

Catbrook and District Memorial Hall

Minutes of the AGM Meeting held on Monday 28th October 2024 @ 7.00 pm

Present:

Trustees:

Simon Westwood (Chair), Shirley Lawton, John Gooding, Ronnie Hext, Andy Pullan

Committee: Phil Robinson (Ex-officio Trustee), Mark Loveday, Fiona Wilton, Fiona Creasey

Local Residents: Steve Vass, Dawn Cater, Justine Pullan, Pat Gooding, Miranda Thomason, Malcolm Wilton, Paul Desmond, Kelly Macrae, Rose Stevens

Prior to the start of the Meeting, everyone was invited to join the Trustees in a glass of wine.

The AGM started at 7.00 pm. As Chair of the Trustees, Simon welcomed everyone and thanked them for coming along to hear about the Hall activities over the last 12 months. Those attending are encouraged to provide their input and support on matters raised. Everyone attending was provided with a handout comprising the Agenda, Minutes of the last AGM Meeting in 2023, the Trustees Report, the Hall Balance Sheet and Income and Expenditure Account. Simon confirmed that minutes of previous meetings can also be found on the Hall website. Simon will check whether Richard Cobourne also sends these out via Mailchimp.

It was good to see some of our new residents joining the meeting. Simon took the opportunity to explain that the role of the Trustees was in maintaining the Hall for the benefit of the community and that the Committee were wholly involved in arranging all the Hall activities, events and associated fundraising.

1. **Apologies** - Craig Bridgeman, Richard Cobourne
2. **Previous Minutes of AGM held on Tuesday 3rd October 2023**

- a. **Matters Arising**

Simon noted that it had been stated that the Hall was on a variable electricity tariff, but confirmed that we are now on a two year fixed rate which has just been renewed.

- b. **Approval of Minutes**

John Gooding proposed the minutes and Fiona Wilton seconded them.

3. **Report of the Trustees**

Simon confirmed that the Hall currently has seven Trustees in place, but the optimum number of Trustees for succession planning is eight. Following a recent Mailchimp mailing, there has been some interest from residents in becoming a Trustee or a member of the Committee.

Simon reported that it has been a fairly quiet year for the Hall, but there was a significant spend of the Hall funds on updating the Hall electrics. The front and rear drains are also not the most effective. Both Simon and Andy Lawton spent time during the summer clearing the drains and gutters (in addition to carrying out the same clearing during the annual leaf clearing exercise in December 2023), but it's clear that more professional guidance is needed, and this will likely involve an excavation to investigate the cause of the regular problem that occurs at the rear of the Hall when the leaves start to fall.

John Gooding confirmed that the boiler had been recently serviced.

Richard Cobourne maintains the Mailchimp mailing and Sarah Bowden and Justine Pullan look after the Facebook page and Website which contains a lot of information about all the regular and special events taking place. We are very grateful to all of them for their time spent in doing this, as it is a great asset to the Hall.

Simon reminded everyone that the proposed Martyn's Law is likely to have some impact on how we organise and monitor events at the Hall in respect of security, in a similar way to the Risk Assessments we had during Covid. The Trustees expect the Bill will become Law during the current Parliament. We will hopefully get a lot of assistance as to what we need to do. It's not likely to be onerous, but we won't be able to avoid it.

Simon reminded everyone that for every event held at the Hall there is supposed to be a nominated individual responsible for that event - it is part of the Hall booking conditions; whoever is in charge of an event should also ensure that all lights are turned off and toilets checked before locking the Hall.

The Hall Fire equipment has been recently checked. Simon will shortly carry out the Health & Safety Risk and Fire Assessment, which was overlooked last year.

Rose Stevens has been acting as the Treasurer for the Hall and responsible for all bookings for the last 20 years and has now retired from the Committee. We are all very grateful to her for all her hard work over that time. Simon asked her to accept a gift of flowers and chocolates from us all in appreciation, which Rose accepted to applause from the audience.

Fiona Creasey has agreed to take over the role of Treasurer and Booking Secretary from July 2024. Simon thanked her for her time and effort going forwards.

Simon also thanked Dawn for all her hard work in preparing the Hall Accounts, and she was presented with a bunch of flowers in appreciation for her pro bono work preparing the Accounts.

