

The Jubilee Institute Rothbury

'Minutes' of Management Trustees Meeting

ZOOM MEETING: 17th March 2021

Prior to this virtual meeting **JL** had prepared notes to accompany the Agenda and these, including the accounts from **JR**, are attached to these Minutes for ease of cross reference.

1: APOLOGIES: Margaret Blanshard, Ken Branson, Francine Needham.

(MB, KB and FN did not have Zoom facilities but MB and KB submitted pre meeting comments). **PRESENT ONLINE:** John Lewis, Pat Moloney, Pat Lewis, Heather Lister, John Rutherford, Helen Malone, Christine Abbs.

2. DECLARATIONS OF INTEREST: None

3. MINUTES OF MEETING THAT WAS SCHEDULED FOR 11TH February 2021.

a) Corrections and acceptance: No corrections. Accepted as written. Proposed by PL, seconded by JR.

b) Matters arising: None other than on Agenda

4. FINANCIAL MATTERS:

a) Update on accounts: **JR** had circulated the accounts up to 5th March 2021. He ran through these and said that we are still in a reasonably good position but must bear in mind the upcoming expenses involved in the building repair works. The accounts are attached to these Minutes along with his comments underneath.

b) Auditing. **JR** had attempted to contact Larry Lampert and had left a message.

c) Current Grant situation: **JL** had circulated notes to accompany the Agenda on this and those notes are attached to these Minutes. The current grants expected/ hoped for are from the Co-op which is to go towards the new entrance door- and one from the Community Foundation which would be for the double glazing of upstairs windows. Decision on this is expected in April.

5. ADMINISTRATION:

a) Re-opening of Jubilee Institute-

i) When and for whom: **PM** had been in touch with Louise Curry for further guidance on this (see attached). After discussion it was decided that JH would be open for the elections in May as that would have a carefully structured procedure for social distancing etc. It was then decided that we should see which children's groups wish to begin using the hall (**HM** said that she knew that the scouts and cubs were going to meet from late April but outside).

ii) Preparations and notifications: We should remind user groups of their Covid responsibilities, but we are not responsible for their compliance arrangements. In all we should follow Louise Curry's guidance for a phased return, especially as we do not know what Government rules may come in. **JL** raised the point that the present maximum for the A. Hall is 30 but this seems very low and so it was decided it could be raised to 50. If we get in touch with user groups and put a notice onto the Rothbury and Coquetdale site, we could assess the response.

iii) Cinema: After discussion it was decided to leave putting on the cinema until June.

b) AGM- Date and format: After discussion it was decided to hold this in July if possible. We would not serve food, only provide liquid refreshments. **HM** said that there are 25 bottles of wine in stock, but all other drinks would have to be disposed of as out of date.

PM thanked **JR** for continuing to be Treasurer for this last year but we are mindful that we need to find a replacement for him. **JR** will have a word with someone he knows to see if he might be

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interested to be a Trustee and we could also put something in the Gazette, Phillips' window and our noticeboard.

c) Trustees available for next year: FN has also decided to stand down from the Trustees.

d) Recruitment of new Trustees: This is always difficult. It was suggested that perhaps we could drop something through the letter boxes of the new houses at the top of Garleigh Road as these people have perhaps not had a chance to get to know what goes on in the village with the pandemic and may welcome some involvement.

e) Duck Race: After discussion of possibilities, it was decided not to hold this event this year. The May Street Fair is not happening, and it did not seem appropriate to tag it onto the Music Festival, if indeed this takes place.

6 BUILDINGS AND MAINTENANCE:

- a) Update on building work:** JL had provided attached notes. PM confirmed that the repairs to internal cracks had begun. With regard to the double glazing, it was decided to go ahead with this whether or not we are granted the money from the Community Fund as the windows are in a bad state of repair. JL has the man lined up and ready to proceed. With regard to the side entrance door, the Co-op has (unusually) said that we can proceed with that before the full grant is given. It should not impede the repair works and, in any event, there will be a time delay whilst the door is prepared.
- b) Servicing and Inspections:** See attached notes.
- c) Garden:** KB has ordered a load of gravel from MKM and when it arrives a working party will help him to spread it which should greatly improve the space.
- d) Bird's nest:** As per attached notes this has been resolved.

7. ROOM HIRE AND ALCOHOL LICENCE: CA had nothing to report.

A.O.B: JR had been thinking about the review of Fiona's pay award and is waiting for the level to be decided by Government.

