

Catbrook and District Memorial Hall AGM

Minutes of Annual General Meeting held on Monday 11th November 2019

Present:

Trustees: Simon Westwood (Chair), Marcus Watkins, Richard Cobourne, Andy Pullan (also Chair of Committee)

Committee: Jill Westwood, John Clarke, Ruth Routh, Steve Vass, Sarah Bowden, Mark Loveday, Mike Dunsbee, Marion Griffin.

Local residents: Martin Routh, Pam Hudson, Guy Bowden, Justine Pullan, Andy Lawton, Shirley Lawton, Monica Barlow, Dawn Cater.

Prior to the meeting everyone was invited to join the Trustees in a glass of wine.

The meeting started just after 7.00 pm and Simon welcomed everyone and thanked them for coming and showing interest and support to the Hall and its activities. A handout comprising the Agenda, Minutes of the AGM 22nd October 2018, Trustees Report for the year ending 30th June 2019 , Balance Sheet and Income and Expenditure Account was issued to everyone.

Comments and questions from the floor were invited as the meeting progressed

1. Apologies

John Gooding, Pat Gooding.

2. Minutes of the AGM held on Monday 22nd October 2018

The minutes had previously been issued to the Trustees and Committee and published on the website.

The minutes were proposed as a true record by John Clarke and seconded by Jill Westwood.

Matters Arising:

The district map has been completed and fixed externally to the south wall. This was considered to be the best place to display it .

The changing room has been completed and proved to be a great asset.

The redecoration has been completed but some making good may be necessary where the plaster has blistered on the west and south walls .

Fire proofing of the stage and window curtains completed.

Five year electrical check completed.
100 Club now operating.

3. Report of the Trustees

Detailed report in handout

Review of Activities:

Keith Bolton has retired as a Trustee but provided this is permissible, Keith will remain a registered proprietor, together with Marcus Watkins, John Gooding and Simon Westwood.

The regular use of the Hall for a great variety of activities is very pleasing and good to help keep the building well maintained.

New internal notice boards provide much greater space and look very professional.
Thanks to Andy.

Andy Sharpe from GAP Services continues to clear the gutters and help with leaf clearance. One clearance has already been done by volunteers in the autumn of 2019 but another clearance will be required when all the leaves are down. A volunteer party will be organised for this.

The tables are continuing to be replaced on a rotational basis and the new tables are much more manageable. The excess chairs have been sold and we have retained 120 which should be adequate.

The website is very professional and continually being developed by Sarah to whom we owe many thanks. All additions to the website need to be notified to Sarah who also needs notifying when material can be removed as there is limited capacity available.

The fire door handrail is still outstanding and the Trustees will get this fitted as soon as possible. This will be made with metal tubing which will be most suitable for maintenance purposes.

There are now 151 people on the event mailing list.

Crockery and kitchen utensils have been replaced where required.

We are sorry to hear that Betty, Grace and the two Dianas have retired from the Committee. They have put in a long and active service and will be much missed although no doubt we will see them regularly at forthcoming events which they can enjoy without having too much responsibility. They have offered to provide teas and cakes when required.

Two past committee members very sadly died over the previous 12 months. Marion Andrews died in December 2018 and Liz Chapman died in October 2019. Both were very active on the committee in their time and were a great asset in contributing towards events and looking after the Hall.

The Trustees have no major plans for the Hall at present but would like to express their sincere thanks to all concerned in contributing to a very successful year. A lot of hard work, time given and inventiveness all on a voluntary basis has ensured that "The Hall " is going from strength to strength. This is the 100th year since the Hall was built and no doubt this will be celebrated during the year in suitable style.

Financial Review:

Very many thanks to Dawn Cater for again auditing the accounts and thanks also to our Treasurer Rose Stephens for all her hard work over the year looking after our accounts and also acting as Booking Secretary.

Overall income has increased by about £3000 mainly due to functions, grants and the 100 Club. We now get all the rates paid by MCC and TUCC which saves over £1000 per annum. The 100 club raises a profit of about £100 per month but this will vary according to membership.

The donations item includes sale of tables and chairs and thus is higher than last year. It is possible that donations in will now be reduced due to the 100 club.

Some raffle money is included in functions income and thus shows a reduction this year. Book sales have not been banked yet and will show in the next years accounts.

