

Catbrook Memorial Hall Management Committee

Minutes of the meeting held at 7pm on Monday 4th December 2023.

Attendees:-

Phillip Robinson (PR) – Chairman, Craig Bridgeman (CB) – Secretary, Rose Stevens (RS) – Treasurer, Andy Pullan (AP), Stephanie Spragg (SS), Fiona Wilton (FW), Marion Griffin (MG), Liz Greatorex-Davies (LGD).

Apologies:-

Jill Westwood, Mark Loveday.

Minutes;- Meeting Minutes from Monday 7th November were signed off as a true and accurate record.

Matters Arising:-

- Volunteers required for leaf clearance – Saturday 16th December @11am.
- Committee members wished to thank Jill and Simon Westwood for the lovely thank you card.
- (PR) Explained the use and value of a public Google Calendar that can be fully integrated and retain privacy when required. Further discussion to be held in the new year.
- (FW) Raised concerns about the lack of volunteered support for putting up the Hall Xmas decorations on 10/12/23. **Post meeting note** – Xmas decorations are now in place – Thank you to Marion and John Griffin.

Treasurers Report (RS):-

- Treasurers Account - £4627.76
- Lottery Account - £1659.00.
- Savings Account - £22,192.00.
- Ticket sales - £895.00 (Includes “Sum up” takings at bar).
- Charity - £874.45.

- (RS) Reported that SSE the Hall electrical provider has deemed that the charitable status of the Hall qualifies for a windfall of £500 - No Update.
- (FW) questioned the differential between the November and December amount in the Treasurers account. (RS) itemised costs that had been expended in November resulting in a delta of £700.
- **Post Meeting note** – Treasurers account - (AP) has circulated an email to committee members providing a synopsis of recent money conveyance and payments made during the past month. The conveyance will prompt a balanced account set for the January meeting.

Chairperson`s Report:-

- Hall Electrics – (PR) Up-dated that the electrical work is in progress and near completion. A few minor jobs to complete and test /certification planned for 19th – 21st December.
- Chairman is unavailable in February 2024 – A deputy is required to Chair the Feb meeting. (CB) Volunteered.

Hall Operations:-

Delivered:-

- Jigantics – 10/11/23. An excellent night. 64 tickets sold and bar takings to be confirmed.
- Remembrance Day – 12/11/23. Not as well attended. Village demographics have been a critical success factor in high attendance in past years.
- Kate Humble and Mark McCrum – 17/11/23. Low attendance. Presentation and discussion went well.
- Children In Need – 02/12/23. Excellent event. £1240.00 raised for donation to Children in need. Bar takings to be confirmed. Many thanks to Richard Cobourne for arranging and Alan Dediccoat for his hosting skills. The Quiz winners accepted their many edible prizes with dignity and thanks.

Confirmed Events:-

- Wreath Making – Confirmed for 6th December. Delivered by Wye Valley Flowers. (FW) requested assistance to set up the tables after the Hall meeting. (FW) Requested the Hall heating App from (AP) to enable preparation of the room for the event. Post meeting progression - (AP) has confirmed that the Heating timers have been set for this event.
- YOGA taster session – 9/12/23. Followed by mulled wine and mince pies. Hall will make a £300 contribution to add to the takings for a donation to St.David`s Hospice.
- Xmas Pub Night – 15th December. Xmas Jumpers are the mandatory item of clothing to be worn with your usual attire for this event. (PR) to arrange further bar stock for the popular event.
- Carol Service – Confirmed for 17th December. 11am @ the Hall. (MG) and other village residents are arranging in the absence of (JW). (MG) reminded everybody that cakes were needed to support the event.
- Barbie Film – 7pm start on Friday 22nd of December. Pink is the mandatory colour of any item of clothing to be worn with your usual attire for this type of event. Film will conclude early to allow our young film fans to go home. Pink drinks will be available on the night.
- Children`s Craft Club – January 2024. (SS) Reported that great progress has been made. Communication links with schools are in place and all volunteers have been DB checked and safeguarding trained. (SS) to start poster campaign in December/Jan.
- Caldicot Male Voice Choir – Pushed back to Saturday 20th January 2024. Hall will pay the £425 transport fee. Tickets will be £10.
- Tom – Local Guitarist/singer to perform in mid- February 2024. This will be advertised as a music night with a bar, to avoid any confusion that it is a pub night in disguise.
- Medieval ship – There will be a talk at the Hall on 15th March 2024 at 7.30pm. Followed by a visit to the ship remains at Newport on 6th April 2024. Travel arrangements to be confirmed. Tickets @£5. Tickets on sale early 2024.

Potential Events;-

- Mark McCrum – Feb 2024. (AP/JP) to discuss the value of the subject matter being delivered by Mark, and report back.

Future Plans and Look Ahead:-

- Steph Spragg (SS) will look at the possibility of organising an Easter Egg event in the Village in 2024. (SS) is developing the idea that removes the need for an inspection map and simplifies the event.
- 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. **Post Meeting Report** - (AP) confirmed that the defibrillator is now operational. The code for access is 9999 followed by a tick.

Any Other Business (AOB):-

- Regular Events – Discussion regarding a standard charge to be used for current and future regular Hall events. A fee of £10 was proposed and agreed.
- (AP) confirmed that he would continue to manage the “Night out” scheme to support future events. Hall members can review the offerings at nightout.org.uk. There are four events that can be utilised annually.
- New Year`s Eve – Discussed, but no appetite for an event this year. To be discussed/planned for 2024/25.

Meeting closed at 8.00 pm.

Next Meeting – Proposed for Monday 8th January 2024 @7pm

Agenda for next meeting:-

1. Apologies for absence.
2. Confirmation of minutes dated 4th December 2023.
3. Matters arising.
4. Treasurers report. (FW) has requested an explanation about the function and dynamics of each account, for committee members to gain a better understanding.
5. Chairman`s report.
6. Hall Operations, future events and planning.
7. Any other Business.
8. Date and time of next meeting.