

## Minutes of the Management Trustees Meeting

Wednesday, 26<sup>th</sup> November 2019 at 7.30pm

**Present:** Pat Moloney (Chair); John Rutherford (Treasurer); Christine Abbs (Invoicing Treasurer); Margaret Blanshard; Ken Branson; Jo Elcoat; John Lewis (Minutes); Pat Lewis; Helen Malone; Duncan Norman.

**1. APOLOGIES:** Heather Lister; Francine Needham

**2. DECLARATION OF INTERESTS:** An interest in CADS was declared by MB, KB, JL, and PL.

**3. MINUTES of meeting held on 2<sup>nd</sup> September 2019:**

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

**(b) Matters arising:**

**i) Youth Project pool table.** **JL** asked whether the committee was interested in keeping the pool table for possible future use. After a brief discussion it was decided to let it go.

**ii) Other items.** All other items discussed were already on the agenda and are covered below.

**4. FINANCE:**

**(a) Update on accounts.** **JR** circulated a sheet showing the current state of the accounts, attached to these minutes. We are on target to meet the budget apart from grants. The total sum in the bank is a very healthy £72,570.60.

**(b) Energy provider change.** **JR** has heard nothing from Solarplicity about our claim for power generated by our solar panels. He has also heard nothing from EDF (our replacement supplier) about whether they will be able to recompense us for this power generation.

**(c) Discussion re long term use of account surplus.** **PM** reminded us that there are a number of very expensive items of repair or improvement under consideration at a time when we are uncertain about the financial impact of the investigation into building cracks. He suggested that we delay decisions on these items of expenditure until we know the outcome of this investigation. This was agreed. However, the committee felt that we should be willing to spend substantial sums on repairs and improvements if the building investigation did not imply major expense.

**(d) Donation to Over the Bridges.** After discussion, a donation of £50 was agreed. **JR** to arrange.

**(e) Fiona's Christmas bonus. REDACTED**

**5. 2019-20 OBJECTIVES:**

**(a) Side entrance.** The Co-op has turned down our grant application, perhaps because there were other applications from Village Halls who had not previously received an award. We may eventually fund this ourselves – see 4(c) above. We agreed that future applications to the Co-op were worthwhile.

**(b) Pointing.** The Lottery has turned down this application, perhaps because of changes to their preferred targets. **PM** is considering alternative funders. See also 4(c) above

**6. SOCIAL PROGRAMME:**

**(a) Quiz.** **DN** told us that he has booked the quiz setters and the hall for this on the evening of Saturday, 14<sup>th</sup> March next year. He will check that the Simonside Room and kitchen are included in this booking. Most advertising work etc. can start after our Jan 2020 meeting, but OtB must be dealt with sooner (by end Dec?) to get in the February issue. **DN** and **JL** will discuss adverts.

**(b) Christmas Concert on December 14<sup>th</sup>.** **JL** outlined current plans and the likely nature of the programme. All trustees are available to help with the running of the event. Tasks will include setting up the hall, Simonside room and kitchen, ushering arrivals to seats (choirs need specific rows), collecting for charities, organising and serving refreshments, projection, screen operation, lighting and sound, tidying up at the end. **JL** to arrange a list of trustee duties. Seating will need to be set out before earliest arrivals, so some early trustee arrival may be needed (1.30pm).

**(c) Saturday films.** **PM** said that he (and Pam) will work towards starting these again in the New Year.

**7. ADMINISTRATION:**

**(a) Fiona's contract. REDACTED**

**(b) Health and safety survey of building.** KB and JL completed the survey and circulated their findings prior to the meeting. Three key items for attention (condition of lane, pointing, external and internal cracks) were on this agenda for other reasons and hence are summarised elsewhere in these minutes. Re point 4 (remaining double glazing needs) JL told the meeting that, while working on the Christmas lights, he had been able to examine closely the sills of the Debdon room and noticed that they are rotten. It was agreed that this repair work should be added to the list of future work, in conjunction with the double glazing of this room, when finance allowed. Re point 7 (garden work) it was agreed that a working party should be formed in February 2020 to carry this out. Point 9 referred to items of electrical repairs and it was agreed that this should be arranged with our electrician. Three other items required no committee input.

**8. ROOM HIRE AND ALCOHOL LICENCE:** CA reported that the Alnwick Pipers Society has booked the hall for a day (26<sup>th</sup> September 2020). They have asked whether the trustees would be willing to run a bar in the evening, the profits to be retained by the hall. This was agreed, as was the pricing of the main hall and associated rooms.

**9. COMMUNICATIONS:** JL reported that Katie Scott thinks she is still listed as a Facebook contact. She also reported an ambiguity on the website regarding how to make bookings. PM will check and change if necessary.

**10. SECURITY: New CCTV system.** PM told the meeting this is up and running. He will draft a guide to the new system in due course.

**11. BUILDING ISSUES AND MAINTENANCE:**

**(a) Display cabinet in Cheviot Rm.** This has been repaired by Sean McMahon. A good job.

**(b) Condition of lane surface crossing the pavement.** Steven Bridgett agrees that this is for the council to repair and he will arrange it. For future reference, JL's check of the deeds uncovered major attempts in about 2004 to establish who owns the lane, and there was no useful result.

**(c) Cracks in internal plaster and external stone work.** Trustees were pre-circulated with the conclusion of a 2009 review of this issue and the time-table of work done since then bearing on the problem. They had also seen a quotation (£1,280) from structural architect Alan Gardiner to provide an up-to-date assessment of the problem and possible remedial actions, if needed. KB proposed that the quotation be accepted, and the meeting agreed. Action JL.

**(d) Extra light in roof space.** JL to pursue.

**(e) Defibrillator training.** PM had been asked about the defibrillator on the outside wall of the premises, specifically whether training in its use was available. HM outlined her own recent experience of such training. It was decided to ask the U3A if they would be interested in arranging such a course (PM).

**12. AOB:**

**(a) CADS stage extension.** PL asked if CADS could install a small stage extension (front of stage right) for the upcoming pantomime. This was agreed subject to no damage to the stage, floor or wall

**(b) Lightning conductors.** At MB's suggestion, arranging the occasional lightning conductor inspection is to be added to her list of duties. KB thought this was not necessary until next year.

**(c) Shortage of spoons:** CA noted a shortage of spoons in the kitchen and PL indicated where extra might be found.

**(d) Trustees annual dinner.** HM was asked to arrange this on Saturday 25<sup>th</sup> January 2020, preferably at the newly opened Fanciulli's.

**13. ITEMS NEEDING EDITING FOR WEB PUBLICATION:** Details concerning the caretaker's contract and remuneration are to be redacted before publication.

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

**Date of next meeting: Wednesday, 8<sup>th</sup> January 2020.**