

Catbrook Memorial Hall Management Committee

Minutes of the meeting held at 7pm on Tuesday 2nd May 2023.

Attendees:-

Andy Pullan (AP) – Chairman, Craig Bridgeman (CB) – Secretary,

Jill Westwood (JW), Fiona Wilton (FW), Liz Greatorex-Davies (LGD), Stephanie Spragg (SS), Phillip Robinson (PR), Mark Loveday (ML), Marion Griffin (MG).

Apologies:-

Rose Stevens (RS) – Treasurer.

Minutes;- Meeting Minutes from Monday 3rd April 2023 were signed off as a true and accurate record.

Matters Arising:-

None raised specifically.

Treasurers Report (AP for RS):-

Account (February):-

- Current Account - £6382.81.
- Savings Account - £22,068.59.
- Charity Fund - £1,492.02.
- 100 Club - £357.00.

Income Generated:-

- Pub Night – (ML) to report at next meeting.
- Film Night – “Living”. Cancelled due to arrangement anomalies. To be re-scheduled.

- (AP) confirmed that TUC have provided a grant of £1200.00, rather than the original sum envisaged of £602.00. This will fund a significant part of the Hall external painting work due to commence in May.

Future Expenditure:-

- Hall Rates – Paid.
- PPLBS - £139.00 to broadcast music at the Hall. Paid.
- Hall Insurance – Potential eligibility for relief via Trellech Council. (AP/RS). No update.
- Hall external decoration – circa £1600.00. Mitigated by TUC grant for £1200.00 as previously minuted.

Chairperson`s Report:-

- Battle of the Bands planned for 7th July – The bands will receive no payment, but as a gesture of thanks, liquid refreshments will be provided free of charge.
- Hall Electrics – (AP) reported that the consumer unit and system had been tested/checked by a qualified electrician and was in working order, following the recent issues with tripping out.

Hall Operations:-

Delivered:-

- Film Night – “Living”- Cancelled and to be re-scheduled.
- Pub night -28th April. Excellent turn out, diverse age range with bar games fully utilised.

Confirmed Events:-

- Plant Sale – (FW) confirmed all arrangements were in place. Important to ensure that the event is well advertised and attendance is optimised. Weather forecast is favourable to encourage attendance.
- (FW) to contact a local printers regarding the possibility of fast-tracking a banner for the Hall by Friday. (AP) to authorise payment if feasible.
- Alison Neal Play – Glowing in the Dark. 16th June. Tickets @£10
- Battle of the Bands – July 7th 2023. Bar will be open. Tickets @£5

- Maltings Farnham – “Mountain Music” – 5th October 2023. Tickets @£10.
- Summer Party event – AP`s NYE playlist and videos. Confirmed for 25th August to incorporate potential prize giving for the planned “Scarecrow” competition.
- PR`s Mum event – Ice Cream- 19th August 2023. (PR) to provide poster ideas to AP for consideration.

Potential Events:-

- Build a Scarecrow competition. SS looking potentially at the end of the school summer holidays to tie in with the Summer party on 25th August. (SS) reported work in progress and presented ideas for discussion and consideration. Cash Prizes funded from lottery budget agreed to be given for best efforts.
- Mr. Planetarium – A Night with the Stars. Funded by the Hall with 2 sessions to suit children and adults. Bar will be open after the adult event. (AP) has suggested various dates to provider and is awaiting a response, ahead of date confirmation.
- Caldicot Male Voice Choir have requested performing at the Hall on the 25th Nov 2023. They have stipulated that their only expense would be for transportation at a cost of £425. (MG) suggested we spilt the cost, but following discussion, agreed to confirm the event on the balance of positive bar sales at the event and ticket sales.
- (JW) proposed a band that had been recommended – “The Jigantics”. They would require a fee of £400 and therefore the event would need maximum effort to advertise and encourage participants. Proposed dates are 4th and 10th November.
- Magor Drama group have requested to perform a 3 act play entitled “Who killed the Headteacher”. A Murder/Mystery on the 28th October. Following discussion, it was agreed that this event would be incorporated with a dinner between acts. (FW) agreed to make enquiries with a catering company for a quote for catering for between 50 – 60 people. Ticket costs TBC.

Future Plans and Look Ahead:-

- Pub Night – Quarterly Event, potentially with background music.
- Film Night – Empire of Lights.

- Film Night – A man called Otto.
- Film Night – Charade.
- Children in need event – Quiz hosted by AD, subject to (RC) confirmation. Potentially December 2023 to suit availability of host.
- Steph Spragg (SS) will look at the possibility of organising an Easter Egg event in the Village in 2024.

Any Other Business (AOB):-

- To enhance the advertising of Hall events, it was suggested that the Hall fund a “Cricket score” type advertising board to maximise visual recognition of events by passing residents and visitors to Catbrook. (SS) suggested two, positioned at each entry sign to Catbrook village.
- (MG) enquired about the potential Yoga events. (AP) confirmed that they were being hosted at the Hall. Bookings for attendance to be made online. Starts 6th June 2023.

Meeting closed at 7.50 pm.

Next Meeting – Proposed for Monday 5th June 2023 @7pm

Agenda for next meeting:-

1. Apologies for absence.
2. Confirmation of minutes dated 3rd May 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.