

Minutes of the Management Trustees Meeting
Monday 3rd September 2018 at 7.30pm

Present: Pat Moloney (chair), Christine Abbs, Margaret Blanshard, Ken Branson, Jo Elcoat, John Lewis, Pat Lewis, John Rutherford, Duncan Norman, Helen Malone.

1. APOLOGIES: Heather Lister, Francine Needham, Averil Fendley (observer).

2. DECLARATION OF INTERESTS: None.

3. MINUTES of meeting held on 18th July 2018:

(a) These were agreed with no corrections. **PL** proposed and **CA** seconded. They were duly signed by the Chair.

(b) Matters arising

Minute 3(b). Re GDPR, **JR** confirmed that he had now spoken to Margaret Tully to check that the secretarial service which manages Fiona's salary has a secure system - personal data is never shared.

Minute 5(b). **JR** confirmed that the second instalment of the Co-op grant (£312) had arrived as expected.

Minute 6(a). **CA** said that the Judo booking for Whit 2019 was now for two days (Sat/Sun) not three.

4. POST AGM ISSUES: **PM** welcomed Jo Elcoat and Duncan Norman to the body of trustees. **JL** said he would add their details to the Charity Commission website, and update other trustees' details if necessary. **PM** said that Averil Fendley also wishes to join the trustees but is currently prevented from attending meetings by a bad knee. **JL** will send her further relevant material.

5. FINANCE

(a) Update on accounts: **JR** handed out a statement, filed with these minutes, for 1 April to 31 August 2018 showing a broadly positive picture with low expenditure on maintenance. This will change as current work in progress is paid for. The insurance payment of £2,756.81 is also due, a minimal rise (£80) from last year partly due to Duck Race cover, and trustees agreed to this payment. Account balances are currently: General £6,322.50; Patrons £9,197.46; Fund raising £5,904.06; CCLA £47,655.39, total £69,079.41. Transfer of money between accounts was discussed and agreed that it would be considered at the financial year end.

(b) Approval of 2018-19 budget: **JR** proposed a budget for financial year 2018-19, filed with these minutes, this was seconded by **KB** and accepted by the meeting.

(c) Patrons' Scheme: **JR** circulated a draft appeal letter designed to encourage donations and to attract new Patrons to join the scheme. Ideas on donation methods and on ways of publicising were sought; Just Giving is one attractive donation option. Over the Bridges could incorporate a donation form. **JR** to progress for next meeting.

(d) Blinds in Cheviot Room: **JR** tabled estimates from British Blinds and Hillarys for installation of blackout blinds for cinema purposes. The lower quote from Hillarys was agreed.

6. 2018-19 OBJECTIVES

(a) Thrum Room: A subgroup (**MB, KB, JL, PL**) has progressed this. The room has been emptied apart from the carpet which will be removed when the new one is fitted. Estimates have been sought for electrical work, double-glazing (including one landing window), installation of radiator control, decorating and new furniture. Only the carpet estimates were ready for choice, and the Keenwood carpet estimate (the lower one) was accepted by the meeting. Most estimates simply need chasing up but an additional decorating estimate is required.

(b) External pointing: Storey and Edmundson should have started and **PM** will follow this up.

(c) Implementation of EU GDPR: This is complete and need not appear on future agendas.

(d) Website: It was decided that, in order to make progress, another meeting with John Mawer should be arranged so that the trustees' specific requirements could be explained (**PL** or **PM**).

(e) Lighter door on lane entrance: It was agreed that this should be put on hold until the expense involved in the Thrum Room and the pointing had become clearer.

7. ROOM HIRE AND ALCOHOL LICENCE

There are two relevant new bookings: a dance with alcohol (Air Ambulance fund-raising) by Alison Chalk on 17th November; an auction night (alcohol?) in March 2019 by Nicola Crane for the Upper Coquetdale Film Society. **CA** also sought advice from **PM** on the special charging arrangements (U3A) that had been made for the use of the new screen in the Cheviot Room - £1 per head rather than charge per room.

8. SOCIAL PROGRAMME:

(a) **130th Birthday Ceilidh, September 8th**: Various arrangements for this event were described by **HM**, **JL** and **JR** and via them by **FN** *in absentia*. It was agreed that the kind donation of champagne from **MB** would be the ticket prize and that the other 12 donated prizes used in the raffle. Raffle tickets to be checked (**PL**). Bar prices would be increased as follows: £2.50 for a glass of wine; £12 for a bottle of wine; £2.50 for a can of beer or lager; soft drinks to be decided outside the meeting. New price lists are needed (**JL**). Prices at the cinema are up to the cinema committee (boxed wine), but implications for the vegetarian meals will also need to be considered (**JE**, **DN**). Set-up of the hall will start at 3pm on Saturday pm and then at the event from 6pm (**All available trustees**).

JL and Robin Murray are working on the display of memorabilia in the Cheviot Room. **HM** will arrange delivery of extra display boards from the Middle School, if available. **PM** will follow up with Robin the possibility of a continuously looped film on the Cheviot Room screen.

(b) **Pre-Christmas concert, December 8th**: **JL** circulated notes of draft arrangements for this event that he and James Tait had put together. The sections on finance and management were most relevant to the trustees; they were acceptable to the meeting. It was agreed that there would be donations to charity and ideas for the charities would be discussed at the next meeting.

(c) **Cinema (Friday and Saturday) and vegetarian meals**: For the diaries of those who help, the next vegetarian meal is scheduled for 28th September.

9. **COMMUNICATIONS AND WEBSITE**: This is covered under 6(d) above.

10. **SECURITY**: No issues.

11. BUILDING ISSUES AND MAINTENANCE

(a) **Pointing**: See 6(b) above.

(b) **Gutters**: **KB** told the meeting that he had made contact our contractor who is expected to complete the cleaning work before the next meeting.

(c) **Drains**: During heavy kitchen use **CA** noted overflow from a drain nearer the road than the kitchen drain and **KB** said he would look at it.

12. AOB:

(a) **PAT Testing**: **MB** advised the meeting about PAT testing of all electrical equipment on 15th October. CADS equipment needs to be made easily accessible (**PL**). Others to note and take action as necessary.

(b) **Minutes**: To be sent to Averil Fendley (**JL**).

(c) **Lift**: **JL** described an emergency last Saturday when he released two boys stuck in the lift. It was agreed that other trustees should be familiar with the process of releasing anyone stuck. A practice demonstration will be conducted at 7pm before the next trustees' meeting on 11th October (**All**).

13. **ITEMS NEEDING EDITING FOR WEB PUBLICATION**: To be considered after the meeting.

There being no further business the meeting closed at 8.50pm.

Date of next meeting: Thursday 11th October 2018