

The Jubilee Institute Rothbury

'Minutes' of Management Trustees Meeting

Scheduled for: Thursday 11th February 2021

Due to current Covid19 restrictions it was not possible for this meeting to be held in person. Instead accounts and notes were prepared and circulated to Trustees who were invited to provide additional information, corrections, or comments. These were incorporated into the notes, which now provide the minutes that follow.

It should be noted that the next Trustees' meeting is scheduled for Wednesday 17th March 2021 at 7pm.

Financial matters

The latest budget report is shown below. In addition, NCC have allocated us a further grant of £1334 to help us cope with the COVID crisis.

Review of policy documents

The review dates of the 10 policy documents previously adopted by the trustee have been checked and, as a result, 4 were selected for review this month. These were GDPR (due for review May 2020), Vulnerable Persons (due June 2020), Health and Safety (due March 2021) and Facebook (due July 2021). Trustees have provided several proposals for updating the Health and Safety policy, and these have all been implemented. No requirements for change were identified in the other documents apart from their dates of re-adoption and future review. Trustees supported the re-adoption of these revised policies.

Servicing

Two items of servicing have been carried out in January. First, the gas boilers were serviced, and one was discovered to have a faulty electronic control board. This boiler was switched off until a new part could be obtained. The part was fitted on Feb 1st, so all should now be in order.

The lift was satisfactorily serviced on 21st January; the fire extinguishers were serviced on 2nd February; the fire alarm and emergency lighting were serviced on 3rd February.

Building work

Crack repair etc: Progress on the internal and external repairs is in the hands of Abode Chartered Surveyors who have commissioned the work from the agreed contractors, as discussed at our November meeting. We await their availability. For information, the local office of Abode has moved from Hepple to Felton. They have submitted a first invoice for their own work done so far, with a time sheet, and this has been paid.

Side entrance: The first instalment of the Co-op grant (new side entrance) is promised for March. Once we have received this, it would seem appropriate to begin planning this work, which may need to be co-ordinated with the other building work. The Co-op has organised a virtual meeting with representatives of the three currently supported Rothbury charities on 10th Feb.

Window double glazing and repair: An application has been made for a grant for the Debdon and Blaeberry Room window repair and double-glazing, and the result is awaited.

Birds nest: A bird's nest in a broken vent, found by our roofers last year, had been wrongly thought to be on the roof and need a roofer to repair it. Recent enquiries of the roofers established that it was in a wall, just under the gutter over the garden. Mark Coe has agreed to deal with it before nesting recommences.

Storage areas

The CADS under-stage storage area was found to contain a large amount of paint, thanks to a donation of paint from a local decorator. This is better in the cellar, where the Hall's own paint is stored. So, the shelves have been suitably allocated and labelled and the CADS paint has been moved.

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Garden

It is intended to order stone chippings to top up the garden area (KB). They can be delivered directly into the garden by MKM and spread by us.

Events in 2021

It remains uncertain when we will be able to commence any activities or hiring. However, we will need to have some sort of AGM in 2021 and we will have to take a decision about this and about the Duck Race within the next couple of months.

Jubilee Institute

Budget Report

4 April 2020- 1 February 2021

Category	Income	Expenditure
Room Hire	1553.00	
Cinema & Fundraising	35.00	
Insurance & Utilities	315.47	5524.72
Admin & Misc.		947.17
Gift Aid	1317.78	
Grants & Donations	11032.10	
Staff		1305.71
Maintenance		5876.74
Total	14253.35	13654.34
Patrons	1584.00	
Total	15835.35	13654.34

Account	As 4/4/20	Difference	As of 1/2/21
General	3807.41	-90.65	3716.76
Patrons	13542.84	+1584.00	15124.84
Fundraising	7284.57	+1.48	7286.05
CCLA	48127.90	+55.86	48183.76
Total	72762.72	+1548.69	74311.41

This is our income and expenditure up to 1 February 2021. We cannot compare these figures to previous years, as substantially less income but also less expenditure (for now). There are no particular outliers within income or expenditure. Our finances continue to be robust, with patrons' donations increasing each month.

If the planned renovations proceed then we will commit a substantial amount of our patrons and fundraising monies, but this will still leave the monies in the CCLA account as our reserves.

Any questions please contact me.

John Rutherford