

# Catbrook Memorial Hall Management Committee

## Minutes of the meeting held at 7pm on Monday 6th January 2025.

### Attendees:-

Phillip Robinson (PR) – Chairman, Mark Loveday (ML), Marion Griffin (MG), Kelly Macrae (KM), Fiona Creasey (FC) - Treasurer.

### Apologies:-

Fiona Wilton (FW), Liz Greatorex- Davies (LGD).

**Minutes;** - Meeting Minutes from Monday 2nd December 2024 were signed off as a true and accurate record.

### Matters Arising: -

- Craig has resigned from his role as Secretary with immediate effect. The committee wish to extend their thanks to Craig, and are actively seeking a new Secretary.

### Treasurers Report (FC): -

Treasurer's Report for meeting on 6<sup>th</sup> January 2025

#### 1. Accounts

	£
<b>Balance reported at last meeting (as at 25<sup>th</sup> November 2024):</b>	<b>29,268.72</b>
Balance at 24 <sup>th</sup> November 2024:	
Treasurer's (Main) Account	1,475.26
Savings	4,969.52
Savings (95 day notice account)	20,106.98
100 Club	450.00
Charity	925.16
Events	216.93

Kids and Craft	554.15
Cash float	60.00
<b>Total at 6<sup>th</sup> January 2025</b>	<b>28,758.00</b>
<i>(of which monies not available for hall expenditure as due to be donated/refunded)</i>	<i>1,479.15</i>
Change in total balance since last report:	-510.72
Major movements (> £50):	
<i>Expenditure</i>	
Return 2 x £200 hall hire deposit	-400.00
Annual insurance premium	-1,341.17
Bar supplies	-400.33
<i>Income</i>	
Children in Need Quiz/donations (to be paid to CinN)	115.00
Children in Need Quiz bar takings (retained by hall)	758.77
Bar takings pub night	249.43
Carol Service collection	260.00
Sea Shanty (18) / Alison Neil (2) tickets	200.00
Interest (new savings account £63)	180.00
	68.94

## 2. Charitable donations

November: £204.15 collected at the Remembrance Day Service, banked in the Charity Account, to be transferred to British Legion s.t. committee approval.

December: £260.00 collected at the Carol Service. To be split 50:50 between Monmouth Band and St Nicholas Church, Trellech. Last year's collection was just over £200. The committee agreed to donate £150 to both, topping up the amount from the charity account balance. Should we do the same this year?

Children in Need - £1,015 raised from ticket sales. Cheque deposited at Post Office, not yet cleared. £380 cash from raffle deposited at Post Office without going through Hall accounts. Total raised £1,395.

## 3. Bank Signatories

PR to update committee on access. CB to be removed. AP happy to continue for now but probably need one other signatory.

## 4. Hall hire

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).

A Pilates instructor usually based in Llandogo has booked the hall for one session as her usual venue is in use. £200 deposit seems excessive in this situation. What does the committee think?

**-> Agreed that £200 deposit is excessive for some purposes, e.g. pilates. To be set at the discretion of the bookings co-ordinator.**

Also, £10 per hour seems cheap compared to other halls. Do we want to increase this or at least schedule a review later in the year?

**-> Agreed to leave as-is until demand increases.**

*Action: PR working on updating the hall hire information for the website. Draft to be circulated the committee for comment*

## **5. Email addresses**

Would like to progress email addresses for some committee members. The three lottery winners in December have not responded to my email, perhaps because it is from my personal address and I'm asking for their bank details.

**-> Agreed the following might be useful: treasurer@, events@, 100club@, chairperson@, trustees@. PR to discuss with trustees and SB.**

## **6. Procedure note for income and expenditure**

Apologies, this is still outstanding. I will get it done soon!

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

- Hall Bookings – conditions of hire document has been updated and circulated. Latest evacuation plan to be added, as well as information relating to heating and hot water.
- Heating – new instructions now in place at entrance to the hall.
- Night Out Scheme - Account handed over from (AP) to (PR), who is still looking for a volunteer to take this on. (PR) established as interim contact point, to facilitate Alison Neil play.
- (MG) raised an issue with the lack of a storage facility in the DDA accessible toilet. MG will coordinate.

- Whatsapp - Committee group to be updated to reflect current members. PR to discuss with those who will be removed prior to removal.

## **Hall Operations: -**

### **Delivered: -**

- Kids and Craft – Delivered by Steph and the team of willing volunteers. Thanks to all who supported this event.
- Leaf Clearing - postponed to 11th January due to adverse weather.
- Xmas Carols - good attendance, with collections for the Church and Brass Band.
- Children in Need - another excellent, sell-out event. Special thanks to Mark Loveday for saving the day in the powercut! Almost £1400 raised!

### **Confirmed Events: - (Please see the Hall Tracker for more details).**

- Kids and Craft – Saturday 11<sup>th</sup> January.
- Alison Neal play – Confirmed for 24<sup>th</sup> January 2025. Doors open at 7pm and starts at 7.30pm. Slow ticket sales, but on-track to cover costs.
- Sea Shanty Band – Confirmed for 15<sup>th</sup> February 2025. Tickets are selling well.

### **Potential Events; -**

- Mike Dunsby has suggested a potential triple short presentation evening – Catbrook in pictures, Restoration of a Trellech building and wildlife around the Wye valley. For further discussion/Development.
- Games Night/Pub Night – Potentially skittles, bar games and combine with potential music sets to enhance pub night experience.
- Plant sale and cake sale – planned date is Saturday 24<sup>th</sup> May. This is a Bank Holiday weekend. PR planning to do a Facebook post to encourage people to plant for themselves and the hall.

**Future Plans and Look Ahead: -**

- Cinema Night – some interest in “Small things like these” as it was a recent book club read. PR to explore with RC.

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

Thanks to MG and MG for removing Christmas decorations!

Request for a walk-through / instructions on how the Google Calendar for hall events works. **PR to provide.**

**Meeting closed at 20.00 pm.**

**Next Meeting – Proposed for Monday 3rd February 2025 @7pm**

**Agenda for next meeting: -**

1. Apologies for absence.
2. Confirmation of minutes dated 6th January 2024.
3. Matters arising – Feedback on Donations from recent events.
4. Treasurers report.
5. Chairman`s report.
6. Hall Operations, future events and planning.
7. Hall Hire rates.
8. Any other Business.
9. Date and time of next meeting.