

Minutes of the Management Trustees Meeting

Thursday 10th October 2019 at 7.30pm

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

1. APOLOGIES: Pat Lewis

2. DECLARATION OF INTERESTS: None.

3. MINUTES of meeting held on 2nd September 2019:

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

(b) Matters arising:

i) PM has corresponded with Graham Lockwood about the Youth Project. It will definitely not continue; **GL** thanked the Trustees for their support. They will be moving the Pool Table and any other remaining items. When the accounts have been audited any remaining funds will be distributed to other groups, **JH** included.

ii) JR said he had forgotten to give **JL** a copy of the Asset Register but will do so.

4. FINANCE

(a) Update on accounts. **JR** circulated a sheet showing the current state of the accounts, attached to these minutes. We have a very healthy balance and are well on target to meet the budget. The insurance premium of £2800 has now been paid.

(b) Energy provider change: We are now a creditor of Solarplicity and **JR** has submitted a claim. **EDF** (our replacement supplier) have been requesting a lot of information about the purchase of the solar panels etc- some of which we no longer have due to the passage of time. **JR** has given them what we have and is waiting to hear.

5. 2019-20 OBJECTIVES

(a) Side entrance: We await the outcome of our Co-op grant application - £3,000 – in October. **PM** has received a quote from North Eastern Glass Ltd for an aluminium frame with glass panel with which we will proceed once we receive our first payment from the Co-op in April

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

(c) Website: The walk-through video has been completed by Mike Todd. It has met with approval and may in fact bring us a booking with a local company due to the Cheviot Room looking so inviting. Thanks were expressed to Mike Todd.

6. SOCIAL PROGRAMME

(a) Quiz: It had been decided to proceed with this in the new year and **DN** will ask the couple for convenient Saturdays in March. In the meantime our main contacts with the quiz organisers, **JE** and **DN** with **HM** are going along to one of their quizzes in Whittingham on 20th October.

(b) Christmas Concert on December 14th: John Mawer has agreed to comper the event; **JL** has put a notice into OTB. James Tait may also be bringing children from Bellingham to take part. **PL** had said that she is happy to organise the provision of Mulled Wine from stock and then additional purchases. **FN** said that she had organised cakes for the children- smaller than last year. There will be tea and coffee and soft drinks for the children. We will all make mince pies. **JL** said he would have posters ready for the middle of November to go into shops etc- advertising is essential.

7. ADMINISTRATION

(a) Fiona's contract: **JR** had circulated a draft contract, job description and disciplinary procedure sheets. These were discussed and **JR** will make some small amendments.

(b) Further matters arising from review of files: **JL** checked through these and all are done except for completion of the work on Fiona's contract (**JR**) and the health and safety survey of the building (**KB**, **JL**).

8. ROOM HIRE AND ALCOHOL LICENCE

CA reported that the Portable Theatre has booked again for next year and also the Accordion Club-to run from March (after CADS). The Music Festival has submitted their booking form.

CA said that she needed to know fairly soon if there was to be any increase in booking fees before she sends out the new contracts. Discussion concluded that the fees would remain as they are for another year and KB moved that this be adopted and all agreed.

9. COMMUNICATIONS

Nothing to discuss.

10. SECURITY

(a) **Need for a security policy.** JL had circulated an updated version and this was agreed by the Trustees.

(b) **New CCTV system.** Richard at Stuart Wiggins is to do this on 15th October.

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. After discussion it was agreed that he would also do that for the main entrance door.

(b) **Display cabinet.** KB will have to ask another firm as the one he asked has done nothing.

(c) **Extra light in roof space.** Nothing has happened.

(d) **Extractor fan in AA Hall:** James Hammond had been to look at this. It appears that it works intermittently. Decided to leave it for now and review it with warmer weather in spring.

(e) **Surface in the lane:** Kay Evans had said that the uneven surface is making it very difficult for her to push her husband's wheelchair over it. There was discussion about where responsibility for the repair of the lane lies. It was decided to see if Highways would come out to it on health and safety grounds. JL will see if there is anything in the old deeds that we hold that says about the ownership of the lane.

12. AOB:

(a) **MB** said that the PAT testing is due to be done on 14th October. There is a CD player that seems to belong to no-one and so she will ask for this to be included in the testing.

(b) The crack beside the first window on the top corridor appears to have widened. **JL** will ask the person who advised about the under stage ventilation to have a look at it professionally.

(c) **Saturday films:** **PM** said that he and Pam were considering taking this on and **JE** and **DN** said that they would help in the setting up of this.

13. ITEMS NEEDING EDITING FOR WEB PUBLICATION: None necessary after some minor adjustments.

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

Date of next meeting: Tuesday, 26th November 2019. (FN and HL gave their apologies)