Expenditure is higher than last year largely due to the new changing room and decorating. Insurance is stable but oil increased due to a fill this year. The oil donated by Malcolm and Fiona Wilton will go towards reducing the next bill. Thanks to them for this.

The electricity bill is higher as the rate has been increased . We are checking to establish if we can change to a cheaper supplier.

Donations out are lower as we have not had a Caldicot Choir function which we usually donate to as they provide their services free of charge.

The net outgoing/incoming resources deficit has increased by about £1200 but in the circumstance the situation is still reasonably healthy.

4. Account for the 12 month to 30th June 2019

Approval of the accounts was proposed by John Clarke and seconded by Martin Routh.

We submit an annual return to the Charities Commission showing income and expenditure updating our details as required. However only where income is over £25000 do we have to submit full audited accounts.

5. Memorial Hall Committee

Report for the Year

This was presented by Andy Pullan.

As Chair Andy wanted to say a big thank you to all of the Committee members who have helped to make all of the events we have held at the hall this year such a success. Sadly this year we have seen the passing of 2 residents who contributed so much to the hall over the years, Marion Andrews and Liz Chapman and they will be greatly missed.

Also 4 of the village "ladies" as they are affectionately know, Grace, Betty and the 2 Diana's have decided to stand down from the committee after years of hard work and Andy thanked them all for all of their hard work over the years.

2019 Events

Night Out Scheme – 5 events

31st December 2018 – New Years Eve Ceilidh with Cats Claw

2nd March 2019 – Mabon

4th April 2019 – Alison Neil, to be repeated next year.

20th September 2019 – Alaw

31st December 2019 – New Years Eve Ceilidh with Cats Claw

We will look to arrange 3-4 events for 2020 so if anyone has any suggestions as to the type of evening (plays, music etc) please let a committee member know. Tribute bands are hoped to be considered.

Film Nights

12 Film Nights to date during the year of a variety of subjects and themes.

Attendance has been steady with 20 plus at most evenings

Thank you to Richard Cobourne for organising and running the films and Steve and Janet for being on the door.

Pub Nights

6 Pub Nights held during the year. Having the permanent entertainment licence has simplified the process considerably making the evenings easier to arrange and run. The licence also allows drinks to be sold at any events held at the hall which again has proved popular. We have tried to provide a mix of entertainments on the nights ranging from local bands to the skittles night that proved popular.

Thank you to Mike and Mark for running and organising the evenings.

Remembrance service – 11th November 2018 (10 November 2019) Not so well attended as previous years

Carol Service – 23rd December 2018 (22nd December 2019)
Standing room only last year!

Curry Night – 30th March 2019 To be repeated.

Pam Hudson's charity trek – 16th November 2018
Pam gave a lovely talk on her charity raising efforts walking through Sri Lanka.

Gail and Mike Dunsbee's Hemp Talk – 5th April 2019

Michelles Make Up evening

Village Garden Party – 25th August 2019. Thank you to Sue and Richard for the use of their garden. Any volunteers for 2020?

Matthew Hall Crime Writing workshop – 24th February 2019

Charity Events

In the last 2 years we have raised over £5000 for CIN.
20th Oct 2018 - Children in Need Quiz, raised £2500. Total £7000 raised in the three years held to date.
9th November 2019 CIN Quiz

TV Screenings – Variety of sporting events, Thanks to Steve for arranging

Craft events

Following suggestions from the questionnaires, the following events and classes were organised which have proved very popular:-

Christmas Wreath making

Chocolate making

Willow weaving – baskets, reindeer, trugs, various examples can be seen in the village!!

Thanks to Sarah for organising these

Clubs and Groups

Ruth's yoga sessions Tuesday evenings and Thursday mornings

Adult Ballet sessions – recommencing 7th November for 6 weeks

Needlework Club meeting 2nd Mondays at the Hall

Book Club meeting 3rd Mondays at the Hall

Coffee Mornings 3rd Tuesday of the month

100 Club (104) 3 draws so far and I hope winners have spent their winnings wisely.

EVENTS FOR 2020

A number of events have already been planned or are being arranged for 2020, this being the 100 anniversary of the opening of Catbrook Memorial Hall in 1920.

Work is underway to produce a Catbrook Cook book and the 2020 NYE celebrations will be the grand finale so make sure you book your tickets early.

NEW COMMITTEE MEMBERS

As mentioned at the start, the Hall Committee has lost a few members this year so if anyone is interested in getting involved with the running of the Hall and events please don't feel shy in coming forward and volunteering – all help is greatly received and appreciated.