DATE OF NEXT MEETING: Monday 26th April 2021 at 7pm

Meeting closed at 8pm.

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Note for agenda item 4(a): Update on accounts

Jubilee Institute Budget Report

4 April 2020 -5 March 2021

| Category | Income | Expenditure |
|-----------------------|----------|-------------|
| Room Hire | 1553.00 | |
| Cinema & Fundraising | 40.71 | |
| Insurance & Utilities | 315.47 | 5885.33 |
| Admin & Misc. | | 947.17 |
| Gift Aid | 1317.78 | |
| Grants & Donations | 14462.10 | |
| Maintenance | | 6727.10 |
| Staff | | 1502.31 |
| Total | 17689.06 | 15061.91 |
| Patrons | 1704.00 | |
| Total | 19393.06 | 15061.91 |

| Account | As of 4/4/20 | Difference | As of 5/3/21 |
|-------------|--------------|------------|--------------|
| General | 3807.41 | +2627.15 | 6434.56 |
| Patrons | 13542.84 | +1704 | 15246.84 |
| Fundraising | 7284.57 | +1.54 | 7286.11 |
| CCLA | 48127.90 | +55.86 | 48183.76 |
| Total | 72762.72 | +4388.55 | 77151.27 |

This is the updated budget report, dated 5 March 2021.

On a positive note, following grant submissions, we have now received 3 payments from Northumberland County Council Covid monies, totalling £13,430. This has been a tremendous help in boosting our income during 2020-21. Without this money, plus the patrons' donations and the 1k from CADS, our income would have been approximately 3k.

All expenditure lines are lower than normal, apart from maintenance costs which are similar to previous years. As expected, due to closure and with only three weeks to the end of the financial year, expenditure is at half the level of last year.

Our overall balances remain healthy. It is noted that the major renovation work is still to be finalised and is expected to use up most of the patrons and fundraising budgets. The reduction in these budgets will require replenishment through fundraising etc.

John Rutherford
Treasurer

Note for agenda item 4(c): Current grant situation

Co-op grant

This grant is targeted at the installation of a new door for the entrance in the passageway. The first instalment is expected at the beginning of April and looks like being around £700. The second and final instalment is expected in November 2021 and is expected to be larger than the first based on past experience. The Co-op funding organisation has agreed that we could complete the work

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before the second instalment is paid, unlike many grant giving bodies. We need to commission this work and decide when to start. The grant may not cover the whole cost. See agenda 6(a) iv.

Community Foundation - Grant for double glazing upstairs windows

A reply to our application from this grant giving body is later than expected. We are now hoping to learn whether we have been awarded a grant during April. We need to decide whether to proceed anyway on the grounds that the rot and decoration must be dealt with. In any case, we do not know whether any grant we receive will cover the whole cost. See agenda 6(a) iii.

Note for agenda item 5: Re-opening of the Jubilee Institute

The latest government plan (via ACRE) can be found at <https://acre.org.uk/news/2021-03-02-village-halls-to-remain-closed-until-17-may>. As additional guidance, here are Louise Curry's responses to Pat's recent enquiry about re-opening:

Hi Louise.

Following the advice from ACRE could you clarify something please? Although it seems that halls can mainly open up on May 17th, the rule of 6 is still in effect. Can you advise what the implications are for Trustees? We interpret this as meaning hirers will be responsible for maintaining Covid 19 security, whilst we provide the safe infrastructure as per previous advice. The cinema club is the only event that we run ourselves and limiting numbers might prove difficult.

Pat Moloney

Hi Pat.

Though not specifically stated in the documentation at the moment, I am assuming the situation will be as it was prior to the last lockdown.

You are correct - the trustees are responsible for ensuring the premises are safe to hire - so that would include;

- * a clean hall*
- * provision of sanitiser*
- * where possible, one way in, one way out system*

The hirer/person responsible for running the group or activity, is responsible for managing the people that attend - so that will include:

- * calculating the number of people for the capacity of the hall/room the person is using (it seems, up to 50% capacity)*
- * ensuring attendees wear facemasks when needed/in accordance with the guidance at the time,*
- * ensuring social distancing/the rule of 6, is adhered to during the activity they are running (so this is a family/bubble of 6 - but they must be at least 2 metres away from the next individual/couple/bubble).*

You will be able to run the film club from 17th May, but it will be subject to social distancing. However, whether or not this would be possible for you - or worth it - in terms of finance or 'enjoyment' of the film, you would need to decide.

