

The Jubilee Institute Rothbury

Minutes of the Management Trustees Meeting

Thursday 19th October 2017 at 7.30pm

Present: Pat Moloney (chair), Christine Abbs, Margaret Blanshard, Ken Branson, John Lewis, Pat Lewis, John Rutherford, Heather Lister, Helen Malone and Francine Needham

1. Apologies: None

2. Declaration of Interests: None.

3. Minutes of meeting held 11th September 2017: were agreed. **PL** proposed and **FN** seconded and they were duly signed by the Chair. **PM** reminded trustees that Robin Murray had stood down from the Management Trustees for family reasons and **PM** will be writing to him with thanks. It was agreed that the customary voucher should be given as a mark of thanks for his 5 years' work.

4. Matters Arising: None

5. Finance

- (a) Update on accounts:** **JR** gave a verbal report. As at 30th September there was £4811 in the No 1 account, £6129 in the Patrons account, £6417 in the Fundraising account and £47543 in the CCLA account.
- (b) Valuation of assets and Treasury Management Policy-** **JR** had not yet had time to deal with this and said he would do it by next meeting. As far as a valuation of assets is concerned he has decided only to value the large items which, through their presence and usage, contribute to our income. This was broadly approved.
- (c) Progress with grants and grant applications – to include Charity Fair feedback-** **PM** had attended the charity fair where there were about 10 potential donors. He reported that he had a bit of hard questioning from the smaller charities about the amount in our capital account. He explained about having to keep a balance in reserve because of the size and value of JH and how much would be needed if some major repair (like the roof) was to be necessary. The larger charities accepted this explanation as reasonable. **PM** will be putting in an application to Awards for All. **JR** further commented that we actually spend £30,000/£35,000 every year on maintenance and repairs and so, if our income were to drop, which it very well might, we would need the reserve fund and that would probably only do for a year to 18 months.
- (d) Charging for use of the new TV and the audio visual equipment:** **PL** said that already the Wildlife Trust, the History Society and U3A paid an extra amount for their use of the equipment in the main hall. If groups gave advance notice of their intention to use it then they too were charged. As far as the new TV is concerned it was agreed that larger groups should pay £10 per session and a smaller group should negotiate those terms. There is always the risk that a group will say that there will only be a few people and then many more turn up.
- (e) Insurance:** **JR** said that it had been paid for this year. When he had reported about us achieving Hallmark 2 status he was told that that didn't make any difference. We had already received the discount when we got Hallmark 1. This is disappointing and **PM** commented that that was not what he had been told by Louise Currie.

6. Objectives for 2017-18

- (a) Provision of large screen TV:** All set up and ready to use. The U3A computer group are keen to use it.
- (b) Signage in lane and Bridge Street entrance:** There had been email correspondence about this and it had been decided that the signs should say Jubilee Institute. **PM** agreed to tell the firm that the word "Rothbury" was not necessary.
- (c) Digital Civics Programme.** No change – awaiting next round.
- (d) Younger users:** No progress

The Jubilee Institute Rothbury

7. Room Hire and Alcohol Licence

(a) New Bookings: CA confirmed that there was a booking for a birthday party at the end of October- no alcohol. Craig Forsyth had made two bookings-one for a Bingo night in February and the second for the football awards evening in May- both with alcohol.

(b) Future vegetarian meal events: The next one will be on 27th October before the film "The Sense of an Ending". The email to reserve is: rothbury.veggietable@gmail.com. Necessary cooking items had been purchased and the previous evening had been very successful.

8. Social Programme:

(a) FN had been approached by Northumberland Theatre Company who had said that they would like to stage a small play with only about 20 to 30 persons attending. They would not need a stage or a large room. They would produce the tickets and advertising material but would expect us to sell the tickets and promote it. They would not want to pay for the use of the room. **HM** suggested that perhaps we could link it to other entertainment that we organised like the local ceilidh band or the local choir but in the end, since they had neither a firm date nor a firm price for the tickets, it was decided that **FN** would reply and say that it was not something we were interested in and perhaps suggest a smaller venue.

