

## Minutes of the Management Trustees Meeting

Monday, 12nd September 2019 at 7.30pm

**Present:** Pat Moloney (Chair); John Rutherford (Treasurer); Christine Abbs (Invoicing Treasurer); Ken Branson; Helen Malone; John Lewis (Minutes), Pat Lewis, Francine Needham, Duncan Norman.

**1. APOLOGIES:** Margaret Blanshard, Jo Elcoat, Heather Lister.

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

**3. MINUTES of meeting held on 11<sup>th</sup> July, 2019:**

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

**(b) Matters arising: PM** has corresponded with Graham Lockwood about the Youth Project. It will definitely not continue; **GL** thanked the Trustees for their support. We await their clearance of the two rooms (Debdon and Blaeberry). The future of the pool table is uncertain. Ideas for future use of these two rooms should be brought to future meetings; a few preliminary thoughts were discussed.

**4. FINANCE**

**(a) Update on accounts. JR** circulated a sheet showing the current state of the accounts, attached to these minutes. Everything is on track for 5 months into the current year. Increased recent income more than compensates for moving Duck Race income to the Fundraising account. However, the insurance bill is to come. The Thrum Room Co-op grant has provided an unexpected extra sum of £92 and it was agreed that a clock could be purchased for this room.

**(b) Asset register update: JR** has added the Thrum Room purchases and uplifted the value of everything else by 2%, making a total of about £50,000 for insurance purposes. He will forward a copy to **JL** for the files.

**(c) Energy provider change?** Our supplier of electricity, Solarplicity, has ceased trading. They owe us about £70 for our solar panel generation and we will probably have to write this off. OFGEM has identified EDF as our new provider, and they have been in touch, saying they can credit us for our solar panel generation in future, like Solarplicity did. It was agreed that we would stay with EDF while the dust settles. Gas is unaffected.

**5. 2019-20 OBJECTIVES**

**(a) Side entrance:** We await the outcome of our Co-op grant application - £3,000 – in October. **PM** has identified problems with using uPVC and has approached a new supplier with more robust material that will cope with our security systems. It is likely to be more expensive – estimate to come. There are no planning issues.

**(b) Pointing:** We await the lottery funding decision in October.

**(c) Website:** The walk-through video has been completed by Mike Todd. Trustees have viewed it and were complimentary. It still needs captions and some additional music, which Mike will add on return from travels. Duncan Elson's photos are done.

**6. SOCIAL PROGRAMME**

**(a) Quiz (JE):** In **JE's** absence, **DN** explained that she felt unable to organise this herself but would be happy to pass on details of the local quiz providers for other trustees to follow up. It was agreed that this meant that we could not offer the quiz in October/November, so it was put on hold.

**(b) Christmas Concert on December 14<sup>th</sup>:** **JL** ran through the key features of this event following the format of last year. He sought the trustees support for the outline plan and received it. The concert will run from 3pm, a little shorter than last year, featuring the Coquet Singers, the Singing Hinnies, local first schools. Hall is booked. Also projection of words of community songs for the audience. James Tait will play the keyboard and John Mawer (we hope) be compere. There will be no charge for entry but collections for charity and charge for refreshments (for Jube funds): mulled wine and mince pies. Fewer mince pies than last year (!) and no non-alcoholic wine. Adverts as before; OtB by end Sept. (November and December editions). Name of concert?

## 7. ADMINISTRATION

- (a) **Fiona's contract:** JR has been in touch with Margaret Tully and is working on a new version of Fiona's contract, bringing it up to date with respect to legislation and style. He will circulate a draft before the next meeting for comment/approval. Fiona will need a new covering letter too.
- (b) **Further matters arising from review of files:** JL listed items in the files that still need attention.
  - Left hand cabinet shelf 2:* Meeting minutes can have May 2018 to Apr 2019 added (HL)
  - Left hand cabinet shelf 5:* Treasurer's archive needs updating to 2019 (or at least 2018) (JR)
  - Left hand cabinet shelf 6:* Invoicing treasurer's archive needs updating to 2019 (or at least 2018) (CA)
  - Right hand cabinet top shelf:* PVS licence + premises licence need current version or reference (JR)
  - Condition of building + health and safety:* Walk-through required. (KB and JL to carry out)
  - Caretaker's job description and contract:* Under way. See 7(a).

## 8. ROOM HIRE AND ALCOHOL LICENCE

CA reported no new alcohol-related bookings. In connection with its 'engagement meetings', the CCG responsible for our hospital has been using the hall for meetings once or twice a month.

## 9. COMMUNICATIONS

- (a) **Change of downstairs Wi-Fi password:** PM said that for the time being the downstairs Wi-Fi is 'tenda' with no password. This will change when the problem of signal strength is resolved.

## 10. SECURITY

- (a) **Need for a security policy.** JL had circulated for discussion some ideas about possible content of such a policy, developed by PM and JL. Trustees supported the idea. The TV cupboard lock in the Cheviot Room could be added as could window opening restrictions on the ground floor. Language should be made stronger e.g. 'must' not 'should'. A full draft should now be produced for consideration (JL).
- (b) **New CCTV system.** PM said that new cameras would improve the system, not wiring, and Richard at Stuart Wiggins had suggested a sum of £1065 might cover it. KB moved that we should proceed with this update and trustees agreed (PM).

## 11. BUILDING ISSUES AND MAINTENANCE

- (a) **Door jamb.** KB has this in hand. He also said he is installing hooks to fasten all internal doors back.
- (b) **Display cabinet.** KB will have another try to get this done.
- (c) **Electrical system check (3 year):** This is to be done shortly. James Hammond is aware.
- (d) **Extra light in roof space.** It was agreed that this could be done (if safe), trustees supervising and CADS paying.

## 12. AOB

- (a) **Door bell.** The Pipe Band had requested a door bell on the side entrance so that the door could be locked to keep mischief makers out. This was felt to be impracticable.
- (b) **Clearing coats and other items left in the Jube.** PL asked if she could put up notices giving a time limit for items left in the Jube (3 weeks) after which they would go to the charity shop. This was agreed.
- (c) **Crockery in kitchens.** It was agreed that cracked crockery should be discarded and replaced, but Fiona's stocks in her cupboard should be checked before purchase.
- (d) **Use of Jube during flood alerts.** It was agreed that the flood wardens should have access to the hall when there is a flood alert so that they can make plans in the dry. However, they should respect users with bookings until an emergency is declared. JL to tell Duncan Elson.
- (e) **Saturday films.** Due to pressure of work, JE is unable to continue with Saturday films. These will therefore cease in the new season. The trustees thanked Jo and Duncan for having started this off and for keeping it going for a long time.

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

*There being no further business the meeting closed at 8.30pm.*

**Date of next meeting: Thursday, 10<sup>th</sup> October 2019.**