

# **Catbrook Memorial Hall Management Committee**

## **Minutes of the meeting held at 7pm on Monday 2<sup>nd</sup> Sept. 2024.**

### **Attendees:-**

Craig Bridgeman (CB) – Secretary and acting Chairman, Fiona Creasey (FC) – Treasurer, Andy Pullan (AP), Fiona Wilton (FW), Marion Griffin (MG), Liz Greatorex-Davies (LGD).

### **Apologies:-**

Stephanie Spragg (SS), Mark Loveday (ML), Phillip Robinson. All received.

**Minutes;** - Meeting Minutes from Monday 5<sup>th</sup> August 2024 were signed off as a true and accurate record.

### **Matters Arising: -**

- No items raised.

### **Treasurers Report (FC): -**

Treasurer provided the following updates;-

- Treasurers Account – £1736.73.
- Lottery Account - £1325.00.
- Savings Account – £22,407.06.
- Charity - £580.66
- Ticket account - £868.52.
- Kids and Craft - £735.50.
- **Total holdings @2nd September 2024 - £27,653.47.**
- Monthly outgoings related to an oil delivery, boiler maintenance and renewal of liquor licence. Approx outgoings - £800.00.
- (FC) requested that a fourth signatory be added to the Hall accounts. (CB) will be added, with Simon Westwood omitted as his role of Trustee precludes him from being a signatory.
- (FC) will review the Hall accounts status and look at potential savings accounts that offer improved returns.

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

- Hall Bookings – Online process is Work in Progress. (PR) – Next meeting?
- Acting Chair (CB) welcomed Fiona Creasey to her first Hall meeting as Treasurer.
- (FC) raised the Hall electricity tariffs and potential to change. (AP) to review.

## **Hall Operations: -**

### **Delivered: -**

- Scarecrow Competition launched – A very high standard of entries this year. Pub night will announce the winner on Friday 6<sup>th</sup> Sept. Thanks to Stephanie Spragg for the excellent job of arranging/organising.
- August was a quiet month for Hall activities/deliveries other than the established clubs.

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

- Scarecrow Competition – Winners to be revealed on Friday 6<sup>th</sup> Sept Pub night.
- Pub Night - September 6<sup>th</sup>. (CB) and (AP) will tap the beer barrel and set up tables on 5<sup>th</sup> Sept. (FW) to send out a reminder about the event.
- Kid`s N Craft – September 14<sup>th</sup>. Currently only two DBS holders available to supervise the event. Numbers will be reviewed subject to interest. (FW) was unsure if her current DBS is in date and will check. If in date, could potentially help. Post meeting note – DBS out of date so unable to assist with this event.
- Defibrillator training – Weds 25<sup>th</sup> September @7pm. All welcome.
- Question of Stuff Quiz – Saturday 28<sup>th</sup> September 2024. This is a sellout event. Additional tables for late interest may be required.
- Remembrance Sunday – 10<sup>th</sup> November. (FW) has confirmed Monmouth Band, Vicar and British Legion in attendance. Refreshments will be provided. (MG) will notify requirements for cakes etc nearer the date. (FW) to invite speakers who had served to read the names of the fallen.

### **Potential Events; -**

- Tom – Local guitarist. PR to reach out and confirm availability. On- going.
- Alison Neal Play – Confirmed for 24<sup>th</sup> January 2025. Tickets will cost £10.
- Sea Shanty Band – Confirmed for 15<sup>th</sup> February.
- Caldicot Am/dram. (AP) to review/look into the potential for this event to run.

### **Future Plans and Look Ahead: -**

- Christmas Carols – Pat Gooding/Marion Griffin have agreed to organise this event on Sunday 15<sup>th</sup> December @11am.
- Live Streaming of National Theatre – (PR) to review.
- Alan Dediccoat has agreed to host another Children in Need quiz. Potentially planned for 7<sup>th</sup> December. (RC/PR) to confirm with Alan D.
- Cinema Night – List of films available to be scrutinised with (RC/PR) to reduce risk of poor turnout. Target gaps in diary in October.

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

- New Hall Committee members – No volunteers to date. All to encourage local community to take an interest.
- AP/SS to arrange a clear up of hall storage cupboard. On- going.
- Cleaning products – Discussed and to remain as is.

### **Meeting closed at 19.40 pm.**

### **Next Meeting – Proposed for Monday 7<sup>th</sup> October 2024 @7pm**

### **Agenda for next meeting: -**

1. Apologies for absence.
2. Confirmation of minutes dated 2<sup>nd</sup> September 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.