

Minutes of the Management Trustees Meeting

Wednesday 18th July 2018 at 7.30pm

Present: John Lewis (Vice Chair), Christine Abbs, Margaret Blanshard, Heather Lister, Pat Lewis, Helen Malone, John Rutherford and Francine Needham. *Also in attendance: Duncan Norman and Jo Elcoat.*

1. APOLOGIES: Pat Moloney, Ken Branson

2. DECLARATIONS OF INTEREST: None

3a. MINUTES of meeting held on 5th June 2018: These were agreed with one alteration in 8e- the spelling of Jo Elcoat's name. - **MB** proposed and **PL** seconded. They were duly signed and dated by the Vice-Chair-**JL**.

3b. Matters arising: PM had made the presentation to Maggie Wallace (8e) and **JR** had meant to speak to Margaret Tully and will do so. (13a)

3c. PM had been to the URC open meeting and had reported that there would be no conflict with us once they had their new room. (13b)

3d. Mike Todd had suggested that adjustments to the volume and tone controls would make the sound better for the cinema and **PM** and Mike Jevons will do this (13c)

3e. Refurbishment of Thrum Room: (5e) should be on the September Agenda as should all the 2018-2019 objectives.

4. Post AGM and Pre- AGM issues:

a) Possible additional Trustees: Averil Fendley will attend September's meeting. **JL** will send a copy of the constitution and other things out to Duncan Norman and Jo Elcoat

5. FINANCE

(a) Update on accounts: **JR** supplied up to date figures with a comparison for 2017-2018. The No 1 account has £5080.07; The Patrons Account has £8937.46; The Fund Raising account has £5903.58 and the CCLA account has £47655.39. The financial update is filed with these Minutes.

(b) Co-op award: £312 is expected to arrive at the end of July. Necessary to make progress on plans for refurbishment of Thrum Room. A sub- committee of **PL, JL, MB and KB** to meet.

(c) Patrons Scheme: **JR** explained the Patrons Scheme to Duncan and Jo. Patrons presently number 19 and this figure has been declining. Ideas to attract new patrons- The repointing is a major undertaking; we have the 130th Birthday coming up; in 2019 it will be 80 years since the 1939 fire. Perhaps there could be an article in OTB and/or Gazette and something on the notice board and the lobby internal screen. **JR** will draft something for the September meeting.

6. ROOM HIRE and Alcohol Licence

(a) New Bookings: **CA** said that Jo Coulter is still to decide whether she wants alcohol or not. Similarly for a Football Bingo night in September. Judo have booked Saturday, Sunday and maybe Monday for Whit week in 2019.

(b) CA said that the local RVS branch is failing and may fold in December.

7. SOCIAL PROGRAMME:

(a) 130th Birthday Ceilidh September 8th: Last minute planning will take place at the Trustees' meeting on 3rd September. The tickets are on sale now. Posters have been distributed but not many up yet. It can go on the screen in the hall two weeks before. **JL** will send out personal letters to patrons and user groups. There are 120 tickets and a few more are available. Robin Murray had said he would help with photographs for display. **HM** will try to borrow display boards from the middle school. **PL** said not to buy Chardonnay. For the raffle- try to get good prizes from the pubs etc- and use Chardonnay too! The tickets will be numbered twice and one half will be for a prize draw. The cake is ordered and more bunting for outside can be purchased.

The Jubilee Institute Rothbury

(b) Pre Christmas Concert: afternoon of 8th December: JL said nothing new to report. There will be two local choirs and a choir of school children. James Tait will play. Perhaps some members of CADS to comper.

(d) Cinema (Friday and Saturday) and Vegetarian meal: Jo Elcoat is also doing the Friday cinema as well as the Saturday one at which she caters. JE suggested adding a single line about Patronage to the cinema mailing list which was thought to be a good idea. JL expressed slight concern that the cinema is under the auspices of JH but the meal isn't although the alcohol is sold by JH. It was agreed that the chairs from the meal should be cleared away before the film begins.

At this point JR excused himself as he had to take his wife to minor injuries.

8. COMMUNICATIONS: Website. John Mawer is waiting for input from the Trustees. PL had said she would assist him and asked for ideas as to what should be on the website to pass on to John Mawer. IE: Position, map, facilities, bookings, uses etc.

9. SECURITY: NEW EUROPEAN DATA PROTECTION LAWS: JR to speak to Tullys re Fiona and JL will circulate Trustees with the final version of the policy. PM has spoken to Fiona about her bookings notebooks.

10. BUILDING ISSUES AND MAINTENANCE

(a) Pointing of outside walls: Storey and Edmundson will commence the pointing in 2 or 3 weeks.

(b) Gutter Clearing: MB said KB will again follow this up but if he gets no response he will ask Storey and Edmundson if they can do it.

11. AOB

(a) MB said she had checked the First Aid boxes on 1st June. She also said that there were two accident books- one in the Coplish and one in the downstairs kitchen. Duplicate pages missing. Need a new accident book and one will be enough to be put in the downstairs kitchen with the First Aid box and label the other First Aid box with the whereabouts of the accident book. JL will see if he can locate the old accident sheets that are missing when he is archiving.

(b) JL said that he had heard from the Charity Commission who said that they may be in touch when they have Trustees' email addresses and details which should be updated.

12. ITEMS NEEDING EDITING FOR WEB PUBLICATION – None

There being no further business the meeting closed at 8.40pm.

Date of next meeting: Monday 3rd September 2018