

**The Jubilee Institute Rothbury**

**Minutes of the Management Trustees Meeting**

**Tuesday 9<sup>th</sup> January 2018 at 7.30pm**

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

**1. Apologies:** None

**2. Declaration of Interests:** None.

**3. Minutes of meeting held 29<sup>th</sup> November 2017:** were agreed. **CA** proposed and **JL** seconded and they were duly signed by the Chair after he had initialled the following correction to 12e: instead of reading “**JL** will write to the Lights Committee to ask if a Trustee can be on that committee” it should read “**JL** will write to the committee to ask if a Trustee can be kept informed of the situation regarding volunteers to install the lights etc”.

**4. Matters Arising:** None

**5. Finance**

- (a) Update on accounts:** **JR** handed out a statement showing April 17 to December 17 and a comparison with April 16 to December 16. The situation and expenditure are roughly the same and there is a credit balance on the general account. Filed with these Minutes.
- (b) Valuation of assets and Treasury Management Policy-** **JR** had not yet had time to deal with this but he wants to speak to Larry Lampert about the possibility of him doing the audit and will ask him about how to prepare a valuation of assets at the same time
- (c) Progress with grants and grant applications:** **PM** said that he had submitted the application to Grants for All. He is asking for about £6,500 to update the cinema and audio equipment and it usually takes two or three months.

**6. Objectives for 2017-18**

- (a) Signage in lane and Bridge Street entrance:** Installed and looking good.
- (b) Digital Civics Programme.** We now have the screen to go in the lobby. It scrolls through 5 or 6 messages every few minutes. It may be possible to individualise it if needed.
- (c) Younger users:** Under consideration.

**7. Room Hire and Alcohol Licence**

- (a) New Bookings:** **CA** –no new bookings.
- (b) Future vegetarian meal events:** All organised. Volunteer to open up (4.30), set up and man the bar (5.30) and help serve (6pm)
- (c) Cinema Club:** **PM** is to meet Jo and Duncan Elcoat who have expressed an interest in setting up a cinema club in the Cheviot Room, using the new big screen.

**8. Social Programme:**

- (a) Ceilidh:** **FN** will check with Mike Jevons about a date in September to coincide with the Hall's 130<sup>th</sup> Birthday on September 7<sup>th</sup> 2018
- (c) Annual dinner:** All organised – 7pm for 7.30pm on 13.1.18. Trustees to pay **JR** what they owe on the night.

**9. Communications**

- (a) Website:** **PM** has been in discussion with John Tait of Lazy Grace, who are actually the cheapest but the cost would still be £1800 plus £300 annual maintenance fee. **PM** will ask John Tait if he can come to the next Trustee meeting and then Trustees can make a decision. This could be in next year's aims and it may be possible to apply for a grant.
- (b) Facebook and Twitter:** These are linked in with the website issue.

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**(c) Advertising the new facilities:** PM had been in touch with the Gazette about an article and had discovered that this year is “The Year of the Village Hall” as designated by the Campaign for Rural England. He would mention the Hall’s 130<sup>th</sup> birthday.

### 10. Cinema.

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

**(b) Manuals for equipment:** PM has done these apart from one

**(c) Provision of new laptop:** PM had investigated this and the floor agreed that he should contact Colliedog Computers and purchase a new laptop up to £500.

**11. Security and Maintenance:** The only issue was that a couple of fobs had gone missing and will be replaced upon payment of £5.00 fee

### 12. Building Issues

**(a) External inspection of building-** PM will ask local builders to tender to point the whole building but to split the quote down into sections- this is a summer job. Priority area is west wall near Post Office.

**(b) Storage Areas:** PL will do this and has contacted Pottergate to see if any of the items in the building are theirs or, if not, will dispose of them.

**(c) Gutter Clearing-** KB will chase Mark Coe about this.

**(d) Christmas Lights:** JL had switched the lights off and asked for approval to leave them in situ until after the Panto- agreed. He wondered if it would be possible to move the switch for them to the inside and James Hammond will look at this. It would not be possible if they run off the street lights.

**(e) Coat stand:** PL has swapped the Simonside Room coat stand with that in the Dovecote Room for the time being.

**(f) Outside handrail in lane:** PM had been advised by insurance that if anything went wrong it would be the Trustee’s responsibility and the lane does not belong to JH so agreed it would be left.

**(g) Lift rescue instructions:** JL had circulated the instructions to Trustees following Fiona getting stuck in the lift. The engineer did not know why it had failed but MB said it was to be serviced on Friday 12<sup>th</sup> January so she would get it checked again then. A step ladder can be used to extricate people stuck between floors once the doors are opened.

### 13. Administration:

**(a) Seeking new Trustees -** PM is to speak to the U3A quiz attendees this coming Monday. Asked Trustees to keep trying to think of someone suitable.

### 14. AOB

PM will be attending the North Northumberland Village Halls Consortium meeting on 11<sup>th</sup> January.

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

*There being no further business the meeting closed at 8.30pm.*

**Date of next meeting: Monday 12<sup>th</sup> February 2018 (HL gave apologies for this)**