

Catbrook & District Memorial Hall Management Committee

Meeting minutes – meeting held Monday 03 Feb 2025, 7pm

Attendees: PR – Chair, FC – Treasurer, LGD, ML, MG, KM,

Apologies: FW

Sign-off of previous meeting minutes: agreed minutes from 06 January 2025 meeting were a true and accurate record.

Matters arising

1. Committee Secretary position remains vacant
2. Eriskay care home in Broadstone have approached the Hall to request they may use it as an emergency venue (currently liaising with Simon), and may include in their emergency planning documents. Agreed this is acceptable, but subsequent actions arising:
 - a. **Action (PR):** Clarification needed re the maximum stay length in the event of an emergency
 - b. **Action (PR):** Hall hire/conditions of use Terms to be updated to reflect that no compensation will be given to the hirer if a booking needs to be cancelled due to emergency-use by Eriskay
 - c.

Treasurer's report

1. Accounts

	£
Balance reported at last meeting (as at 6th January 2025):	28,758.00
Balance at 24 th November 2024:	
Treasurer's (Main) Account	600.84
Savings	5,473.78
Savings (95 day notice account)	20,166.69
100 Club	150.00
Charity	421.72
Events	964.51
Kids and Craft	605.60
Cash float	60.00

Total at 31st January 2025	28,173.14
<i>(of which monies not available for hall expenditure as due to be donated/refunded)</i>	571.72
Change in total balance since last report:	-585.86
Major movements (> £50):	
<i>Expenditure</i>	
Donation to Children in Need	-1,015.00
100 club prizes	-250.00
Monmouth Band donation	-150.00
Trellech Church donation	-150.00
Royal British Legion donation	-204.15
Bar supplies	-257.05
<i>Income</i>	
Alison Neil tickets	360.00
Alison Neil bar	155.63
Sea Shanty tickets	400.00
Hall hire (book club, yoga, private)	320.00
Kids club receipts	75.00
Interest	65.57

2. **Charitable donations** - All agreed donations made in January. Charity account balance now £421.72.
3. **Bank Signatories** - PR now online. CB removed. AP is backup for now.
 - a. **Action (FC/PR):** A further authorised signatory should be set-up in due course
4. **Ticket sales**
 - a. Alison Neil – 38 tickets sold. Bar takings £155.83. Contribution before costs £535.
 - b. Sea Shanty evening – 67 tickets sold, plus 10-15 for band.
5. **Hall hire**
 - a. Regular bookings: yoga (Tues evening and Thur morning); quiz league (Weds evenings, roughly fortnightly, Oct-March); book club (monthly); coffee and craft (monthly); kids and craft (monthly).
 - b. New bookings: private hire 3x1 hour for roller skating practice in January; U3A session in March.
6. **100 club** – one recent winner donated their winnings to the Hall. Other winners who had proved difficult to contact – possibly due to the email addresses used by each party being rejected as spam - have now received their winnings.

7. **Email addresses for Hall operations** – continued agreement by committee members of the various benefits associated with having dedicated email addresses for Hall operations. Due to the costs/user/month of the Wix platform, agreed that Gmail accounts offer a suitable solution.

a. **Action (PR):** Gmail accounts to be set up for the following:

i. Chair.Catbrook@gmail...

Post-meeting amendment, with no objections from committee: **Action (FC)** to set up Gmail accounts for:

ii. Treasurer.Catbrook@gmail...

iii. Tickets.Catbrook@gmail...

iv. HallHire.Catbrook@gmail..

b. **Action(PR):** Discuss future options re Wix website hosting platform with Sarah. ~1-1.5yrs remaining on current contract.

8. **Procedure note for income and expenditure** – **Action (FC):** revisions in progress.

Chairperson's report (PR)

1. **Heating instructions** are now displayed on the entrance hall wall.

a. **Action (PR):** digital copy to be saved in the document store for future use.

2. **Night Out Scheme** – thanks to Andy who has managed and run the Night Out Scheme event for many years, and is now stepping back. It is confirmed PR has permissions/access to be able to manage future events going forwards.

3. **WhatsApp Hall Committee group** – agreed this continues to be a useful tool for the committee.

a. **Action (PR):** review/update of group members is in progress to reflect recent changes in committee members.

4. **Leaf clearing** was completed in mid January (delayed due to Dec storms) - thanks to all involved.

5. **Action (PR): Hall Bookings tool** to be updated and circulated to committee members

a. **Action (KM):** Set up Gmail account and advise PR

Hall Operations

Delivered events

1. Alison Neil, 24 Jan 2025 – good feedback and atmosphere reported. Alison has advised that she is willing and able to return in the future, but it would be a repeat show as she's not developing any new ones.

Confirmed events

1. Bois y Bryn, Sea Shanty Band, 15 Feb 2025 -
 - a. 2x members of the band have visited the Hall to view facilities. They confirmed they'll bring any equipment needed, and that no specific/tailored stage lighting is required. The band will be holding a raffle; to be drawn during the interval
 - b. **Actions:**
 - i. **FC/FW** reference to raffle/sensible parking/bar to be included in email and web/Facebook post
 - ii. **FC** to share ticket booking/attendee list with FW in advance of event for use to confirm entry on the night
 - iii. **ML** to check if Mike wishes to help on the bar
 - iv. **FW** to manage chair arranging and welcoming band

Potential events

1. March 2025 (tbc) - evening of 3x short presentations (Catbrook in pictures, Tintern church restoration, wildlife around the Wye Valley)
2. April 2025 (first half of April; tbc) - film of a book recently read by the Catbrook Book Club. Date dependent on release date of the film; next film menu released during February.
3. April 2025 (possibly Fri 25 April; tbc) - pub night
4. May (possibly 24 May; tbc) - plant and cake sale, with tool sharpening service.
5. Autumn 2025 - Alison Neal – Dickens show? **Action (PR):** To review the show
6. Jan/Feb 2026 - Alison Neal – Mary Anning show?
7. Bar games/games night. No date or actions discussed/agreed – but discussion noted.

Future plans and look ahead

- No bespoke/one-off events confirmed post 15 Feb; reoccurring bookings remain.

Any other business (AOB)

1. **Hall oil levels** – FC confirmed the oil level is monitored
2. **Risk of frozen pipes** if Hall is not in use for an extended period – PR/FC confirmed that the heating will start automatically is the Hall goes below 10°C
3. FC advised that an **application for £500 has been submitted to Trellech United County Council (TUCC)** on behalf of the Hall, to help cover utility costs
4. **TUCC are in need of a new Councilor** and have asked if we can promote the position
 - a. **Action (FC):** to discuss a Facebook post with Leanne – potential alignment with PR needed re promoting Hall Committee Member prior to Councilor position
 - b. **Action (PR):** promotion of opportunity to join Hall Committee, and reminder alongside promotion of TUCC Councilor position.

Meeting closed: at 8.00pm

Date of next meeting and agenda

Monday 07 April 2025, 7.00pm (no meeting in March 2025)

1. Apologies for absence
2. Confirmation of minutes dated 03 Feb 2025
3. Matters arising
4. Treasurer's report
5. Chair's report
6. Hall operations, future events and planning
7. Any Other Business (AOB)
8. Dates and time of next meeting