

The Jubilee Institute Rothbury

'Minutes' of Management Trustees Meeting

ZOOM MEETING: 26th April 2021

Prior to this virtual meeting **JL** had prepared notes to accompany the Agenda and these, along with the previous Minutes and the accounts from **JR** are attached to these Minutes for ease of cross reference along with his summary/report on the year to March 2021.

1: APOLOGIES: Margaret Blanshard, Ken Branson, Francine Needham. (MB, KB and FN did not have Zoom facilities).

PRESENT ONLINE: John Lewis, Pat Moloney, Pat Lewis, Heather Lister, John Rutherford, Helen Malone, Christine Abbs.

2. DECLARATIONS OF INTEREST: None

3. MINUTES OF ZOOM MEETING on 17TH March 2021.

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

b) Matters arising: **JR** said that Larry Lampert will audit the accounts.

4. FINANCIAL MATTERS:

a) Update on accounts: **JR** had circulated the accounts up to the end of 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. Since he had prepared the accounts we had received a further £8,000.00 from NCC for re-opening expenses. This figure is for next year's accounts.

b) Auditing: See 3b

c) Current Grant situation: As per the circulated accounts, we have received £13,430 in total from the NCC (+£8,000.00 for next year's accounts). We have also received the first payment from the Co-op of £693.19. We also received a £1000.00 from CADS and a further £4,000.00 from the Community Foundation Fund on 16th April, so in next year's accounts.

d) JR will be submitting an application for Gift Aid of about £1300.00

PM thanked **JR** for continuing in the role as Treasurer longer than he had planned and for preparing the accounts.

The invoice has been received from Gregory's for the structural work- about £3,500.00

e) JL raised the issue of Fiona's pay award. **JR** said he was still waiting to see the government's decision on this and it is under discussion with unions.

5. ADMINISTRATION:

a) Re-opening of Jubilee Institute-

The Hall will be used for the local elections on May 6th and the officials have carried out their risk assessment.

Apart from that there was discussion as to our re-opening date. Although most groups seem to be thinking of resuming in the autumn it was decided that we would re-open on May 17th subject to step 3 of the Government's roadmap. Obviously groups must adhere to the restrictions on social distancing, numbers etc and **JL** will prepare a poster announcing the re-opening and advising would-be users of the precautions etc.

PM said we will need a new risk assessment before the re-opening- to show that we have done it although nothing will really have changed.

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PL asked about seating arrangements for the cinema when it is possible to re-open. Obviously seats will have to be 2 metres apart both sideways and front to back so that will limit the capacity. We are aiming for 21st June date. **PM** will post about the re-opening dates on social media but we are too late for OTB.

b) AGM- Date and format: As previously discussed we aim to hold this on July 22nd and, hopefully, in the A.A. Hall.

JL ran quickly through the check list of things to be done- reports etc. Instead of **JL** focussing on Hall usage it was decided that he will talk about the repairs that have been carried out and those still to be done, emphasising that it is necessary to keep the Hall well maintained for community use.

PM will contact Ian Armstrong to see if he is willing to conduct the meeting as previously. All other matters can wait until the next meeting on June 8th.

c) Trustees available for next year: **FN** has decided to stand down from the Trustees and **HM** also said that she would have to stand down as she and her husband will be moving house but not sure when that will happen.

d) Recruitment of new Trustees: **PL** said she had put out some feelers and also the Wilkinsons had spoken to some people in the new houses and had not received a definite 'no'. **PM** had prepared a poster about our need for new Trustees and Treasurer and had posted this on social media in the Rothbury and Coquetdale Group. Posters about new Trustees to go into the newsagents, Tullys etc and some could go into the new houses –**JL** will print some off for this.

6 BUILDINGS AND MAINTENANCE:

a) Update on building work: **JL** had provided attached notes. All is in hand to be completed before the elections or has been scheduled to happen around it so there will be no inconvenience either to the elections or other user groups.

b) Entrance Door: **PM** said that the surveyor had been out last Friday and will provide drawings etc. It will probably cost just under £3,000.00 and there will be extra for the security lock by Cortec. It may take 8-10 weeks for the frame to be prepared but it will be done before the Autumn and greater use of the Hall.

c) Servicing and Inspections: Gas Tec will service the boiler next month and all others are up to date

d) Garden: **KB** had spread out the gravel and now only the planters need to be planted. **HM** said that she has hundreds of little seedlings of a very pretty blue plant which would trail over the edges of the planters and maybe some height could be provided by Foxgloves. Nasturtiums are also very colourful and not so particular about being watered etc.

e) Bird's nest: Mark Coe has been up and down several times and hopefully the Jackdaws have given up but they are very determined so we will have to check again in the autumn.

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

DATE OF NEXT MEETING: Tuesday 8th June 2021 at 7pm- it is hoped that this can be held in the Dovecote Room.

Meeting closed at 7.50pm.

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Notes to accompany agenda for Zoom Meeting

	Agenda item	Note
4(a)	Update on accounts	John Rutherford's annual accounts plus his report are attached as a separate document. He is ahead of the game!
4(c)	Current grant situation	<p>NCC: An additional substantial COVID re-start grant from NCC has become available since our last meeting and our eligibility is being checked by JR.</p> <p>Co-op grant for new side entrance: The first instalment of £693.15 has been received.</p> <p>Community Foundation for upstairs windows: A grant of £4,000 has been awarded. This is close to the estimate for the work of £4,360.</p>
5(a)	Re-opening of the Jubilee Institute	<p>Although we are technically able to open for some bookings, such as cubs, there does not appear to have been any significant demand, apart from the election on 6th May, for which special preparations have been made. So, our opening date will be at COVID Roadmap Step 3 on 17th May, when aspects of social distancing will remain. There will be fuller freedom at Step 4 on 21st June. Re-opening announcements on noticeboards, and in the press, remain to be done together with communication with users. A check of COVID preparations within the hall may also be thought appropriate. Full up-to-date advice from ACRE directed specifically at Village Halls has been received. This lays everything out clearly but is a long document! It can be circulated on request.</p>
5(b)	AGM preparations	<p>There will need to be the usual preparations for the meeting, including announcements, writing of the annual report, preparation of annual (bi-annual?) accounts, set-up for presentations and election of trustees. Trustees may wish to discuss briefly.</p>
5(c)	New trustees	<p>Have there been any results from enquiries since the last meeting? What should we now do?</p>
6(a)	Update on building works	<p><i>Work relating to the cracks:</i> There has been considerable progress on work relating to the cracks. The major internal and external repair work is complete. Investigation of the cracks in the rendered area of the passageway has established that two types of building material were used in sections and not properly joined or wall-tied. This has been remedied. Also, prior to internal re-decoration, the entrance area and immediate passageways have been panelled very effectively.</p> <p><i>Side entrance:</i> With respect to the side entrance, we can start work as soon as a design and contractor has been chosen.</p> <p><i>Window repair and outside re-decoration:</i> The contractor for the window repair work (Colin Armstrong) has been informed that he can proceed and has scheduled the work to start on 10th May. Decoration</p>

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		of the windows will follow, scheduled in with the other decoration arising from recent work.
6(c)	Garden	KB ordered a delivery of stones and spread them over the relevant areas. The pots and garden are ready for some further planting attention. What should now be done?
6(d)	Birds' nests	The birds began building again on the roof just above the hole that had been covered. This material too was removed, but they continued to build. There is also another hole in the wall nearer the old post office, where building activity has been observed. Current plan is to leave the matter until the nesting season is over. Any thoughts?
	Next meeting	We need to check that we are happy to hold this in the Jube rather than as a Zoom meeting.

HML 28.04.21