(b) Ceilidh: **HM** had made enquiries of Mike Jevons about staging this. He had said that the ceilidh band would cost £450, a band put together for the night would be in the region of £350 but we could use CDs with him calling and that would be about £60. He was all booked up for November anyway and so it was decided that we would probably go for February/March time

(c) Annual dinner: There had been some issues with the Queens Head last year but Gina the manager will not be away in January 18. The Three Wheatheads had quoted £18.95 for three courses and £16.50 for two courses. In the end it was decided that we would get a price from the Coquetvale so that people do not have to drive and to give the new management a chance. It should be a Saturday in mid-January.

9. Communications

(a) Website: Now that RM has left **PM** is looking after this for now.

(b) Facebook and Twitter: **PM** is going on a course about this next Friday.

(c) Advertising the new facilities: **PM** had been thinking about an article for the Gazette but since JH is 130 years old he and **JL** will get together to write an article about JH and will include information about the new TV screen etc. There is an article in OTB about the new TV screen.

10. Cinema.

(a) Ongoing assessment of equipment: **PM** is checking how the equipment worked after each cinema showing. Sometimes it is ok and sometimes there were problems. He feels it probably needs updating and that will be what the Awards for All grant will be for should it be granted.

(b) Manuals for equipment: **PM** has done these but needs to do one for the new TV.

(c) New broadband provider: is Vodafone and there is a new code now.

11. Security and Maintenance:

PAT testing: **MB** said that everything had passed although the lead for the Henry hoover needed some tape and should perhaps be replaced. Separate groups need to be advised that they should have their equipment tested ie the Youth Project. It had been a very long day- from 9am until 4.30pm and **PM** thanked **MB** and **KB** for being there. The tester is a volunteer so a long day for him too.

12. Building Issues

(a) Flooring in ladies toilet: to be done on 8th/9th and 10th November. Mark Coe has to take the cubicles down first. Groups will have to be directed to the other toilets.

(b) External inspection of building- **KB** said he was still waiting for three local builders to come back to him with quotes and a time scale. **PM** suggested asking Mark Coe and **KB** will do that.

(c) Lightning rod inspection- **PM** said there are 6 on the building with cables running down the walls. He has found a firm in Darlington who will do it for £96 inc of VAT and all agreed he should ask them to do it- the insurers say it should be done.

(d) Drain Clearing- **KB** has not heard anything from Martyn Sutton but will ask him again.

The Jubilee Institute Rothbury

13. Administration:

(a) Seeking new Trustees-JL confirmed that we can have up to 15 Trustees. The problem is that new Trustees like to be given a role. **PM** said that he very much would like someone who can help him with the audio visual things and also with social media- he has spent an awful lot of time on JH things recently. He would also like someone to help with the grant applications and **JR** said he would be willing to do that. **PM** and **JL** will sit down together and define some of the roles that are to be filled.

(b) Google Digital Business-**PM** said that we are registered with Google and if you look on Google for businesses in Rothbury then JH comes up. He will find out more about this on the course on Friday.

14. AOB

(a) O.T.B- **JR** had had an email about our payment. If we pay before 30th November we get a 10% discount. The payment of £49.50 was approved

(b) Licence- **JR** said that he had finally got a bill from NCC for the premises licence after contacting them and being told that they couldn't find us!

(c) Keys in key cabinet- **JL** said he had been checking this and had found that we do not have keys for some of the cupboards in the building like the Wildlife cupboard. It was agreed that this was all right.

(d) Notice boards- **JL** said he would remove Robin Murray from these. He also asked if any stationery that people use needed updating and **CA** said that she would like hers updating.

(e) CADS: **KB** passed on a request concerning the display of additional CADS awards on the walls of the Jubilee Hall. He will ask them to write formally explaining what these are. **JL** said he had told David Madgwick that it would not be allowed and he had accepted that.

(f) CADS Risk Assessment- **KB** said he was doing this for the Pantomime and asked if there is one for JH as a whole. The answer is yes and **JL** will send him a copy. It is about to need updating.

(g) Builders- **KB** said if **PM** gave him the contact details for the builders etc that we use then he could contact them direct. **PM** will do that and it will help **PM**.

15. Items needing editing for web publication- to be considered after the meeting.

There being no further business the meeting closed at 8.50pm.

Date of next meeting: Wednesday 29th November 2017