Simon reminded everyone that in conjunction with the Committee, we will need to organise a date shortly for the annual leaf clearing, in conjunction with the Committee, probably either 1st or 8th December. Phil will discuss with the Committee and arrange and confirm the date.

4. Accounts for the 12 months to 30th June 2024

The overall income shows a significant increase. Thanks are due to the Committee for all the events that they have arranged over the last year. The Kid's Club (which had a Grant of £600 from TUCC) is in its first year. The Catbrook 100 Club makes a regular successful contribution to the Hall income. Phil asked how many tickets they had spare in the 100 Club, and Andy confirmed that there are still 8 available.

The Grant and Hall hire income has increased substantially since last year. Simon believes that the full effects of Covid are still likely to have an impact on the Hall accounts for another few years. The Grants that were paid to the Hall during the Covid period are really coming into their own and were gratefully received.

The Hall Insurance premium has remained fairly static over recent years, although this is likely to change in the coming year, when the long-term agreement expires. The renewal terms for 2025 are due shortly.

There has also been an increase in legal fees due to the change in the Trustees over the last two years and the Land Registry fees applicable. The repairs and maintenance costs in respect of the Hall electrics are as explained in the Trustees Report.

The cost of the Hall social functions have increased due to the fact that we have held more events.

We are still running at a loss of £3,732, despite our income increasing. This is due to the high cost of the electric repairs and the depreciation item. Eventually depreciation will not need to be accounted for as a debit.

The £20,000 Covid Grant has really saved the Hall balance, otherwise the amount showing would be around £5,000. Prior to Covid our end of year balances used to be in the region of £10,000 - £15,000.

Our free reserves are showing as £26,648. Since the Accounts were prepared, the donation to St David's Hospice following the successful Plant sale has just been paid. It wasn't clear whether there was a thank you from the St David's Hospice. Also there is a residual value in the Ukrainian account which needs to be deducted and thus the free reserve is £25,218.

Phil proposed the Accounts and Andy Pullan seconded the Accounts. Dawn presented the Accounts for Simon to approve and sign.

5. Memorial Hall Committee

a. Chairman's Report for the year

Phil started by saying a big thank you to all the Committee members past and present and community volunteers, whose efforts and contributions ensure that the Hall remains available as a valuable community resource.

Phil ran through the events at the Hall over the last 12 months organised by the Committee, and how well they had been received and the revenue that had been achieved (or the loss on rare occasions!), and also the Book Club, Yoga, and Coffee and Crafts which run independently of the Committee.

Below are Phil's notes as discussed at the AGM:

2023-24 Events

Maltings Farnham Mountain Music

October - Excellent turnout for this evening of music.

Jigantics

November - Another excellent evening of music, with 64 tickets sold (for a profit of £240) plus bar takings.

Magor Drama Group – “Who Killed the Head Teacher”

November - a well-attended and popular event. £170 tickets, £90 on the bar.

Remembrance Day - November

This year's service will be on 10th November.

Kate Humble and Mark McCrum

November - We had low attendance for this event, but the presentation and discussion went well

Children in Need

Another excellent event arranged by Richard Cobourne. Thanks to Richard for organising this, and to Alan Dedicoat for hosting. £1240 raised for Children in Need. Alan Dedicoat returns to host this again on 7th December.

Leaf Clearance

A good turnout from the community to help clear leaves from the hall – this will be happening again this year, date to be confirmed.

Wreath Making

December - 18 participants, £50 profit to the hall.

Carol Service

December - Special thanks to Marion Griffin, Pat Gooding and Jean Rogers for delivering this event last year. This year's carol service will be held on 15th December.

YOGA Taster session + yoga classes

Yoga lessons continue at the hall, with a new series of classes recently added to the calendar, including an evening class. A Yoga taster session was successfully offered last winter, with a £300 contribution added to the donation to St. David's Hospice.

Pub nights

15th December, 22nd March, 17th May, 6th September, 29th November.

Pub nights continue to be a regular hall event, and are regularly well-attended, providing both an important social space for the village, and revenue for the hall. Many thanks to Mark Loveday for his involvement in making these events a success, and for Mike's help behind the bar.

