

Catbrook Memorial Hall Management Committee

Minutes of the meeting held at 7pm on Monday 5th February 2024.

Attendees:-

Craig Bridgeman (CB) -Temp Chairman and Secretary, Andy Pullan (AP), Stephanie Spragg (SS), Mark Loveday (ML), Fiona Wilton (FW), Marion Griffin (MG), Liz Greatorex-Davies (LGD).

Apologies:-

Phillip Robinson (PR), Rose Stevens (RS).

Minutes;- Meeting Minutes from Monday 8th January 2024 were signed off as a true and accurate record.

Matters Arising:-

- (PR) Explained the use and value of a public Google Calendar that can be fully integrated and retain privacy when required. After further discussion, it was agreed that (PR) would set this up. Privacy discussion required at next meeting in March. Potentially the Event Tracker can be uploaded onto this platform.

Treasurers Report (RS):- RS apologies for absence.

- Treasurers Account – TBC in March meeting.
- Lottery Account - TBC in March meeting
- Savings Account – TBC in March meeting.
- Charity - TBC in March meeting.
- (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.

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. This work will not affect any planned Hall events. Work progressing.
- (FW) Requested that the cooker isolation switch is moved from the kitchen cupboard to a position above the worktop. This will be added to the current task/snagging list being managed by the Trustees.

Hall Operations:-

Delivered:-

- Childrens Craft Club – 11 children attended. Successful event. (SS) would like to thank all the volunteers who assisted with the first session and to Andy for the Bird Boxes. The next session is planned for Feb 10th 2024.
- Caldicot Male Voice Choir – A good turnout by the community and CMVC fans. Successful event with a confirmed a bar profit of £293 with ticket sales to be confirmed.

Confirmed Events:- (Please see attached spreadsheet for further processing)

- Childrens Craft Club – Sat 10th Feb. To date 14 children have confirmed attendance.
- 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. Date to be confirmed by (AP).
- Medieval ship – There will be a talk at the Hall on 15th March 2024 at 7.30pm. Tickets @£5 each.
- Medieval Ship - A visit to the ship in Newport is planned on 6th April 2024. Potential visitors to make their own arrangements for transport.
- Meditation taster event – Sat 9th March 2024. (FW) requested that the advertising of this event gets a push as the organiser will need numbers confirmed.
- Night Out Scheme - Sarah McQuade – Folk Singer @£10 per ticket. Booked for 4th May 2024.

- Plant Sale – Sat 25th May 2024. (FW) encouraged all to advertise the event and advised that planting/growing season is due.
- Mega Egga Hunt – (SS) has arranged and presented the joining instructions and information for entry. Details are on the Hall website. A poster has also been produced for circulation and advertising. (SS) would like to thank Guy and Sarah for their help and support in putting this together. There will be prizes awarded and all are encouraged to enquire about potential prize sponsorship from local business. Event will run from 22nd March – 4th April 2024.
- Pub Night - (ML) Confirmed dates for 2024 – March 22nd, May 17th, September 6th and November 29th.

Potential Events;-

- First Aid courses – (SS) to discuss with Monmouthshire Volunteers for info on delivery providers.

Future Plans and Look Ahead:-

- 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. On- going.
- Astronomer experience – (FW) has contacted the organiser and will revert back with updates. This presentation that was originally in the hall plan has been delivered in Llandogo, so is still potentially available.

Any Other Business (AOB):-

- (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.

Meeting closed at 19.45 pm.

Next Meeting – Proposed for Monday 4th March 2024 @7pm

Agenda for next meeting:-

1. Apologies for absence.
2. Confirmation of minutes dated 5th February 2024.
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.