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Appendix A (of the ACRE information sheet) has a checklist as a reminder of what you need to think about regarding re-opening the hall again and test & trace will remain in place - but it would be up to the group/activity organiser to do this for their own group.

Kindest regards, Louise

In essence it appears that we could re-open for children's organisations in April, and for other groups from May 17th provided social distancing rules were followed and all other precautions were kept in place from our previous re-opening last year. In June, these rules too will be lifted. We need to decide:

1. whether we are willing to open in April for scouts, guides etc, if asked;
2. whether to take bookings for other activities from May 17th or to delay until June or later;
3. when we want to re-start the cinema.

It is worth noting that Fiona is getting plenty of requests for bookings. In May a polling station for an election is due to take place in the hall, which we would probably be ill-advised to refuse. Siobhan Sheehy has begun planning for the cinema restart so will need confirmation of a date for this.

When we have taken these decisions, we should decide how to make it public and what preparations are required. In the case of the cinema this will include making sure that the stocks of ice-creams and wine are satisfactory.

On the subject of alcohol, the Jubilee Hall's general stocks of wine and beer will need checking when next required. In particular we probably now have a large amount of beer and lager that is well out of date. What should we do with it?

Note for agenda item 5(b): AGM date and format

We have not had an AGM since May 2019, nor produced audited accounts since then. This has been acceptable to the Charity Commission, but it is doubtful whether they would encourage a further year without an AGM. We should probably pencil in a date that we feel we can achieve and work towards it. Given the number of people likely to attend, an AGM in the hall seems feasible from June onwards.

Note for agenda item 5(c): Trustees available for next year

Given the amount of time that has passed and the social changes that have occurred, it might be helpful to discuss this question well before any planned AGM, so that we can pursue recruitment as necessary once more.

Note for agenda item 5(e): Duck Race

This would normally take place in association with the Street Fair on the second Spring Bank Holiday, 31st May. This year no Street Fair is planned. However, this does not mean that a Duck Race is out of the question because most of our sales are made by shops and trustees before the day of the event. We could choose a date to suit ourselves and run it anyway. Or we might want a break. For decision.

Note for agenda item 6(a): Update on building works

The start of work is imminent. The first item will be the installation of panelling by Steve Kidd in the side entrance hall to protect the walls where they get a lot of wear. At about the same time Hugh Watson (local builders) will start carry out the internal crack repair work which will involve temporary radiator removal. When these two things have been done, internal re-decoration can occur in the entrance, up the stairs and on the landing. External crack work will be less disruptive,

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and it is hoped that Hugh Watson will follow on with this building work. Steve Kidd will fit in his pointing around the same time, hoping to use Hugh Watson's scaffolding.

As noted under agenda item 4(c), installation of a new and improved side entrance door can now be commissioned and the agreement of trustees to this is sought. This needs to be managed separately by the trustees because it is not part of the Abode Surveyors project. However, they are fully aware of it. We need to check that there is no interaction of the two pieces of work. An immediate concern might be any implications for the re-decoration of the entrance lobby.

As far as the upstairs windows are concerned (Debdon and Blaeberry Rooms), the views of the trustees are sought on whether to proceed with this regardless of whether we get a grant. If we do decide to proceed anyway, the question of when to start the work is more difficult because of the implications for the award of a grant.

Note for agenda item 6(b): Servicing and inspection

Some emergency lights were found to be defective during servicing earlier this year. These have been replaced by James Hammond (a less expensive option than Cortech themselves).

As far as boiler service is concerned, the replacement of the electronic control board referred to in the last minutes led to a further problem that needed the engineer to come back again. There are indications that one boiler is starting to age, but the current view is that a watching brief is the best way forward.

Note for agenda item 6(c): Garden

It has been suggested that we obtain a delivery of stones to top up the stone area of the garden, which can be placed into the garden area from the road by a suitable lorry with hoist. We could then spread the stones ourselves. Is this agreed and, if so, is there a volunteer to carry it out?

Note for agenda item 6(d): Birds' nest

The birds' nest that for several years has occupied a ventilation vent with a broken cover broken has been removed and the vent cover replaced. As a precaution a nearby downpipe sink has been netted over too.

Note for agenda item 7: Room hire and alcohol licence

It will be helpful to review what is known about future bookings and to check whether any problems are foreseen with the booking system.

HML 19.03.21