

## Minutes of the Management Trustees Meeting

Thursday 21st March 2019 at 7.30pm

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

**1. APOLOGIES:** Pat Lewis, Margaret Blanshard.

**2. DECLARATION OF INTERESTS:** None.

**3. MINUTES of meeting held on 18<sup>th</sup> February 2019:**

**(a) Corrections:** None

**(b) Acceptance:** These were agreed -**KB** proposed and **JR** seconded. They were duly signed by the Chair.

**(c) Matters arising:**

(i) Additional Wifi password still to be made publicly available- **PM**

(ii) Portable step in Cheviot Room- **JL** will put handrail on other side.

(iii) **CA** showed the amended invoice form she had prepared- approved- she will now use.

**4. FINANCE**

**(a) Update on accounts:** **JR** handed out a statement, filed with these minutes, for 1 April 2018 to 28<sup>th</sup> February 2019 showing a very positive picture.

**(b) Fund raising ideas:** **PM** said that Amazon Smile is all set up as also Ebay. In fact easy access can be gained through "giveasyoulive.com". To tell as many people as possible and also he will put a small piece into OTB and a notice in the Jube.

**5. 2018-19 OBJECTIVES**

**(a) Website-** see below

**(b) PM** would still like to look at a new side entrance door.

**(c) PM** would like people to think of any other ideas for the forthcoming year.

**(d) Saturday cinema-** **DN** said it was working well- will consider other improvements.

**6. ROOM HIRE AND ALCOHOL LICENCE: See AOB**

**7. SOCIAL PROGRAMME:**

**(a) Vegetarian Meal-** This is to discontinue.

**(b) Duck Race:** As **JL** will be absent next meeting he ran through the "to do" list for this event.

The number of ducks was increased to 650 last year and he proposed that we increase it again to 700 with the last 100 being sold on the day- approved. That therefore opened the door to increasing the prizes. Discussion decided that there should now be 3X 4<sup>th</sup> places at £25 each making a total of 6 prizes on offer. This conforms with regulations by the Lottery Commission.

(i) Ducks to be sold by Trustees and also by Tullys, The Turks and Greenwells. **FN** will monitor this and collect in the monies and distribute posters.

(ii) **HM** will arrange for the boom and check with school about their 500 ducks.

(iii) Boom duty - **JR +?** Will do this.

(iv) Waders - **DN** has waders and nets - a big help

(v) Duck - **KB** will be the duck

(vi) Health and Safety to be updated- nothing needed as no change to the event. Insurance for the day is included in the regular insurance now.

(vii) Duck sale sheets - **HL** will get these from **JL** prior to the next meeting.

**8. ADMINISTRATION:**

**(a) JL** had been checking the archives and they need updating. **JR, HL, CA and JL** will do this. He had checked the policies- all okay apart from Vulnerable Persons which should be reviewed this year.

## The Jubilee Institute Rothbury

- (b) **AGM preparations** - **JL** went through the check list as he will be absent next meeting. The annual reports will have to be prepared as usual. **JR** said the auditing should be done in time. He will invite the auditor to attend.
- (c) **Trustees' availability for next year:** All confirmed they were available. **PM** will put something into OTB to see if anyone new wishes to join.

### 9. COMMUNICATIONS AND WEBSITE:

- (a) **Website:** **PL** had supplied John Mawer with all the information he had requested and so now he will be updating the website.
- (b) **PM** wondered if it would be a good idea to have a "walk through" video on the website. This was agreed and he will ask Duncan Elson if this is something he could do for us.

**10. SECURITY:** Nothing new. **JR** confirmed that the fee of £40 had been paid to the Information Commissioners to cover our use of CCTV.

### 11. BUILDING ISSUES AND MAINTENANCE:

- (a) **Damp under stage:** **JL** had asked Alan Gardiner to have a look at this. He had confirmed that there was some rising damp to do with the age of the building and suggested an increase in the air flow. This could be achieved with some airbricks – which can be installed when the next phase of pointing is being done.
- (b) **Clearing the cellar:** **JL** has asked James Hammond to check through the old Christmas lights there so those that do not work can be removed. **JR and DN** will help **JL** go through the rest of the stuff there.
- (c) **Electricity problems:** **PM** had had Gas Tech out and it was discovered that the pump for the AA Hall had broken and this was having a knock on effect in various other places. It will be replaced next Tuesday.
- (d) **Cortech** had raised the issue of some lights out - James Hammond to sort.
- (e) **Lift** - has been checked for this year.
- (f) **KB** said for **MB** that the fire extinguishers and the emergency lighting have been checked.

### 12. AOB:

- (a) **ROOM HIRE AND ALCOHOL:** **CA** - this had been missed out of the Agenda - She reported that Robin Murray had a booking for April for a fund raiser and that the Bailiffgate Museum had booked most of the building for 27<sup>th</sup> April for their "Out of Town" project which seems to be concentrating on transport. **CA** has asked them to tell **PM** what audio-visual requirements they have. **PM** asked **CA** only to charge the National Park half price because there was no heating the day that they used the hall last Wednesday.
- (b) **JR** said that he had noticed that we had not received the £25 due from Solarplicity and he had contacted them about this.
- (c) **JR** had a form to fill in from NCC about what notifiable waste we have to be collected. Since there is no charge he will tick all boxes.
- (d) There are two broken chairs in the Howarth Room. Agreed that there should be a regular check on the chairs.

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

*There being no further business the meeting closed at 8.35pm.*

**Date of next meeting** should be: **Tuesday 16<sup>th</sup> April.** **JL** gave apologies for himself and **PL**