

Minutes of the Management Trustees Meeting

Thursday, 11th July 2019 at 7.30pm

Present: Pat Moloney (Chair and Minutes); John Rutherford; Christine Abbs; Margaret Blanshard; Ken Branson; Helen Malone; John Lewis, Heather Lister, Francine Needham.

1. APOLOGIES: Pat Lewis, Jo Elcoat and Duncan Norman

2. DECLARATION OF INTERESTS: MB and KB for item 8a

3. MINUTES of meeting held on 16th April, 2019:

(a) Corrections and acceptance: These were agreed. **KB** proposed and **CA** seconded. They were duly signed by the Chair.

(b) Matters arising: **PM** will be writing to Graham Lockwood about the winding up of the Youth Project. That room will then need re-vamping.

4. FINANCE

a) Budget for forthcoming year: **JR** handed round a sheet showing the current position.(attached to these Minutes). **JL** wondered if the figure for Grants and Donations should be there. **JR** said it is a notional figure as in previous years. It was decided that it should stay in. **PM** suggested that a note should be made at the end of the year showing the actual figure. All agreed that the budget was APPROVED.

b) Update on accounts: **JR** handed round the sheet showing the current healthy and on target position for the year so far. (Sheet attached to these Minutes).

c) 9th May Funding Fair and pointing: **PM** had attended this and had made a very comprehensive presentation. He is fairly confident that we will be awarded all the money we need to complete the pointing of the building in one go. We should get the decision in September and the first payment in April 2020.

d) Asset Register update: As this had been done most comprehensively last year **JR** proposed that he should update the figures by 2% and add in any new purchases. This was agreed.

e) Solar Energy payments: **JR** said that we had received £25.25 for the 3rd quarter of last year. We are still owed payment for the 4th quarter and he has submitted the readings for the 1st quarter of this year. He feels that the company are slowly getting back on track.

5. 2018-19 OBJECTIVES

(a) Side entrance: **JL** has suggested this as a project to the Co-op at £3000. He will hear back in October '19. Once we have the first payment in April 2020 then we could go ahead with this and the next instalment will be in October 2020. **PM** will investigate the details for the door again.

(b) External pointing: as 4c above.

(c) Walk through video and photos for website: Mike Todd has hurt his back but will do the video after the Music Festival. Duncan Elson is to take photos on 11th July.

6. ROOM HIRE AND ALCOHOL LICENCE: **CA** reported that the Pipe Band had used the premises on 2nd June (between Trustee meetings). The Portable Theatre will be in on 30th July, with alcohol -and someone has booked for 6 weeks of exercise classes in the summer holidays.

7. SOCIAL PROGRAMME:

(a) Review of Duck Race: All went very smoothly and 680 ducks were sold. No need to increase the number of ducks for next year as 20 went unsold. Many thanks to all who helped and to **KB** who was back as the Duck.

(b) FN – Murder/Mystery evening: Since the Coquetvale is holding one in the autumn it was decided that this could be held next year.

(c) Quiz: It was decided to ask **JE** to go ahead with this for October/November.

8. ADMINISTRATION:

(a) **Storage in Blaeberry Room:** KB has five model boats that he has built and then had to repair. He currently has nowhere to store these and so it was confirmed that it was in order for him to store them in the Blaeberry Room (which locks) for the time being. He would like to make a contribution to JH when he sees how long they are there.

(b) **AGM review:** There were not many members of the public in attendance but otherwise the evening went well and the screen projections were very good –thanks to JL.

(c) **Trustees' roles in forthcoming year:** All happy to continue as before.

(d) **Fiona's contract:** REDACTED

(e) **Vulnerable Persons' Policy:** PM has reviewed this. The only amendment needed is the fact that there is now one number for all NCC departments- called "One Call" and the number is 01670 536400. A notice should be in the lobby showing this number. JL will make the necessary adjustments and circulate the document.

(f) **Treasury Management Policy:** JL had circulated this and there were some minor amendments to be made. CA said that 5c should be amended to show that we also give discounts for charities or persons hiring who are fund raising for charities. JR pointed out that in 4d the Chair should be the person authorising payments. He has been doing this since he took over as Treasurer so the phrase should be amended to "Chair or Treasurer". JL will make the necessary adjustments and file the document.

9. COMMUNICATIONS AND WEBSITE:

(a) **Wifi passwords:** PM said that these are now set up. For the Vodafone Connect for upstairs, the Password is UpHall!897 and for the Devolo wifi extension for the main hall the password is DownHall!897. JL will put up signs in all rooms and main hall.

10. SECURITY:

No issues although PM said that the system is a bit creaky now and he will look at it.

11. BUILDING ISSUES AND MAINTENANCE:

(a) **Blinds in Simonside Room:** Done

(b) **Under Stage Ventilation:** This has been done by Storey and Edmondson. It turns out that there was a ventilation grid already which was hidden behind a coal bunker on post office house land. There are now two additional vents in addition to the original one.

(c) KB has the door jam in hand.

(d) **Simonside Room thermostat:** KB said that this does work after all!

(e) KB said the display cabinet was in hand.

(f) **CH report:** MB said this had been done and the report will come in the post.

(g) **Electrical system:** MB will get James Hammond to check this.

12. AOB:

a) CA said there had been an enquiry for a quote from Business Northumberland for a number of seminars/workshops bookings although she was not sure if they included Rothbury as one of their potential sites.

13. ITEMS NEEDING EDITING FOR WEB PUBLICATION: 8(d).

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

Date of next meeting: Monday, 2nd September 2019. (apologies from HL and MB)