

Catbrook Memorial Hall Management Committee

Minutes of the meeting held at 7pm on Monday 5th June 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).

Apologies:-

Rose Stevens (RS) – Treasurer, Marion Griffin (MG).

Minutes;- Meeting Minutes from Tuesday 2nd May were signed off as a true and accurate record.

Matters Arising:-

None raised specifically.

Treasurers Report (RS):-

- No report for May. No general change from 2nd May minutes.
- Charity fund – (AP) reported that £700 had been gifted as agreed to the Ukraine Fund.

Chairperson`s Report:-

- Hall Electrics – (AP) Up-dated that following the continual tripping issues with the Hall electrics, the main consumer units are to be replaced at a cost of circa £500. The existing units are now beyond economical repair and replacement is needed to retain the electrical integrity of the Hall.

Hall Operations:-

Delivered:-

- Film Night – Empire of Light. Good reviews from attendees. Concern raised that only 14 viewers attended which generated a loss of income. Discussions took place on how the advertising can be improved to attract more numbers to make the event viable.
- Plant Sale – A successful event that raised circa £800. Air Ambulance will benefit from £700 of the money raised with the residual being gifted to the nominated Hall charity. The event was well organised and supported. A thank you to all involved.

Confirmed Events:-

- Alison Neal Play – Glowing in the Dark. 16th June. Tickets @£10. This event has sold 34 tickets to date. A big push needed to market the event to ensure over 40+ tickets are sold to break even.
- Battle of the Bands – July 7th 2023. Bar will be open. Tickets @£5
- Maltings Farnham – “Mountain Music” – 5th October 2023. Tickets @£10.
- PR`s Mum event – Ice Cream- 19th August 2023. (PR) to provide poster ideas to AP for consideration. Ticket cost to be worked up by (PR) to ensure costs are recovered. Sarah Bowden will produce a poster from (PR`s) draft poster.
- Summer Party Event – 25 August. Potential start time of 6pm to involve local children and to support the judgement outcome of the Scarecrow competition. (AP) confirmed that there is 5 hours of music and video from the NYE party to cover the 6pm – 11pm event. It was agreed that the format for eating would be “Bring a plate to share.”
- Build a Scarecrow competition. (SS) presented progress to date on the planned event. Key dates proposed and agreed as - Entry forms by 7/8/23, Display Scarecrow by 10am on 14/8/23. Residents will vote as they review the entries on display and the winners will be notified and presented at the Summer Party event on 25th August. Sarah Bowden will help with a poster for the event and a general email will be sent via Richard Coburne.

Potential Events;-

- Mr. Planetarium – No contact received to confirm the date. (FW) to make enquiries to progress. This event is unique and hopefully can still take place.
- 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 split 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. Date confirmed by (JW) as 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. The plan to incorporate the event with a dinner was looked into by (FW) and judged to be cost prohibitive to attract the numbers required. Following discussion, (AP) will speak with the Magor Players and suggest potential alternatives. A fish and Chips delivery was suggested for consideration.

Future Plans and Look Ahead:-

- Pub Night – Full calendar in July and August. Potentially planned for Sept/Oct.
- Film Night – Charade.
- Film Night – A man called Otto.
- 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):-

- (AP) to follow up on an advertising banner after further discussion on how to improve marketing and advertising Hall events.

- Pub Night – Discussion regarding the Hall offering a wider range of drinks to cater for an increasing audience. Suggestions were proposed and will be looked into by (PR) and (ML). Recognition of the growing popularity of the event can be beneficial if the Hall provides a wider selection of drinks and snacks.

Meeting closed at 7.45 pm.

Next Meeting – Proposed for Monday 3rd July 2023 @7pm

Agenda for next meeting:-

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