

## Minutes of the Management Trustees Meeting

Wednesday, 8<sup>th</sup> January 2020 at 7.30pm

**Present:** Pat Moloney (Chair); Christine Abbs (Invoicing Treasurer); Margaret Blanshard; Pat Lewis; Helen Malone; Francine Needham; Ken Branson and Heather Lister (Minutes)

**1. APOLOGIES:** John Lewis, John Rutherford, Jo Elcoat and Duncan Norman

**2. DECLARATION OF INTERESTS:** None

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

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

**(b) Matters arising:**

**i) Youth Project:** **PM** is still waiting to hear from Graham Lockwood about the items left in the room.

**ii) Possible Grants:** **PM** has been looking into this but there do not seem any around that will support repairing and refurbishment projects.

**4. FINANCE:**

**(a) Update on accounts.** **JR** had circulated a budget report up to 31<sup>st</sup> December 2019 showing a healthy balance. (Filed with these Minutes).

**(b) Energy provider change.** **JR** has heard nothing yet.

**(c) Christmas Concert:** This was a very well supported event which allowed us to send £300 to each of the Alnwick Food Bank and The People's Kitchen.

**5. 2019-20 OBJECTIVES:**

**(a) Side entrance.** This remains pending until we receive the report from the engineer into the cracking and possible subsidence. See (11) below.

**(b) Pointing.** –As 5a

**6. SOCIAL PROGRAMME:**

**(a) Trustees' Christmas meal on 25<sup>th</sup> January:** **HM** took menu choices and a deposit for those present. All is in hand for the day. Time- 7pm for 7.30pm

**(b) Quiz:** This is all arranged for Saturday March 14<sup>th</sup> at 7pm for 7.30pm. There will be a bar during the quiz (not just in the interval).

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

**(d) Christmas Concert:** **FM** said she thought that it would be good to have some background music playing as people were coming in and this was agreed for future events.

**7. ADMINISTRATION:** Nothing to consider.

**8. ROOM HIRE AND ALCOHOL LICENCE:**

**(a) CA** reported that the Hall has been booked for the whole day by Northumberland Festival of Music on March 21<sup>st</sup>. She thinks they may be holding some workshops during the day and a concert in the evening. They have said that they require an alcohol licence.

**(b) CA** had had some problems getting payment from a regular hirer but following a couple of reminder letters and refusal to take further bookings they had paid.

**9. COMMUNICATIONS:** Nothing to discuss

**10. SECURITY: New CCTV system.** **PM** told the meeting this is up and running.

**11. BUILDING ISSUES AND MAINTENANCE:**

**(a) Condition of lane surface crossing the pavement:** **PM** will nudge **SB**.

**(b) Cracks in internal plaster and external stonework:** This is on hold until we receive the report from Mr Gardiner. **PM** will invite him to the February meeting so that he can explain the report to us.

**(c) Remaining double glazing and repairs to Debdon Room sills:** On hold as above.

**(d) Extra light in roof space.** This is now between **CADS** and James Hammond.

**(e) Defibrillator training.** **PM** will see if **U3A** will take responsibility for this.

## The Jubilee Institute Rothbury

(f) **KB** had had a call from Siobhan Sheehy who said that she had found damp in the front porch under the cushions etc. This may be relevant to the subsidence/structural report or may just be condensation. **KB** will keep a watch on this.

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

*There being no further business the meeting closed at 7.50pm.*

**Date of next meeting: Monday, 17<sup>th</sup> February 2020.**