

## Catbrook Memorial Hall Management Committee

Minutes for the meeting held on Monday 5<sup>th</sup> March 2018

Present: Andy Pullan. (Chair), John Clarke (Sec), Rose Stevens, Marion Griffin, Stephen Vass, Ruth Routh, Gretchen Mattison, Mark Loveday, Jill Westwood, Liz Greatorex-Davis, Sarah Bowden and Pat Gooding. Dermot Cooper, Emma & Dave Peacey

**Apologies:** Diana Watkins, Diana Light, Marion Andrews and Betty Maloney

The minutes were taken as read.

**Matters arising:** We have now completed the change of Banks to Lloyds in Chepstow.

The matter of the P.A. testing is the responsibility of the Trustees and arrangements are being made for the building electrical wiring and services to be tested.

Although not reported in the last minutes we did make a donation of £200 to The Caldicot Choir.

**Treasurer's Report:** Rose stated that currently our funds stand at £9,492.72 and our deposit account is £6,542.11.

We raised a total of £445 from the last 6 film showings and the coffee morning netted £54.

**Chairman's Report:** Apologised for the length of the last meeting due to the fire safety briefing.

Defibrillator training will take place at the meeting on 9<sup>th</sup> April.

### **Future Events**

- Andy has contacted Kelly of The Curry Queen and it has been agreed that Saturday the 24<sup>th</sup> March will be a Curry Night. Currently there are 57 tickets sold for this event. Sarah says she will supply a lemon Madeira cake for the desert Bring your own drinks.
- 6<sup>th</sup> April Film night – Murder on the Orient Express.
- 20<sup>th</sup> April Chris Mattison will be giving a talk on birds and other wild fowl. Tea and biscuits will be provided. Cost of the tickets for this event will be £5 per person.
- 21<sup>st</sup> April is Grand National day and the hall will open to gather to watch the race on the big screen.
- We have booked Wendy Kirkland through the Night Out scheme to perform on Saturday 28<sup>th</sup> April. Again, bring your own drinks and if you need a snack bring your own silent food.
- 12<sup>th</sup> May European Song Contest live on the big screen. Fancy dress optional. Bar will be open. There is now a sub-committee of Sarah and Stephen to facilitate the event.
- 19<sup>th</sup> May FA cup final and Royal wedding. The hall and bar will be open for both events.
- Quiz night has been agreed for 2<sup>nd</sup> June
- We believe we should book Callan, a musical group to play 23<sup>rd</sup> June. Andy will arrange this through "Night Out"
- Thursday 28<sup>th</sup> June football World Cup Bar open and either fish and chips or hot dogs.

Other thoughts for events could be the following: -

- Sunday 15<sup>th</sup> April between 10 and 3pm Basket weaving for 12 people at £20 per person. Bring your own lunch

- Sarah is suggesting a BBQ at her place in June.
- Arts for Africa was discussed, and it was felt that this would not raise enough interest. These will be discussed in future meetings.

## **AOB**

- Jill: Raised the matter of covering our piano as it is in the main hall currently and may well be used as a table at some future event. The approximate cost from Yamaha is £102. It was agreed that Jill should purchase a piano cover that was waterproof. This could be more expensive but piano protection is of the utmost.
- Pat stated that she would email the responsibility document to all of the committee.
- Gretchen asked if it was OK to advertise Chris's talk on 20<sup>th</sup> April in the local free magazine, this was agreed as it will promote the event to a larger audience.
- Andy read a letter of thanks from Monmouth Band for the donation made from the hall.
- John suggested we should hold a practice evacuation procedure and Pat suggested that this should be done when it is warm and when there are wheelchair users present.
- Ruth raised the issue of having external safety lights by the roadway and safety torches by the entrance doors as the area would be very dark if there was a need to evacuate the building and the electricity is off – Andy to discuss with Simon

The meeting closed at 2000.

*the next committee meeting will be at 1900 on 9<sup>th</sup> April 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