Barbie Film night

December - Good turnout of all ages, though attendance at regular cinema nights was low for other showings in the year. We are exploring options for showing National Theatre Live performances at the hall, and will continue to review upcoming cinema releases for potential showings of interest to the community.

Kids'N Craft

Monthly from Jan - A fantastic initiative organised by Stephanie Spragg, the first was held in January, with the monthly events becoming a regular favourite. There is a lot of work conducted behind the scenes to organise and arrange these craft days, and we would like to take the opportunity to thank all of those involved.

Caldicot Male Voice Choir

January - A good turnout from the community and CMVC fans, with a bar profit of £293.

Medieval Ship talk & visit

March / April - Two interesting events, starting with a talk at the hall about the mediaeval ship found at Newport, with a subsequent visit to see the ship in Newport. £60 generated for the hall, with a donation of £100 to the charity responsible for the ship. Thanks to Fiona Wilton for arranging these events.

Easter Mega Egga Hunt

April - 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 and others involved for arranging another successful event, and for all those households who made and displayed eggs.

Sarah McQuaid

May - One of two events organised via the Night Out Scheme, the community enjoyed an evening of music with the talented singer-songwriter. 40 tickets sold, for a profit to the hall of £179.

Charity Plant Sale

May – the plant and cake sale returned and once again proved to be a success, with £800 raised for St David's Hospice. Thanks to Fiona Wilton for organising, and all those who contributed plants, cakes and of course time to make the event a success.

Binderella

June – The second of two events organised via the Night Out Scheme, Binderella brought an interesting and thought-provoking blend of music and storytelling to the hall. While numbers were low with 27 tickets sold, with the profit from the bar, the event generated a small profit. Feedback from those who attended was excellent.

Scarecrow Competition

Another fantastic event organised by Stephanie Spragg and Sarah Bowden – thanks to all those involved in making this event a success again this year, and for the high standard of entries this year. The winners were announced at the pub night on 6th September.

Defibrillator Training

A training session was arranged for September, with good attendance and great feedback from those involved.

Question of Stuff Quiz

September - Thanks to Fiona and Jeremy for running another sell-out event. For those keen on taking their quizzing further, Fiona and her team are using the hall as their home venue for matches on Wednesday evenings.

Book Club

The Book Club continues to run regularly, with interesting books and discussions. Participants meet at the hall on the 3rd Monday of the month at 7pm to discuss the latest book - do please feel free to pop along.

Coffee & Craft

The Coffee & Craft group meets monthly on the 3rd Monday of the month from 2 to 4pm. Each month they try their hands at something fun so why not go along for a cuppa and a natter, and maybe try your hand at whatever craft they are attempting. It's very informal, so do join them! They next meet on 18th November, where they will be “attempting to make Christmas decorations out of used, cleaned and flattened tomato puree tubes or foil plates and dishes... yes, really!”

Private Bookings

The committee are keen to see the hall used by those in the community for private bookings; birthday parties, rehearsal space etc. These keep the hall in regular use, increase awareness of the great facilities we have here in Catbrook, and provide valuable revenue for the hall. We are pleased to report that we have seen increased interest in booking the hall for private events in recent months, and welcome this use of the hall. As part of the handover to Fiona Creasey, we will review the somewhat outdated documents we provide to hirers of the hall, and explore ways to further increase the number of private bookings at the hall.

Upcoming Events

Kids'N Craft - 9th November

Remembrance Sunday - 10th November

Pub Night - 29th November

Children in Need Quiz with Alan Dediccoat - 7th December

Carol Service - 15th December

Alison Neal play - 24th January

Sea Shanty Band - 15th February

Committee Members

We would like to thank all members of the committee, past and present, for their contributions and support. Without this support, the hall would not exist.

A big thank you to Craig for his continued role as Hall Secretary, for keeping and circulating minutes of the committee meetings, and for standing in to chair meetings when required.

Rose Stevens resigned as Treasurer and Hall Bookings coordinator. We would like to reiterate my thanks to Rose for the considerable period of time she handled these responsibilities for the hall. We would also like to thank Fiona Creasey, who has taken on the role of Treasurer, and is in the process of taking responsibility for coordinating hall bookings.

Stephanie Spragg resigned from the committee, but will continue to organise the Kids'N Craft events. We would like to thank Steph for arranging some fantastic events for the younger people within our community, and look forward to supporting the continuation of these kinds of events.

