

The Jubilee Institute Rothbury

Minutes of Management Trustees Meeting 8th June 2021 at 7pm

1: APOLOGIES: Francine Needham. Also Mr and Mrs Bogyor (guests)

PRESENT: John Lewis, Pat Moloney, Pat Lewis, Heather Lister, John Rutherford, Helen Malone, Christine Abbs, Margaret Blanshard and Ken Branson.

ALSO IN ATTENDANCE: Guests: Derek and Gwyneth Wray, William Gunn, Paul and Carol Cramman, Shona Walker, Christine Bell and John Harrison.

2. DECLARATIONS OF INTEREST: None

3. INTRODUCTIONS AND WELCOME TO VISITORS: **PM** welcomed our guests who were attending to see how the Institute is run with a view to perhaps becoming Trustees. They introduced themselves to the room.

4. MINUTES OF ZOOM MEETING on 26th April 2021.

a) Corrections and acceptance: One correction to 6c- Gas Tec had already serviced the boiler.

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

5. FINANCIAL MATTERS:

a) Update on accounts: **JR** circulated the Budget Report up to 3rd June 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 which are still to be paid for. When he looked again at this he realised that he had omitted the Gift Aid and said he will amend this and send it out. **JR** has submitted the Gift Aid application- he explained about this to our visitors. He is still waiting to hear about the Government decision on pay award levels for Fiona's pay.

Current Grant situation: **PM** said he had had a phone call from the Co-op urging us to apply to be recipients of next year's grant as he had had no applications. **PM** thought of a project- to refurbish the room that the Youth Project used to use so that it could be a dedicated space for a group to use. He submitted the application

b) JR had prepared a **proposed Budget** for 21-22 but did not hand it round as he had omitted the Gift Aid. The budget projection was really guesswork as we still have no idea how much the Hall will be used in the coming months. **JR** subsequently sent out a revised Budget Report for April 21 to June 3rd 2021 and also a Proposed Budget for 21-22 and these are attached to these Minutes.

PM thanked **JR** and also thanked **Shona Walker** for agreeing to take on the role as Treasurer after the AGM.

c) Building Work expenditure: **JR** said that this currently stands at £11,936 but he expects the total to be in the region of £20,000.00.

6. ADMINISTRATION:

a) Re-opening of Jubilee Institute-

As before there was discussion as to what is necessary. It is still uncertain whether Covid restrictions will be lifted on 21st June but it was decided that, in any event, we would leave the various signs in place around the Hall to remind people that they need to take care. We cannot enforce restrictions as to use if all regulations are lifted and would have to hope that users were careful and took precautions.

b) AGM- 22nd July 2021. It was decided that we would serve drinks but no food. There will be the usual reports from **PM** and **JR** but **JL** will report on progress in the building works as there has been no usage of the Hall in the last year. **HM** agreed to look after the refreshments and **PL** and **MB** offered to assist.

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PM said that Ian Armstrong is willing to conduct the meeting as previously. It was agreed that the accounts put before the AGM would be those for 2020-2021 as those for 2019-2020 had already been sent to the Charity Commission. Candidates for Trustee roles should let **PM** know if they would like to stand prior to the AGM and be available on the night. The AA Hall will have to be set out with chairs and **KB** volunteered to do this.

7 BUILDINGS AND MAINTENANCE:

- a) **Update on building work:** **JL** said that all the windows have been done and double glazed. The sash on one window awaits a small repair. The work is going well and the decorations etc are underway. The outside pointing is still of course outstanding which is quite a big job. A crack had been discovered in the Debden Room which still has to be repaired and decorated. The outside painting still has to be done and **JL** would really like there to be a three year plan for redecoration etc and it would be ideal to have a contractor under contract for this so that the work of the Trustees was eased somewhat. **KB** said, especially to the guests, that a lot of work is always done but that we need a plan in place to maintain a building of this size and age.
- b) **Entrance Door:** **PM** handed round a picture of what the new door would be like and said that it would take 6 weeks from contract to installation. The Fire Service is happy with the design. The Co-op grant is being used for this and the quote for the work is £2,730.00.
- c) **Servicing and Inspections:** **MB** said that the fire alarm and emergency lighting have to be serviced in August and that the PAT Testing is to be done in October and that is all for this year.
- d) **Garden:** **PM** thanked **HM** for making the planters look lovely.

8. ROOM HIRE AND ALCOHOL LICENCE: **CA** said that there is a party booked for 16th July, the Cycle Club have a booking for 18th July and there is a wedding booked on 20th August. These of course are subject to the Covid situation.

9. DISCUSSIONS ON NEW TRUSTEES- potential roles and interests. The present Trustees had explained what roles they carried out at present and guests were told that decisions are made at a post AGM meeting. Since there is no date at present for a post AGM meeting as it is being held in July, **JL** will find a date at the end of July for such a meeting and will circulate Trustees and new Trustees.

10. AOB- JR said that EDF want to install a smart meter and this was approved as a good idea.

11. EDITING OF MINUTES FOR PUBLICATION: None necessary.

DATE OF NEXT MEETING: AGM- 22nd July in AA Hall at 7.30pm- preceded by the Pre-AGM meeting to discuss audited accounts at 7pm in the Dovecote Room.

Meeting closed at 8.25pm

HML 9.06.21