

Minutes of the Management Trustees Meeting

Thursday 15th March 2018 at 7.30pm

Present: Pat Moloney (chair), Christine Abbs, Margaret Blanshard, Ken Branson, Heather Lister and Francine Needham

1. **APOLOGIES:** John Lewis, Pat Lewis, Helen Malone, John Rutherford
2. **MINUTES of meeting held on 12th February 2018:** These were agreed - **MB** proposed and **FN** seconded. They were duly signed and dated by the Chair.
3. **MATTERS ARISING FROM THE MINUTES:** None other than dealt with below.
4. **DECLARATION OF INTERESTS:** None
5. **FINANCE**
 - (a) **Update on accounts:** **JR** had supplied up to date figures to **PM**. The No 1 account has £1199; The Patrons Account has £8167; The Fund Raising account has £5902 and the CCLA account has £47569.
 - (b) **Valuation of assets:** **JR** has done this. He had realised that we were undervalued on the electronic equipment and this is to be added.
 - (c) **Progress with grants and grant applications:** **PM** told the meeting that he is trying to find a way of assessing the use of the cinema in order to make another application to Grants for All. He may have to carry out a survey or similar.
 - (d) **Co-op award.** **JR** said that CAF have paid in £309 to the bank account as a first instalment. The money is to be used to refurbish the Thrum Room.
6. **ROOM HIRE and Alcohol Licence**
 - (a) **New Bookings:** **CA** said that there is a booking for this coming weekend for a warm- up prior to a fun run; Judo has it booked for 26th and 27th; there is a cycling drop-in booked for 22nd April; the Accordion Club has a charity event booked for 14th April and Weight Watchers have returned.
 - (b) **Future vegetarian meal events:** The next meal is on March 23rd. **FN** mentioned the need to check the drink supplies and this was discussed in AOB.
7. **SOCIAL PROGRAMME:**
 - (a) **Future programme: Pre-Christmas event.** Deferred to next meeting when more Trustees are present.
 - (b) **130th Birthday Ceilidh September 7th:** Should appear on the agenda from now on but discussion next month when more Trustees in attendance. **PM** asked **FN** to have another look at the cost of having a live band as he felt that a birthday celebration perhaps warranted that and would attract more people.
8. **COMMUNICATIONS: Website.** John Mawer had very kindly built us a website as an example for his own work. **PM** will look at this in more detail but it seems very clear and easy to use. John Mawer had volunteered to maintain it at no charge for the first year. He does not require payment for setting up the site.
9. **ARTHOUSE CINEMA:** The first screening will be on 17th March and the second on 21st April. It has been put onto the regular Cinema website and flyers have been circulated.
10. **SECURITY:** James Hammond had checked the gas detector and could not find out why it had gone off. He could only think that perhaps the kitchen gets very hot.
11. **BUILDING ISSUES AND MAINTENANCE**
 - (a) **Pointing of outside walls.** **PM** had received quotations from four out of the five local firms he had approached. There was quite a range in the quotes and this will be discussed fully next month when more Trustees are present
 - (b) **Storage Areas:** **PL** has been working on this.
 - (c) **Gutter Clearing:** **KB** will chase it up again- the weather and his illness have delayed matters

The Jubilee Institute Rothbury

(d) **Regular inspections:** MB reported that the weather had delayed the servicing of the fire extinguishers. The same applied to the repair of the lightning conductor.

12. ADMINISTRATION: Seeking new Trustees. No action identified.

13. AOB

(a) PM asked KB to assist with the rehang of one of the curtains in AA Hall.

(b) FN said what drinks were needed for the Arthouse and the Cinema meal. CA said she was going to Alnwick and would get what was needed.

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

There being no further business the meeting closed at 7.53pm.

Date of next meeting: Thursday 25th April 2018