

Minutes of the Management Trustees Meeting

Wednesday 25th April 2018 at 7.30pm

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

1. APOLOGIES: Ken Branson

2. MATTERS ARISING FROM THE MINUTES: None other than dealt with below.

3. MINUTES of meeting held on 15th March 2018: These were agreed - **MB** proposed and **FN** seconded. They were duly signed and dated by the Chair.

4. DECLARATION OF INTERESTS: None

5. FINANCE

(a) Update on accounts: **JR** supplied up to date figures to the year end. The No 1 account has £1270.94; The Patrons Account has £8397.46; The Fund Raising account has £5902.82 and the CCLA account has £47606.71. **JR** drew Trustees' attention to the reverse of the sheet particularly to paragraph 3. This sheet is filed with these Minutes. These accounts are only provisional until officially signed off by the auditor. There is an error in the previous year's Admin and Misc. Expenses and this should read £3477.95

(b) Valuation of assets: **JR** has updated this and will increase the amount of the contents insurance for electronic equipment when the insurance is renewed in the next few months. **JR** distributed the asset register to Trustees.

(c) Progress with grants and grant applications: No applications currently

(d) Co-op award. The full award money should be used to refurbish the Thrum Room and **PL** and **MB** (and possibly **KB**) will look at what is needed to be done

6. ROOM HIRE and Alcohol Licence

(a) New Bookings: **CA** said that there have been no new bookings other than NHS Diabetes which is not definite yet but will be for periodical courses of several weeks. The Youth Project is trying to find new younger participants.

(b) Future vegetarian meal events: No new date but monthly. **PL** raised the issue of potential clearing up problems after the cinema has finished if no Trustees are still present. The Simonside Room chairs, glassware and other items have to be put back and stored after the cinema and this is quite a big job.

7. PREPARATIONS FOR AGM ON 24TH MAY:

JL had produced a sheet itemising jobs to be done and he ran through this. **PM** will think of some objectives for the forthcoming year.

Available Trustees should assemble at 6.15pm to set the rooms up before the 7pm pre-meeting. We will be in the main hall for the AGM and use the **Simonside Room** for refreshments.

The AGM has been advertised in OTB and Ian Armstrong has agreed to run the meeting during the election part. **PL** had indicated that she might be amenable to managing the website when it is up and running, if not too complicated. **PM** will liaise with John Mawer. Otherwise all Trustees are happy to remain in their present roles. Trustees to hand in Duck sheets and money on that evening.

8. SOCIAL PROGRAMME:

(a) 130th Birthday Ceilidh September 7th: **FN** has hired a live band for the birthday celebration so it must be well advertised. There will be a pooled supper and must say it should only be cold food. **HL** and David will be on the Bar. John will convene a meeting with **FN** and **HM** to make sure plans are in place. Plans will be brought to future Trustee meetings.

(b) DUCK RACE: **HM** has spoken to Liam Hodgson at the Forestry Commission who will deliver the boom and collect it afterwards. **JL** will put it up. **KB** does not wish to be the Duck this year so another duck will have to be found. Tullys, Greenwells and the Turks Head will sell ducks and must be advised about getting correct contact details. Posters to go up around the village. Trustees took Duck sheets.

The Jubilee Institute Rothbury

HM will ring Heather Murray about the 1st School's 500 ducks and she will ask Kevin Dawson about nets.

MB and **KB** will check whether the risk assessment needs revising. Several people will not be present and so some revision is necessary

- (c) **PRE CHRISTMAS EVENT: afternoon of 8th December:** The Coquet Singers are the main part of this with James Tait and his group and some children that he works with. There will have to be a working party with representatives from each group.

9. COMMUNICATIONS: Website. See 7 above.

10. ARTHOUSE CINEMA: There had been about 20 people there last week and they merely voted for the films that they wished to watch. It will be on the first Saturday of the month from June 1st. Voluntary contribution plus wines etc to be bought.

11. SECURITY: NEW EUROPEAN DATA PROTECTION LAWS: which come in on May 28th. We are registered because we have CCTV and lists of people. Suggested that this information, which is currently on Trustees' home computers, can be downloaded onto the Jubilee Institute's computer so its available for anyone to see upon request. **PM** to progress in consultation with **JL** and other Trustees as necessary.

MB will look at the accident book and tear out previous entries to be stored securely.

11. BUILDING ISSUES AND MAINTENANCE

(a) **Pointing of outside walls.** **PM** had received quotations from four out of five who were asked to tender. The sums are considerable and too much for all the work to be done at one time. **PM** will go back to the firms and ask for quotes for the work to be done piece by piece. A grant may be possible.

(b) **Storage Areas:** **PL** has been working on this and had an issue about some tins which had not been replaced and then those that reappeared did not seem to be the correct ones. **CA** will check up on this.

(c) **Gutter Clearing:** **KB** will chase it up again.

(d) **Regular inspections:** **MB** reported that the servicing of the fire extinguishers and repair of the lightning conductor had both been done on 27th March.

12. ADMINISTRATION: Seeking new Trustees. There is an article in OTB.

13. AOB

(a) **JR** asked for approval of the uplift of Fiona's salary in line with inflation. Agreed.

(b) **HL** checked that all were in agreement with the Squirrel Group borrowing a couple of tables for use at the Rothbury Food and Craft Fair.

(c) **JL** checked that all were happy with the dates he had circulated for meetings from June onwards.

14. ITEMS NEEDING EDITING FOR WEB PUBLICATION. None.

There being no further business the meeting closed at 9.00pm.

Date of next meeting: Tuesday 5th June 2018