The existing committee and officers were re-elected and Pam Hudson volunteered to join.

6. AOB

1. Pam suggested that we could get involved in promoting some environmental activities such as building bug hotels , owl boxes and planting wild flowers in suitable locations. Trees could also be planted in memory of Marion and Liz.

This prompted some discussion about the use of the disused football field which is leased by TUCC from MCC. According to the lease it has to be used for recreational purposes which would seem to be satisfied by the above suggestions. This area could be also used for a fitness trail.

A litter picking group could also be instigated as there is excessive litter , mainly from food and drink, in the verges.

MCC are looking into ways of enhancing the attractiveness of the area and Andy and Guy will liaise with them via their role as members of TUCC.

There being no other business the meeting closed at 8.00 pm

**CATBROOK AND DISTRICT MEMORIAL HALL
TRUSTEES REPORT
FOR THE YEAR ENDING 30 JUNE 2019**

Address for Correspondence: Pennyfarthings
Catbrook
Chepstow
Monmouthshire
NP16 6NQ

Trust Deed Made: 7th December 1928

Registered Charity No: 220456

Trustees: Stuart Chapman
Richard Cobourne
John Gooding
Andy Pullan
Marcus Watkins
Simon Westwood (Chair)

Keith Bolton has retired from the Trustees as from September 2019

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 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

This has been another busy year with the further introduction of new activities and events resulting in regular use of the Hall year round. This is welcome and it helps keep the Hall functional and well maintained.

The principal project for the year was the commencement and completion of the dressing room to the side of the stage. This is a huge improvement and has been completed with minimal intrusion to the Hall itself. The main alterations were carried out by contractors in August 2018 and the fitting out was done voluntarily by John Gooding and Richard Cobourne to whom we are very grateful.

Following completion of the dressing room the Hall was redecorated internally by J M Decorators in January 2019. The stage which was decorated by Guy and Sarah Bowden as it was required during the autumn 2018. Many thanks to Guy and Sarah.

New notice boards have been fitted which look much better and provide more space for notices. Thanks to Andy Pullan.

Not to be forgotten is the army of volunteers who had to clear out and reinstate the Hall twice to facilitate all these works. This was done willingly with great spirit and grateful thanks are offered to all concerned.

The new handyman, Andy Sharp of GAP Services, has been doing routine maintenance and leaf clearance and we hope to continue to use him. Andy is ex military and kindly donated his services for the clearing up prior to the Remembrance Service in 2018.

Pam Hudson is continuing to look after the front and side borders and is doing an excellent job resulting in a very colourful surround to the building.

The stage and window curtains were fireproofed and this completed the recommendations of the Fire Risk Assessor. We are looking into the possibility of providing a handrail to the new fire door ramp. If anyone is aware of the availability of any suitable scaffolding poles, suggestions would be gratefully received.

The 5 years check of the electrical system was completed by approved contractors in August 2019. The emergency lights and smoke alarm are checked regularly.

The rest of the Hall maintenance is done by volunteers and we are very grateful to those concerned.

Replacement of tables is continuing on a rotational basis and the new tables are proving much easier and safer to handle. The existing chairs are to remain.

A district map has been produced showing house locations in Catbrook, Broadstone,

Parkhouse, Trellech Grange, Botany Bay and Whitelye. This is displayed outside the Hall and hopefully will assist all the lost delivery drivers who have been misled by their satnavs. A lot of work has gone into this, especially checking the location of properties, and we are all appreciative of the efforts of those involved in this project.

The booking form and Hall user guide have been updated and hopefully we will all now be able to use the dishwasher!

The Trustees were sorry to hear that the Ladies of Broadstone had retired from the Committee after what has almost been a lifetime's service but understand that the baton has to be passed on at some time. The Hall has been very fortunate to have received such invaluable support over the years and grateful thanks and appreciation are given to Betty, Grace and the two Dianas. We hope that the lovely cakes and teas provided by them will still feature for some time to come.

The Trustees would like to thank Keith for his long and active service as a Trustee and wish him well for the future. Both he and Jan have indicated that if they can help in any way in the future they would be pleased to do so. This might mean that we will yet be teased again by one of Keith's testing quizzes!

