charge to encourage people to come back to the Hall events.

The next Pub Night is on Friday 3rd December at 7.00 pm with Kingston Brewery Beer - no free drinks but there will be carol singing to get in practice for the festive season!

Jeremy Creasey has offered to put on a Quiz in the New Year – hopefully the questions will be a bit easier than previous events!

There being no other business, the meeting closed at 7.55 pm

**CATBROOK AND DISTRICT MEMORIAL HALL  
TRUSTEES REPORT  
FOR THE YEAR ENDING 30 JUNE 2021**

**Address for Correspondence:** Pennyfarthings  
Catbrook  
Chepstow  
Monmouthshire  
NP16 6NQ

**Trust Deed Made:** 7<sup>th</sup> December 1928

**Registered Charity No:** 220456

**Trustees:** Stuart Chapman  
Richard Cobourne  
John Gooding  
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](http://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**

Due to the Wales Govt Pandemic Regulations the Hall was closed on March 17th 2020. Whilst Regulations were varied since then, the Trustees did not consider it viable to reopen the Hall during this period of restriction. The only activities which took place were the delivery of vegetables and bread, and MCC used the Hall as a polling station for the May 2020 elections.

Further relaxation of the regulations occurred on 7th August 2021 and following this the Trustees agreed to reopen the Hall on 6th September 2021. However this is subject to some continuing Pandemic Regulations and restrictions. The Hall has provided a general Risk Assessment for the use of the Hall which together with basic requirements is displayed on the website and will have to be complied with. In addition, users, leaders of events and hirers will also have to provide a Risk Assessment specific to the use or event. The Hire Conditions will be amended to this effect. All reasonable measures must be taken to reduce the risk of transmission of the virus.

The Insurers have been notified of the reopening of the Hall.

The situation regarding the use of the hall will be monitored in accordance with any further Wales Govt Pandemic announcements.

During the period of closure the Trustees, Committee members and volunteers have regularly inspected the Hall to ensure the appropriate action was taken to keep the building in good condition. The heating thermostat setting was raised to avoid deterioration due to dampness. Thus the building has been kept in good repair and subject to cleaning is readily available for use. The Trustees are very grateful to all those involved in this respect.

Leaf clearing will be organised when necessary.

The boiler was replaced in the spring of 2021. It did not break down but this was considered a good time to replace it.

About 45 ceiling tiles were replaced as they had become soiled by a pest infestation, thought to be squirrels. Measures have been taken to prevent this but the position will have to be carefully monitored as this appears to be an ongoing problem. We regularly put down bait which helps to control mice infestation.

The beech tree in Robin Hill which had caused previous problems was blown down in December 2020 but fortunately no damage was caused to the Hall. The owner has now had it completely removed. MCC refused permission to remove the remaining trees which might cause a future problem.

The garden continues to be maintained by Pam Hudson to whom we are very grateful.

The website continues to be a very useful source of information and we are very grateful to Sarah Bowden for managing this in such a professional way.

Fire and Risk assessments are reviewed annually.

### **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.

#### Income

Income from social functions was nil due to the closure and the amount shown of £18 is a deposit carried over from a previous year.

Donations are somewhat reduced from previous years. This is very much subject to individual personal circumstances and will vary accordingly. Occasionally 100 Club winners donate their prize money and this is recorded under this item.

Due to the continued closure of the Hall we received a further £10,000 Government NDR Coronavirus Grant to supplement the consequent loss of income. This was paid in three separate tranches during the first quarter of 2021. We also received further grants from TUCC of £2,500 towards a new boiler and £500 for general running expenses which went towards the Insurance premium.

Although the Hall was closed Covid rules permitted MCC to hire the Hall to use as a polling station in May so there was some income from this.

A small income was obtained from the book sales and this is lower than previous years due to the limited access to the Hall.

The 100 Club has become a significant source of income, particularly in view of the closure, and without the Covid grant this would have been a vital source of income. Many thanks to Andy and his lottery ball contraption and to Justine for administering the scheme which shows a healthy profit.