A newcomer to the village has expressed interest in potentially getting involved with the hall, and attended a Hall Committee meeting last month. We are hopeful this will become a regular attendance, and welcome anyone considering becoming more involved with the hall to reach out to Phil or one of the Committee members.

Andy Pullan has been heavily involved in all-things Catbrook for a long period of time. Andy has recently decided to take a step back from day to day activities at the Hall, and has decided to step down from the Hall Committee. Andy will continue as one of the Trustees. Phil personally thanked Andy for his support, and everything he has done for the Hall and community over the years - he will be missed from the Committee.

b. Election of committee members

Simon confirmed all existing members are duly elected and hopefully new members will look to join shortly, for help with ideas as well as involvement in organising events.

6. AOB

There being no further business, the meeting closed at 20.15 pm.

**CATBROOK AND DISTRICT MEMORIAL HALL
TRUSTEES REPORT
FOR THE YEAR ENDING 30 JUNE 2024**

Address for Correspondence: Pennyfarthings
Catbrook
Chepstow
Monmouthshire
NP16 6NQ

Trust Deed Made: 7th December 1928

Registered Charity No: 220456

Trustees:

Richard Cobourne
John Gooding
Ronnie Hext
Shirley Lawton
Andy Pullan
Phil Robinson (Ex Officio)
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 Catbrook and District 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

Stuart Chapman, who moved from the area, retired as a Trustees last year . We are pleased to report that Andy Pullan, the previous Committee Chair and Ex Officio Trustee has agreed to stay on as a Trustee. The new Committee Chair Phil Robinson joins the Trustees on an Ex Officio basis and is very welcome.

This has been another busy year with many events old and new and the Committee Chair will review these events in his report. At this point though the Trustees would like to record their appreciation of the hard work and dedication of the Committee and all those who have helped in making this another enjoyable and successful year for the Hall.

From the Trustees point of view this has been a relatively quiet year with fortunately few problems arising in relation to the maintenance of the Hall.

The main item of repair has been the maintenance of the electrical system which has seen the ravages of time and pest infestation, mainly from squirrels. As a result quite a lot of rewiring and upgrading has been required, as reflected in the expenditure item in the accounts. The 5 year certificate has been renewed following these works, the next one being due in 2029.

We have done as much preventative work as possible, such as blocking up points of squirrel entry but this is a continuous problem which we must keep monitoring.

The website continues to be very active recording news and events and thanks go to Sarah Bowden and Justine Pullan for maintaining this. The Mailchimp email circular is also a very valuable means of communication and thanks to Richard Cobourne for managing this.

The introduction of a credit card machine has proved very successful and helped increase takings for the Pub Night and various bars during events.

As a result of a number of terrorist attacks at places of entertainment the Government is planning to introduce a new law requiring venues to have a risk assessment plan in place to cover for such eventualities. The requirements will be graded to reflect the various risks but this will apply, to a lesser extent, to village halls. The law is to be known as Martyn's Law in memory of a victim of one of these attacks. We await introduction of this law in due course and will act accordingly.

Our long term Committee Treasurer and Bookings Secretary Rose Stevens has retired from her duties after keeping our bookkeeping and hiring of the Hall in order. We recognise the commitment Rose has applied to these roles and we are very grateful to her for her service. Rose is replaced by Fiona Creasey and we wish Fiona well in her new role.

Financial review

Once again many thanks to Dawn Cater for auditing the accounts on a pro bono basis and to our Treasurer Rose Stephens for doing the bookkeeping.

Income

The overall income has increased by over £4,000 which continues to show a steady increase since the 2020 pandemic, the effects of which will take some time to wear off. This increase reflects the hard work and effort of the Committee and those involved in keeping the Hall an active centre for community activities.

Social functions have increased by over £2,300 which shows there are even more events being organised which hopefully will be an upward trend. Phil Robinson will expand on this in his report.

A relatively new innovation, the Kids Club, which has been running for a year or so shows as a new item of income including the generous TUCC grant of £600.

Incoming donations vary from year to year. This year totals £201 and is a welcome improvement from last year which was nil.

The grants of £2,501 are from TUCC and awarded for repairs and general outgoings. This year the grants contributed towards the electrical works and the insurance premium. TUCC are keen to help towards the community and their assistance is much appreciated.

