

**The Jubilee Institute Rothbury**  
**Minutes of the Management Trustees Meeting**  
Tuesday 5<sup>th</sup> June 2018 at 7.30pm

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

**1. APOLOGIES:** None

**2. MATTERS ARISING FROM THE MINUTES:** None.

**3. DECLARATIONS OF INTEREST:** CA- relating to item 12b

**4. MINUTES of meeting held on 15<sup>th</sup> March 2018:** These were agreed - **CA** proposed and **PL** seconded. They were duly signed and dated by the Chair.

**5. Post AGM and Pre- AGM issues:**

**a) Assignment of Trustees' duties:** All the Trustees were present and all expressed happiness with their present roles. Since **PL** had stood down as Joint Treasurer she had been without a specific role but had expressed an interest in working with John Mawer on the website once it is finalised.

**b) Possible additional Trustees:** both Averil Fendley and Duncan Norman had expressed an interest in joining the Trustees. Neither could attend this meeting and Averil would not be available until September.

**c) Modification of stationery and notice boards:** None was thought necessary other than a change of date.

**d) Letter of thanks to Larry Lampert and Fiona Foreman:** **JL** had composed these and **PM** had signed and delivered.

**e) Acceptance of objectives for 2018-2019:** These are the refurbishment of The Thrum Room, pointing of the building and a new door for the lane entrance. These were all approved as being within a possible budget and achievable.

**6. FINANCE**

**(a) Update on accounts:** **JR** supplied up to date figures for April and May with a comparison for 2017-2018. The No 1 account has £5810.04; The Patrons Account has £8757.46; The Fund Raising account has £5903.31 and the CCLA account has £47606.71. This sheet is filed with these Minutes. **JR** will prepare a budget for the forthcoming year for the next meeting.

**(b) Co-op award:** **JL** had met with Kevin, the Manager of the local branch who is very enthusiastic about helping local charities to raise funds etc. He had said that the Co-op would be happy for the JH to do fundraising within or in the vicinity of the local branch- he suggested things like bag packing, a raffle at the door etc. **JL** had said that we did hold fund raising events and that maybe his suggestions were more suitable for a younger age group. **JL** did wonder if we might be able to be more proactive in getting people to choose JH as their charity on the Co-op website. The refurbishment of The Thrum Room was discussed and seemed to be within the likely award from the Co-op. This refurbishment was then discussed and **JL** and a working party had looked at the room. Agreed that some of the chairs in there should be disposed of –leaving a total number of chairs in JH at about 300. The room has to be cleared first and then maybe there could be a shelf for the kettle with a cupboard below. Agreed it was not necessary to remove the two phone jacks. The radiator would have to be checked to see which system it was attached to and also it was agreed that the windows should be double glazed. Whilst this is being done then the window on the landing that is not double glazed could also be done. The electric sockets and lighting should be checked.

**(c) Other grants:** for pointing and projection and sound systems: **JL** had spoken to the lady from the Peg Wilcox fund who had not been keen to assist with either of these projects. **PM** is looking at other grants that help with building works.

*At this point the meeting adjourned downstairs to the Cheviot Room where John Mawer gave us a presentation and explanation of the new website. He is happy to do this for us at no charge and will maintain it for at least a year. **PL** agreed that she would be pleased to work with him on this and they will get together possibly in July to start the work.*

**7. ROOM HIRE and Alcohol Licence**

**New Bookings:** **CA** said that there was one new booking from Jo Coulter who is having a party in August but they have not yet decided if they want to use the alcohol licence.

**8. SOCIAL PROGRAMME:**

**(a) Duck Race Review:** A very successful event which netted £994.50. Selling the 50 ducks at the start had been very successful and it might be a good idea to have 100 available next year although we

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need to check if we need to increase the prizes in that case. **JL** had prepared a sheet setting out the problems that had arisen and pointers for next year- all of which were agreed. Since the Turks Head had probably sold a total of one complete sheet it was agreed that they be given one sheet for sale next year and **PM** may ask Jack Alderson if he would like to sell a sheet. Review is filed with these Minutes.

- (b) 130<sup>th</sup> Birthday Ceilidh September 8<sup>th</sup>:** **JL** had prepared an action plan for this event. The only issue was that a glass of wine has previously cost £2.00 and so this will remain the same. All the other points raised were agreed. **FN** has talked to Andrea Kidd from the Makers Market who would make a two tier sponge cake for 120 people and ice it for £50 and it was agreed that we should go with that.
- (c) Pre Christmas Concert: afternoon of 8<sup>th</sup> December:** **JL** said nothing new to report.
- (d) Cinema (Friday and Saturday) and Vegetarian meal:** **PM** said that he hadn't realised that the waitressing and tidying up afterwards etc would be quite such an imposition on the Trustees. **CA** said that she was happy to help. **PM** asked other Trustees to lend a hand when available.
- (e) PM** said that Maggie Wallace is retiring from the cinema "staff" and he wondered about a recognition of this. Agreed that a bouquet of flowers would be appropriate at her final attendance. Jo Elcott is taking over from Maggie and Duncan Norman may also assist.

**9. COMMUNICATIONS: Website.** See 7 above.

**10. SECURITY: NEW EUROPEAN DATA PROTECTION LAWS:** **PM** has prepared this- which was approved. **JR** will check that the secretarial service which does Fiona's salary has a secure system. **PM** will check with Fiona where she keeps her bookings notebooks etc. **PM** said he had also prepared a register of systems. The Data Protection Policy was duly signed and dated.

### **11. BUILDING ISSUES AND MAINTENANCE**

- (a) Pointing of outside walls.** **PM** had received four quotations for the pointing to be done in three sections. It was decided to go with the cheapest estimate for the pointing of the south wall.
- (b) Gutter Clearing:** **KB** will again follow this up.
- (c) Regular inspections:** **MB** reported that all were up to date. In August the fire alarm and emergency lighting check is due.

### **12. ADMINISTRATION:**

- (a) Review of Vulnerable Persons Policy:** It was agreed that nothing had changed since this policy was reviewed in November 2016. The policy was therefore adopted for another year.
- (b) Dogs in the Hall:** Duncan Elson had raised a request that dogs be allowed in the Hall for the Makers' Market. **PM** had discussed this with Fiona who had not seen a problem. It was decided that we would speak to the organisers to let them decide their policy about this as there is some food on sale. The same would apply to other events. Dogs would only be allowed in the Hall as the Cheviot Room is carpeted and the Simonside Room is adjacent to the open kitchen area.

### **13. AOB**

- (a) JR** said that we needed to consider the point raised at the AGM about the Patrons' donations being inflation proof. We also need to consider how to attract more patrons as the number is dwindling. This will be discussed at the next meeting.
- (b) PM** said he would try to go along to the URC Open morning where their future plans will be on display.
- (c) PM** said that Mike Todd, who used to be a BBC sound technician had said that he would come along to look at our sound system to see if it could be improved without a huge sum being paid.
- (d) PM** had been looking at a site called Give as you Live- where purchasers can opt for a particular charity to receive a small payment as a result of their purchase. **CA** explained further how this worked. This does not cost anything and it was agreed that we should progress this.
- (e) PM** said that, inexplicably, he had been invited to a Crowd Funding Conference in Sydney, Australia!

### **14. ITEMS NEEDING EDITING FOR WEB PUBLICATION – None**

*There being no further business the meeting closed at 9.25pm.*

**Date of next meeting: Wednesday 18<sup>th</sup> July 2018**