The fundraising item is principally for the Recipe book which was produced from recipes sent in from the community. This was organised by Justine Pullan, Sarah Bowden, Tracy Beale and Gretchen Mattison. Guy Bowden drew the excellent illustrations. Sales did very well and this proved to be a very profitable exercise. Very many thanks to all involved in making this a success.

There was also an online quiz which contributed to fundraising.

It can be seen that despite the closure there was activity which shows pleasing continued interest in the Hall and resulted in well received income .

## Expenditure

Insurance continues under the Long Term Agreement with little increase in the premium.

There was no bill for oil this year but this will be shown in next years account when we receive the next bill.

Electricity is lower than last year due to the closure. No bill was received for the water rate but presumably this will be included in next years charge .

The 100 Club expenditure relates to the prizes awarded each quarter. This account shows some prize money carried over from last year.

Repairs and maintenance were lower this year as there fortunately was less to do. Also often those doing the repairs, gardening etc kindly do not charge for materials purchased.

The equipment charge is for the replacement boiler which we have decided to write off in this account rather than include it in the depreciation charge .

The expenditure for the cookery books is for printing the Recipe books.

The remaining expenditure items were fairly standard.

## Summary

Clearly without the grant money we would have operated a financial loss for both this and last year. The central Government grant will not be repeated .Although grants are available annually from TUCC our focus will need to be on generating sufficient income to keep the Hall financially stable. Following reopening, some events have already taken place and more are planned. Inevitably recovery will take place slowly as we get used to returning to what hopefully will be normality. This is understandable but the Trustees and Committee will concentrate on making steady progress to return the Hall to its previous success in providing a focal point for community events and functions.

Finally the Trustees recognise the contribution of all Committee members , volunteers and helpers and we are very lucky to have their support and are very grateful for all your efforts . Thanks must also go to the Trustees in keeping the Hall in good shape and making it available for the use of the community.

We also look forward to receiving the support of the wider community as the Hall opens up and future events are planned,

## **Reserve Policy**

The Trustees consider that the Free Reserve of £30,367.00 is adequate to meet all foreseeable liabilities.

CATBROOK MEMORIAL HALL

Registered Charity number 220456

Balance Sheet as at 30 June 2021

	2020/21	2019/20
<b>Fixed Assets</b>		
Land	2,000	2,000
Buildings	17,869	18,410
Furniture	0	0
Piano	0	0
Dishwasher	0	186
Kitchen	2,422	2,824
Blinds	42	84
<b>Total fixed assets</b>	<u>22,333</u>	<u>23,504</u>
<b>Current Assets</b>		
Bank accounts	30,367	21,915
<b>Net current Assets</b>	30,367	21,915
<b>Total Assets</b>	<u><u>52,699</u></u>	<u><u>45,419</u></u>
<b>Funds</b>		
Accumulated general reserve	<u><u>52,699</u></u>	<u><u>45,419</u></u>
	0	0

Signed:



Chairman

Date:

8-11-2021

Income and Expenditure account for the year to 30 June 2021

	2020/21	2019/20
	£	£
<b>Incoming resources</b>		
social functions	18	3,816
donations	45	930
grants (towards rates/ins)	13,000	10,703
gift aid	0	0
hire of hall	190	553
raffles	0	62
book sales	20	43
100 club	2,542	2,507
fundraising (cookery books/quiz)	1,743	
interest	2	5
Total incoming resources	17,561	18,619
<b>Resources expended</b>		
insurance	1,127	1,103
oil	0	264
electricity	330	405
water	0	232
Legal/Lottery licence	70	70
100 club	1,500	1,095
post, printing, stationery, web hosting	216	63
repairs and maintenance	207	793
social functions	0	2,587
donations	0	200
cleaning	184	595
equipment	4,137	1,819
rates	0	0
fire protection	127	130
PRS licence	0	154
TV licence	158	155
misc: flowers	37	136
cookery books	1,018	0
depreciation	1,171	1,173
Total resources expended	10,281	10,973
<b>Net Incoming/(Outgoing) resources for the year</b>	7,280	7,646
Fund balances brought forward	45,419	37,774
Fund balances carried forward	52,699	45,419