

## Catbrook Memorial Hall Management Committee

Minutes for the meeting held on Monday 8<sup>th</sup> January 2018

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

**Apologies:** Liz Greatorex-Davis Diana Watkins Dermot Cooper and Marion Andrews

The minutes were taken as read.

**Matters arising:** None.

**Treasurer's Report:** Rose stated that currently our funds stand at £10,714.14 and our deposit account is £6541.94.

We have paid the insurance on the hall for the coming year and managed to get a deal that insures us over the next 5 years at the same rate. This is a saving of at least £350 per year. Thank you Rose.

The New Year's Eve party raise £264 plus the bar takings.

The film nights raised £190. We do not have the invoice for the film as yet.

The Carol Service raised £248.90 and this is split between the church and the band each receiving half of the sum raised.

**Chairman's Report:** Thanks to the Committee members and cleaning and clearing fairies who cleaned up the hall following the New Year's Eve party. Mark, Monica and Mike the bar staff are also thanked.

### **Future Events**

- The Caldicot Male Voice Choir will be singing at the Hall on 20<sup>th</sup> January. Thus far we have sold 16 tickets and we need to sell 30 tickets to pay for the hire of the coach to transport the choir. Sandwiches and other savouries are required for the night as well as raffle prizes. Setting up will be carried out on Saturday morning at 10 o'clock on the 20<sup>th</sup> of January. Volunteers are required as well as the sale of more tickets. Setting up will be carried out on Saturday morning at 1000hrs on the 20<sup>th</sup> of January. Help would be appreciated to clear glasses for the bar staff during/after the evening's entertainment. Contact Pat or Andy for the tickets.
- Wild Byrd Seed will be with us again on our pub night on Friday 2<sup>nd</sup> February 2018.
- **Rugby** – Below are the dates of the Six Nations for early next year: -
  - **10.2.18 England v Wales at 1645**
  - **24.2.18 Wales v Ireland at 1415**
  - **24/2/18 Scotland v England at 1645**
  - **17/3/18 England v Ireland at 1445**
  - **17/3/18 Wales v France at 1700.**
  - The bar will be open during these times and hopefully your favourite team will win. You can always drown your sorrows!!

The following suggestions were made for future events and entertainment: -

- 2<sup>nd</sup> March Film night
- Sometime in March to hold a Curry night. Andy will contact the Provider to see when this can be arranged.
- 6<sup>th</sup> April Film night – Murder on the Orient Express
- Sometime in April either a jazz band evening or Budapest Café band. This is to be arranged
- 12<sup>th</sup> May European Song Contest live on the big screen. Fancy dress optional. Bar will be open.
- 19<sup>th</sup> May FA cup final and Royal wedding. The hall and bar will be open for both events.
- 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: -

- 23<sup>rd</sup> April – Grand National horse race.
- A murder mystery night
- Quiz night

These will be discussed in future meetings.

## **AOB**

Rose stated that our bankers the Nat West will be closing there Chepstow branch in June and sought permission to change banks. We all agreed and she will take action to achieve this.

Jill said she would do a “shutting the hall” after an event tick sheet so that the lights heating alarms etc. are set correctly.

Stephen spoke about the defibrillators and asked whether a training course could be arranged and maybe invite other village halls to this event. John said he would check with Borderlands Training to see if they would do it for a reasonable price.

Pat suggested that we had a photograph board put up so that event memorable photos could be posted. It was agreed and a suitable notice board will be purchased by Andy.

Andy will also ensure that the PA testing will be carried out on the portable appliance in the hall.

Following on from a fire risk assessment/inspection there are some matters that need attending and they will be discussed at the next meeting.

Pam Hudson will be ensuring our flower borders in the front of the hall are kept up to date. Help may be needed with flowers during the seasons of the year.

The meeting closed at 1945.

*the next committee meeting will be at 1900 on 6<sup>th</sup> February 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