Hall hire has increased by £800 and relates to private parties/events and hire by MCC for various elections.

The 100 Club shows a reduction this year as fewer inputs were recorded in this year's account but over the years the average instalments are still for the 4 quarters.

Expenditure

Insurance shows a small increase in line with the long term agreement which expires on 21.12.2025. Cover is provided by Zurich and is a specialist Halls policy designed to cover our requirements.

Oil is much the same and varies slightly according to price and usage. Electricity is slightly lower reflecting the fixed business rate.

Legal fees are for registering a change in Trustees interests with the land registry and the licence is for the bar.

The 100 Club reflects the quarterly payouts for the year.

Kids Club expenditure is for materials and consumables.

The web hosting is the cost for a 3 year period.

Repairs are principally for the electrics previously mentioned and lighting which has been upgraded.

Social functions are higher than last year due to the increase in events.

Charitable donations were made to The Welsh Air Ambulance Service and St David's Hospice and funded by the previous years plant sale organised by Fiona Wilton who does a splendid job in arranging this. Donations were also made to St Nicholas Church and Monmouth Band with money collected at The Remembrance Service and Carol Service.

Equipment expenditure is mainly for maintenance of cinema equipment.

Rates were fully grant funded this year and will return to the usual 80% grant next year.

PRS licence is the entertainment licence.

Broadband is high but a necessary cost these days and also means we can use the credit card machine.

Depreciation is a regular accounting deduction to spread the cost of capitalised assets over a number of years. The policy now is not to capitalise but to recognise expenditure such as maintenance or equipment in the year it arises. Eventually depreciation will no longer arise in the accounts.

Summary

Overall there is a net loss of £3,732 but this includes £5,000 for the electrical repairs and nearly £1,000 for depreciation. There are no known high maintenance items planned for the current year so the position is not as bad as it looks at first sight. Obviously we still need to focus on returning a profit which hopefully will be attained in the coming year.

Reserve Policy

The Trustees consider that the Free Reserve stands at £25,218, and is adequate to meet all foreseeable liabilities. (As shown in the accounts at £26,648 less a small balance in the Ukrainian Fund and a donation yet to be made to St David's Hospice from this years Plant sale)

CATBROOK MEMORIAL HALL**Registered Charity number 220456****Balance Sheet as at 30 June 2024**

	2023/24	2022/23
Fixed Assets		
Land	2,000	2,000
Buildings	16,246	16,787
Furniture	0	0
Piano	0	0
Dishwasher	0	0
Kitchen	1,216	1,618
Blinds	0	0
Total fixed assets	<u>19,462</u>	<u>20,405</u>
Current Assets		
Bank accounts	26,648	29,438
Net current Assets	26,648	29,438
Total Assets	<u><u>46,110</u></u>	<u><u>49,842</u></u>
Funds		
Accumulated general reserve	<u><u>46,110</u></u>	<u><u>49,842</u></u>
	0	0

Signed:

Chairman

Date:

Income and Expenditure account for the year to 30 June 2024

	2023/24 £	2022/23 £
Incoming resources		
social functions	6,614	4,272
kids' club	210	0
grant for kids' club	600	0
donations	201	0
grants	2,510	1,200
gift aid	0	0
hire of hall	1,168	259
misc income	0	0
book sales	0	0
100 club	1,902	3,246
fundraising (cookery books)	9	0
Ukraine fundraising	0	67
interest	232	87
Total incoming resources	13,447	9,132
Resources expended		
insurance	1,290	1,197
oil	613	537
electricity	640	709
water	126	151
Legal/premises licence	578	70
100 club	1,200	1,175
kids' club	503	0
post, printing, stationery, web hosting	520	98
repairs and maintenance	5,593	2,592
social functions	2,718	1,809
donations	1,521	1,164
cleaning	0	30
equipment	300	185
rates	0	-103
fire protection	68	151
PRS licence	155	139
TV licence	0	0
misc: flowers etc	46	48
broadband	363	291
depreciation	943	943
Total resources expended	17,179	11,188
Net Incoming/(Outgoing) resources for the year	-3,732	-2,056
Fund balances brought forward	49,842	51,898
Fund balances carried forward	46,110	49,842