We are very sorry to report the passing of two previous Committee members. Marion Andrews died in December 2018 and had been a long term Committee member giving loyal and sterling support to The Hall over a long period. Liz Chapman, who was also an active Committee member, died in October 2019 having served on the Committee from the time of the 2003 renovations and taking part in the decorating and furnishing of the Hall at that time. Marion and Liz worked tirelessly behind the scenes making a big contribution to the success of the Hall. The Trustees were very sad to hear this news and would like to pass on their most sincere condolences to the respective families and friends.

The committee Chairman will review the years events in his report.

Financial review

Once again grateful thanks to Dawn Cater for auditing the accounts and also to Rose Stephens for keeping the financial records and dealing with the accounts.

The overall position is still a healthy one despite the fund balance being lower than last year by about £3000. This is due to the expenditure of approx £4300 on the alterations, the cost of which was partly offset by TUCC grant and an overall increase in income of some £3000.

Increased activity in social functions has resulted in increased income of about £800 although the net profit from social functions has increased by £1084 compared to last year.

Donations show an increase as this includes the sale of tables. Grants are increased as TUCC now pay the 20% balance of our discounted rates which are now effectively nil. We also had a £1000 TUCC capital grant.

Income from Hall hire is much the same but raffles are reduced. This is partly explained by the inclusion of raffle income in the social functions item.

Nothing is shown against book sales as this income has not been banked yet.

The newly introduced 100 Club raises approximately £1200 pa net but this will vary according to the number of members. This has proved to be a very popular and successful venture. The much anticipated quarterly draw is presented in true National Lottery style at the film night. Very many thanks to Andy and Justine Pullan for doing all the hard work and research in making this such a success.

Total expenditure increased by about £4000 which is largely due to the alterations.

Insurance is arranged on a Long Term Agreement and will not vary very much. Oil is higher this time as we had a fill during this period.

Electricity has increased due to a rate increase and we are looking into changing to a cheaper supplier.

No expenditure was incurred for legal advice which is now nil.

Repairs and maintenance reflects the cost of the alterations.

Other expenditures are commensurate with previous years and considered reasonable.

The Trustees did not consider that the inclusion of building alterations and furniture purchase in the depreciation account was necessary. There is no legal requirement to do this as we are a registered charity. These expenses will be written off directly in the income and expenditure account.

Reserve Policy

The free reserves of the Trust excluding fixed assets has decreased from last year by £1655. However as both the hall and land are owned outright, the Trustees feel that the balance remaining of £13097 is adequate to meet all foreseeable liabilities. Efforts as always will be made to increase the reserves in the coming year.

Income and Expenditure account for the year to 30 June 2019

	2018/19	2017/18
	£	£
Incoming resources		
social functions	7,771	6,920
donations	591	235
grants (towards rates/ins)	1,698	692
gift aid	0	0
hire of hall	857	847
raffles	220	535
book sales	0	65
100 club	1,218	0
interest	3	1
Total incoming resources	<u>12,358</u>	<u>9,295</u>
Resources expended		
insurance	1,080	1,058
oil	1,106	270
electricity	525	252
water	123	134
Legal/Lottery licence	0	792
100 club	300	0
post, printing, stationery, web hosting	56	0
repairs and maintenance	5,245	936
social functions	3,294	3,527
donations	225	440
cleaning	542	661
equipment	648	638
rates	203	198
fire protection	124	341
PRS licence	161	158
TV licence	151	147
misc: maps/valley calligraphy	230	236
depreciation	1,173	1,173
Total resources expended	<u>15,186</u>	<u>10,961</u>
Net (Outgoing)/Incoming resources for the year	-2,828	-1,666
Fund balances brought forward	40,602	42,268
Fund balances carried forward	<u><u>37,774</u></u>	<u><u>40,602</u></u>

CATBROOK MEMORIAL HALL

Registered Charity number 220456

Balance Sheet as at 30 June 2018

	2018/19	2017/18
Fixed Assets		
Land	2,000	2,000
Buildings	18,951	19,492
Furniture	0	0
Piano	0	0
Dishwasher	374	562
Kitchen	3,226	3,628
Blinds	126	168
Total fixed assets	<u>24,677</u>	<u>25,850</u>
Current Assets		
Bank accounts	13,097	14,752
Net current Assets	13,097	14,752
Total Assets	<u><u>37,774</u></u>	<u><u>40,602</u></u>
Funds		
Accumulated general reserve	<u><u>37,774</u></u>	<u><u>40,602</u></u>
	0	0

Signed:



Chairman

Date:

11 November 2019