

Minutes of the Management Trustees Meeting

Tuesday 20th October 2018 at 7.30pm

Present: John Lewis (chair), Christine Abbs, Ken Branson, John Rutherford, Helen Malone, Francine Needham, Pat Lewis, Duncan Norman and Heather Lister

1. APOLOGIES: Pat Moloney, Margaret Blanshard, Jo Elcoat

2. DECLARATION OF INTERESTS: None.

3. MINUTES of meeting held on 11th October 2018:

(a) These were agreed -**HM** proposed and **JR** seconded. They were duly signed by the Chair.

(b) Matters arising: (i) There was a still a question about having a safety fitting on the new blind pulls and **PM** will check this.

4. FINANCE

(a) Update on accounts: **JR** handed out a statement, filed with these minutes, for 1 April to 31st October 2018 showing a broadly positive picture.

(b) Patrons' Scheme: **JR** had previously circulated a proposed sheet of publicity information for approval. After discussion it was agreed that he would set up a Just Giving page (they take a 7% fee on donations) but it was decided that we would wait until the new year and after the January meeting before doing any promotion of this. We are to receive a large donation from the Co-op on 24th November and this is bound to be publicised. **PM** will also look further into the "online shopping" donations option before the January meeting and then we can decide what to do.

(c) Hiring out equipment for use off site: **PM** had been asked if the staging that we have, and share with CADs, could be borrowed for use in other premises. This is very heavy and also has a lot of cross struts, braces and screws and after discussion it was decided that we would not agree to this. We also agreed that we would loan it out for use on our premises but safety dictates that a Trustee should be involved in its erection and hence there would be a charge.

5. 2018-19 OBJECTIVES

(a) Thrum Room: This is virtually finished and the Co-op grant will go a long way towards it, if not cover it all. The carpets can now be fitted and then the furniture can be ordered.

(b) External pointing: Storey and Edmundson have completed the south wall and been paid.

(c) Website: **John Mawer** knows what we would like to be contained and it is only a matter now of waiting for him to have time to complete it.

6. ROOM HIRE AND ALCOHOL LICENCE: **CA** said that she had agreed with the Accordion club that they could have a 9 month booking – for 3 hours one evening a month. She has given them a 20% discount as they are a local group., This is because the Queens Head will be closing for refurbishment and so they need a new meeting place. CADs have kindly agreed to vacate the Hall for the last 3 of those 9 months- if necessary.

7. SOCIAL PROGRAMME:

(a) Pre-Christmas concert, December 8th: The final arrangements were discussed. **JH** will serve mince pies and mulled wine (alcoholic and non alcoholic) @ £2.00- with cup cakes and juice being provided free for children. People have volunteered to contribute the mince pies. The beneficiaries are to be the Alnwick Food Bank and the People's Kitchen. There will be donations boxes. The estimate is that about 150 people will attend and about 10 "bodies" are needed to help serve the food and drink, marshall the children etc. Trustees who are available are to meet at 1pm on the Saturday afternoon to set up the Hall for a 3pm start.

(b) Vegetarian Meal- the next one will be in the new year.

8. COMMUNICATIONS AND WEBSITE: This is covered under 5(c) above.

9. SECURITY: No issues.

10. BUILDING ISSUES AND MAINTENANCE:

(a) Gutters: Whilst helping with the Christmas lights **KB** had looked at the gutters to find that somehow they were completely clear and clean!

(b) Drains: **KB** had cleared them but **JL** will continue to try to contact Aim Range with a view to asking them to clear them and put a camera down again.

(c) Christmas Lights: **JL** wondered why it was necessary to take the lights down at all and it was agreed that we would leave them up for this year and see if they survive. **KB** offered to try to get someone to put hooks on the gutter over the porch so that the lights could be attached more securely. Finally we really need a switch inside the building so that the lights can be controlled without the need to climb up. **JL** will have another word with James Hammond about this.

11. AOB:

(a) JL said that he had noticed that one of the blinds in the AA Hall would not open more than half way as it was hung the wrong way round. **KB** offered to help with that.

(b)CA wondered if the radiator in the Ladies was working properly and also she will source a much stronger bin for the kitchen as the lid must be attached and the bin worked with a foot pedal.

(c) Annual Trustees Dinner: **HM** will make enquiries for this to happen in January, possibly at Fanciulli.

(d) NNVHC had sent **JR** a questionnaire about hall hire charges and he forwarded this to **CA** to answer.

13. ITEMS NEEDING EDITING FOR WEB PUBLICATION: None necessary.

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

Date of next meeting: Wednesday 9th January 2019