

# **Catbrook Memorial Hall Management Committee**

## **Minutes of the meeting held at 7pm on Monday 7<sup>th</sup> November 2023.**

### **Attendees:-**

Phillip Robinson (PR) – Chairman, Craig Bridgeman (CB) – Secretary, Rose Stevens (RS) – Treasurer, Andy Pullan (AP), Mark Loveday (ML), Fiona Wilton (FW), Marion Griffin, Liz Greatorex-Davies.

### **Apologies:-**

Jill Westwood, Stephanie Spragg.

**Minutes;-** Meeting Minutes from Monday 2<sup>nd</sup> October were signed off as a true and accurate record.

### **Matters Arising:-**

- Volunteers and a date required at next meeting for leaf clearance and helping Pam Hudson with the upkeep of the gardens.
- Committee members wished to record that our thoughts are with Jill and Simon Westwood at this difficult time.

### **Treasurers Report (RS):-**

- Treasurers Account - £5308.12.
- Lottery Account - £1029.00.
- Savings Account - £22,167.64.
- Ticket sales - £904.72
- Charity - £873.52.
- (RS) reported that SSE the Hall electrical provider has deemed that the charitable status of the Hall qualifies for a windfall of £500.

## **Chairperson`s Report:-**

- Hall Electrics – (AP) Up-dated that the electrical circuit work to bring the Hall up to the statutory 17<sup>th</sup> Edition and 2023 compliance will commence on 21<sup>st</sup> November.
- The new Chairperson (PR) thanked the outgoing Chairperson (AP) for his long and dedicated service as the hall Chair. It was pleasing to see that AP would remain as a committee member. AP was presented with a gift from the Hall Committee and Trustees.

## **Hall Operations:-**

### **Delivered:-**

- Quiz - £100 from tickets and £190.00 from bar sales.
- Maltings Farnham Mountain Music – Successful evening. Excellent turn out. Takings to be confirmed.
- Magor Drama Group – “Who killed the Head Teacher” – Successful evening. £170 on tickets and £90 profit on bar.

### **Confirmed Events:-**

- “ The Jigantics”. Date confirmed as 10<sup>th</sup> November. They require a fee of £400. 53 tickets sold to date @£10/ticket. They will split the evening into two sets starting at 7.30pm. Bar confirmed.
- Remembrance Day event - Sunday 12th November. Arrangements in hand. MG requested support with the provision of cakes for the event. Home baked, purchased or borrowed will suffice to support the event.
- Kate Humble and Mark Mc Crum – Friday 17<sup>th</sup> November. Talking about Kate`s career, wildlife, farming and her upcoming book. Tickets £5 and linked to book sales. Richard Cobourne will be coordinating arrangements. To date 2 tickets have been sold. Bottle Bar confirmed.
- Children in Need – Hosted by Alan Dediccoat. Confirmed for 2<sup>nd</sup> December. (AP) will liaise with Richard Cobourne to provide more details.
- Wreath Making – Confirmed for 6<sup>th</sup> December. Delivered by Wye Valley Flowers. Fully booked with 18 places. (FW) reported that there may be potential for 2 more places. (FW) to look after preparations/toilets for the event. It was suggested that Xmas background music could be

played through an I Pad during the event. FW has requested help to set up the tables and dismantle at the end of the event. Post Meeting Note – It would be useful to set up the tables for the event after the next planned Hall meeting on Monday 4<sup>th</sup> December.

- Xmas Pub Night – 15<sup>th</sup> December. Xmas Jumpers are the mandatory item of clothing to be worn with your usual attire for this event.
- Carol Service – Confirmed for 17<sup>th</sup> 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 22<sup>nd</sup> 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.
- Caldicot Male Voice Choir – Pushed back to Saturday 20<sup>th</sup> January 2024. Hall will pay the £425 transport fee. Tickets will be £10.
- Tom – Local Guitarist/singer to perform a set in mid- February 2024. Details to follow.

### **Potential Events;-**

- Mr. Planetarium – (AP) has now had contact with an alternative source for this event and is awaiting a response. Potentially, this event should now be planned for early 2024.
- (SS) proposed setting up a Children`s Craft Club. Potentially using the Hall on a Saturday morning to deliver the event supported by residents. DB checks are required for all adults involved in delivering this event. MCC have kindly offered to fund the applications to the DB service. This is progressing well. Training has commenced for safeguarding.

### **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.

- Medieval ship – There will be a talk at the Hall on 15<sup>th</sup> March 2024 at 7.30pm. Followed by a visit to the ship remains at Newport on 6<sup>th</sup> April 2024. Travel arrangements to be confirmed. Tickets @£5.
- 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.

### **Any Other Business (AOB):-**

- (AP) to purchase six new tables for the Hall to replace old existing tables that were past their life cycle of use.
- (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](http://nightout.org.uk). There are four events that can be utilised annually.
- Discussions regarding a potential Whatsapp list/group for elderly and single living residents in the locality for support in times of illness or emergency. Further discussion at the December meeting.
- Xmas decorations – Volunteers needed for 10am on 2<sup>nd</sup> December.
- Yoga – There is a taster session on offer on December 9<sup>th</sup> for interested parties. This will be followed by a glass of mulled wine. All donations will be given to St.David`s Hospice.

### **Meeting closed at 7.45 pm.**

### **Next Meeting – Proposed for Monday 4<sup>th</sup> December 2023 @7pm**

### **Agenda for next meeting:-**

1. Apologies for absence.
2. Confirmation of minutes dated 6<sup>th</sup> November 2023.
3. Matters arising.
4. Treasurers report.
5. Chairman`s report.
6. Hall Operations, future events and planning.
7. Any other Business.
8. Date and time of next meeting.