

## The Jubilee Institute Rothbury

### Minutes of the Management Trustees Meeting

Monday 12<sup>th</sup> February 2018 at 7.30pm

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

**1. APOLOGIES:** Heather Lister

**2. MINUTES of meeting held on 9<sup>th</sup> January 2017:** These were agreed - **MB** proposed and **PL** seconded. They were duly signed by the Chair.

**3. MATTERS ARISING FROM THE MINUTES:** PM was asked about the article he had submitted to the Gazette for inclusion in their special item on Village Halls. He expressed his disappointment at the limited amount of his text included and the overall coverage.

**4. DECLARATION OF INTERESTS:** JL said that he proposed to raise a matter concerning CADS (see minute 7c), and he is a member of CADS. Other trustees also declared an interest in CADS.

#### **5. FINANCE**

**(a) Update on accounts:** JR handed out a statement showing April 17 to January 18 showing a broadly similar picture to the previous month and to last year. The figures are a little more positive partly due to the receipt of our Gift Aid return from HMRC (in Patron's Account). Account balances are currently: General £1,778; Patrons £8,017; Fund raising £5,903; CCLA £47,569. We are projected to be in balance at the year end. Filed with these Minutes.

**(b) Valuation of assets; examination of accounts:** JR has spoken to Larry Lampert who agreed to carry out our end of year audit. If he receives our accounts by 9<sup>th</sup> April, LL hopes to complete his work in time for the AGM. LL did not feel that a valuation of our assets was required. However, the trustees thought that the assets in our current asset register should be assigned rough values and totalled in order to give us an idea of what sum our reserves should cover. JR agreed to do that and also to check the status of our contents insurance.

**(c) Progress with grants and grant applications:** Awards for All and updating cinema equipment. PM told the meeting that our application had been turned down because of insufficient evidence of community need. It was agreed that we should try to establish the need (e.g. questionnaires to cinema audiences or User Groups) and have another go.

**(d) Co-op award.** JR said that CAF have our bank account details for crediting this award over the next 9 months. JL suggested we form a small team at the next meeting to plan the Thrum Room work.

**6. OBJECTIVES for 2017-18:** These objectives have been completed as much as possible so the agenda item can be dropped.

#### **7. ROOM HIRE and Alcohol Licence**

**(a) New Bookings:** CA said that Georgina Robinson has booked the hall for a dance show in July, and that 4 commercial users have made bookings. The Youth Project is still in doubt; there was a report of one further push addressed at younger age groups. Weight Watchers are returning – again. The National Trust is intending to use the hall on 5 days this year. New Cinema initiative – see below.

**(b) Future vegetarian meal events:** The next meal is expected in March. FN mentioned the need to check the drink supplies.

**(c) CADS:** In light of a late night party on Sat 10<sup>th</sup> Feb, JL asked trustees to support his writing a letter to CADS reminding them that our licence does not permit the hall to be open after 11.45 on a Saturday and of our rules concerning noise. This was agreed.

#### **8. SOCIAL PROGRAMME:**

**(a) Future programme: Pre-Christmas event.** JL described ideas for a pre-Christmas Rothbury non-religious event in the hall based around local choirs and other groups and including opportunities for all to enjoy singing Christmas songs with some simple refreshments. The Coquet Singers would like to take part in such an event and James Tait (keyboard, Singing Hinnies and younger singers) is also interested. The weekends of 1<sup>st</sup> Dec or 8<sup>th</sup> Dec were proposed possibly in the afternoon. There was general support from the trustees for running this event.

## The Jubilee Institute Rothbury

(b) **Annual Dinner – report back:** All had enjoyed this dinner, felt it was a good choice and thanked Francine for her work in organising it. Minor criticisms related to tough beef, cool food and the serving of coffee/tea. **JR** reported that the money side was satisfactorily complete.

(c) **130<sup>th</sup> Birthday Ceilidh September 7<sup>th</sup>:** Should appear on the agenda from now on.

**9. COMMUNICATIONS: Website.** Trustees discussed the earlier pre-meeting with John Tait. Positive views were expressed about Lazy Grace's proposal and there was general agreement that the price was acceptable and could be funded from the fund-raising account. There was concern to avoid increased tasks for trustees - online booking cannot be managed, for example. But support for an update of our present site to make it more user-friendly, more attractive, and more adaptable in the future. **JR** asked about getting more than one quote and **PM** said this had already been done. **JL** asked for time to consult John Mawer (a website designer) again before a final decision was reached, and this was agreed.

**10. CINEMA, AUDIO-VISUAL AND WI-FI:** Plans for an arthouse cinema in the Cheviot Room were discussed. **PM** has provided Jo Elcott and Duncan Norman with clear guidance on how it must operate, along the lines of the current cinema. **JR** offered to be the trustee contact for this cinema group and to look after the money and the access for refreshments.

**11. SECURITY: JL** described how the kitchen gas detector alarm had gone off on Saturday night with no evidence of a gas leak. **CA** said that the RVS had similar problems. It seems to happen when the kitchen is hot. **PM** said he would contact James Hammond, who supplied the detector, and ask him to investigate.

### **12. BUILDING ISSUES AND MAINTENANCE**

(a) **Pointing of outside walls.** **PM** is awaiting quotations from 4 local firms to re-point the relevant walls.

(b) **Storage Areas:** The Pottergate Centre has told **PL** that there are no items that they want in these storage areas. **PL** can now work on tidying all areas up.

(c) **Gutter Clearing:** **KB** will chase it up again if the work is not done in the next two weeks.

(d) **Regular inspections:** **MB** has arranged the servicing of the fire alarms and emergency lights this week. The fire extinguishers are also due to be serviced this month.

(e) **Christmas Lights:** **JL** has written to the Christmas Lights Committee and received a reply. They are happy to involve us in the relevant meeting before next Christmas. They agree that we should store the lights used on the Jubilee Hall. They are considering using a cherry-picker for installing high sections of lights next Christmas, including the Jubilee Hall. **KB** and **JR** agreed to help **JL** and Callum take the lights down.

(f) **Outside light.** **PL** noted that the side door light has failed. **PM** agreed to contact James Hammond.

**13. ADMINISTRATION: Seeking new Trustees.** No action identified.

### **14. AOB**

(a) **MB** told the meeting that the First Aid boxes had been checked on 15<sup>th</sup> January 2018.

(b) **FN** asked about a notice in the kitchen to reduce drain blocking and **JL** said it was already in place.

(c) **CA** noted that the green chopping board in the kitchen is missing.

(d) It was noted that the phone box outside the hall had finally re-appeared (as a card phone). This could be mentioned on our fire notices. **JL** to consider.

**15. ITEMS NEEDING EDITING FOR WEB PUBLICATION** - to be considered after the meeting.

*There being no further business the meeting closed at 9.15pm.*

**Date of next meeting: Thursday 15<sup>th</sup> March 2018**