

The Jubilee Institute Rothbury
Minutes of the Management Trustees Meeting
Thursday 29th November 2017 at 7.30pm

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

1. Apologies: Ken Branson

2. Declaration of Interests: None.

3. Minutes of meeting held 19th October 2017: were agreed. **FN** proposed and **CA** seconded and they were duly signed by the Chair.

4. Matters Arising: **PM** confirmed that he had written to Robin Murray with thanks and had sent him an Amazon voucher

5. Finance

(a) Update on accounts: **JR** gave a verbal report. As at 30th September there was £3054 in the No 1 account, £6289 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 but it is pending.

(c) Progress with grants and grant applications: **PM** said that he had nearly finalised the application to Grants for All. He is asking for about £6,500 to update the cinema and audio equipment. **JL** said that we are now in the Co-op Community fund again from 12th November through to 27th October next year. This will be used to refurbish the Thrum room.

(d) Charging for use of the new TV and the audio visual equipment: **PM** had been thinking more about this and about the fact that we need to stay competitive with other venues. He proposed that we charge users of the new TV £1.00 per head. So far there have been 6 or 7 user groups.

6. Objectives for 2017-18

(a) Signage in lane and Bridge Street entrance: Installer had been unwell but they are expected in the next week or so

(b) Digital Civics Programme. We now have the screen to go into the lobby and just waiting for James Hammond to fit a power point for the screen and then Mike Todd will install it. The programme is already up and running in places like Tomlinsons and the Queens Head.

(c) Younger users: Under consideration.

7. Room Hire and Alcohol Licence

(a) New Bookings: **CA** –no new bookings

(b) Future vegetarian meal events: To be discussed after Christmas

8. Social Programme:

(a) Ceilidh: This may be viable using CDs rather than live music- to discuss in the new year

(c) Annual dinner: This is to be in the Coquetvale on 13th January 2018. Agreed that a JH cheque would be used to pay balance two weeks before and then Trustees would pay JH back on the night. **JL** is still waiting to hear back from invitees and will contact them so that the Coquetdale have correct figures.

9. Communications

(a) Website: **PM** has been considering employing a web builder following on from attending a course on how to put our services across on a website. He may ask Lazy Grace about this and, if possible, it might be sensible to link in the cinema website taking into account that it is necessary to use a password to access that site.

(b) Facebook and Twitter: These are linked in with the website issue.

(c) Advertising the new facilities: **PM** is still working on an article for the Gazette about JH and to promote the use of the new facilities. He will run this past **JL** when it is done.

10. Cinema.

(a) Ongoing assessment of equipment: See 5c above

(b) Manuals for equipment: **PM** has done these apart from a slight amendment.

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11. Security and Maintenance: The only issue was the step onto the "stage" in the Cheviot Room as someone had tripped and fallen. **PM** will put some hazard tape along the edge.

12. Building Issues

(a) Flooring in ladies toilet: Done- looking good.

(b) External inspection of building- **JL** had circulated a list of health and safety and building issues that he and **KB** had found during an inspection. The pointing that may be necessary should not be done piece meal as this looks bad- a whole wall at a time needs to be done. They had flagged up other future projects. **PL** will tidy up and clear the storage areas, the garden will be tidied in the spring and **PM** will ask Mark Coe to clear the gutters.

(c) Lightning rod inspection- This had been done. One conductor needs to be repaired at a cost of £80. **KB** will action this. Other conductors could be made more accessible in future work and a lilac tree needs to be pruned for easier access.

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

(e) Christmas Lights: **JL** said that the missing set of lights had mysteriously turned up after the other lights had been put up. Callum from the butchers had been most helpful and has offered to turn the lights off and take them down again when this is necessary as **JL** reported that he had climbed up to the box on the wall and it was very high and rather precarious but Callum had climbed much higher, to the eaves to install them. Our ladder is not high enough and the two stage ladder that the Lights Committee had provided was not really long enough. **JL** will write to the Lights Committee to ask if Trustees can be kept informed of the situation regarding volunteers to install them etc. **HL** said that she thought that we ought to give Callum a token of our appreciation.

(f) CA said that the coat stand in the Simonside Room was unstable and had fallen onto someone. **PL** will source a replacement.

13. Administration:

(a) Seeking new Trustees- **PM** said again 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 had been down to the hall 14 times in the last 2 months to deal with audio visual issues.

(b) Google Digital Business- **PM** had been on a course in Amble run by Google. A very useful course which had been aimed at selling services as well as goods. It seems that about 70% of people now use their phones to find out information and so the website needs to be streamlined and quick- ie the hire of rooms and the charges need to be clear.

14. AOB

(a) FN had received a request for an external handrail from the lane door down to the corner of the building. **PM** will ask Mark Coe about this.

(b) Gas energy contract- **JR** had received an email from LSI asking if they could tender for our contract which runs out at the end of January. Their quote was £181 cheaper and the standing charge is £185 per year cheaper. All agreed we should go with this new three year contract.

(c) JR said we still need to find an independent examiner of the accounts. Agreed he should ask if **CAN** would do it again. Larry Lampert had been suggested by **PM**.

(d) PM said that the boiler service was due. Gas tech had sent an email about this. **MB** said it was on her list and she could contact them.

(e) We have received a letter from the Christmas Lights committee asking for a contribution. This was slightly surprising given what had gone on this year but it was agreed that we should make a donation.

(f) Trustee roles: On the sheet prepared by **JL** there are three roles that need to be filled but we need new trustees first.

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: Tuesday 9th January 2018