

# CRASTER COMMUNITY TRUST

## Meeting of Committee

Wednesday 25 January 2012 in the Memorial Hall

1. **Present:**

**Members:** Chairperson Joyce Shaw, Kevin Brown, Doris Clarke, Michael Gibbs, Rosemary Gibbs, Bridget Kohler, Heather Lee, Elizabeth Pearson, Jackie Reeves.

2. **Apologies:**

Chris Johnson, Alan Punton, Hilary Punton, Michael Robson.

3. **Minutes of the Ordinary Meeting 23 November 2011:**

Approved – the Charity Commission required our accounts to be “examined”, rather than “audited”.

4. **Minutes of the Special Meeting 7 December 2011:**

Approved.

5. **Matters arising:**

1. **Hall development**

**a. Process for selecting contractor**

A list of contractors to be invited to tender when Chris Downs’ plans and specifications are ready, was agreed. This is the list circulated earlier with the addition of Michael Douglas of Seahouses [probably not available.]

The invitations will be accompanied by a questionnaire from Chris Downs designed to test the contractor’s experience, reputation and financial standing.

When the tenders come in Kevin Brown, Doris Clarke and Michael Robson are appointed to open and list them before they are copied and sent to Chris Down for comment and recommendation, as well as to the other members of the Committee before it makes its selection.

**b. Projected timescale for completion**

Chris Downs now estimates that it should be possible to make a start on site in early April with completion mid-May. He is about to submit an application to the Planning Authority for which he needs our cheque for £170 payable to the Northumberland County Council. This was agreed and the Treasurer had one prepared and signed.

**c. Alternative Hall arrangements during the refurbishment**

Members felt that all the regular users of the Hall are aware that it will be unavailable during the refurbishment period. Some have already made alternative arrangements.

**d. CE Electric Grant**

The Community Foundation which administers the CE Electric grant has been made aware of our refurbishment programme and has agreed the £5000 grant may be used for redecoration when the building work is complete. An extension to September 2012 has been allowed.

It was agreed that the redecoration should be arranged to begin as soon as the building work ends. Joyce Shaw, Doris Clarke and Rosemary Gibbs offered to act as a working group to plan the redecoration programme and were appointed to do so.

**e. Asbestos**

Chris Downs has confirmed that he has appointed Franks Portlock to undertake the Type 3 asbestos survey.

## **2. Review of the Website**

A paper prepared by Michael Gibbs in response to Peter Howard's September proposals for a review of the website was agreed. This accepted Peter's recommendation that visitor information should be transferred to a new web site separate from the local which would continue to cover the Trust's minutes and governance information. The local web site would also offer space for information submitted by other local bodies (Parish Council, W. I., etc.).

Chris Johnson's offer to work with Peter on the local web site with a view to taking it over was accepted, as too was Peter's offer to be responsible for the new visitors' web site.

It was agreed that the Trust would purchase the domain for the new web site at £2.99 per year. Also it undertook to reimburse Jackie Reeves for the £108 cost of purchasing the new version of Dreamweaver web site software – the present software is now out of date. Other bodies using the web site will be invited to contribute to the software cost.

## **3. Availability of minutes to the public**

Mick Oxley agreed to take paper copies of the Trust's agendas and minutes to make them available to the public.

## **4. Bingo Night 12 December 2011**

The Bingo Night held on 12 December produced a net profit of £350.70 at the end of a very enjoyable evening. Thanks were expressed to Hilary Punton and Pauline Brown for organising the event.

## **6. Review of future meeting dates**

The last two ordinary meeting dates have had to be rearranged. The February meeting which is due on the fourth Thursday in February will also need to be changed as it clashes with a parent event at the Treasurer's school. However thereafter it should be possible to continue to schedule our meetings for the fourth Thursday as planned. It was agreed that February's meeting should take place 7:00 p.m., Wednesday 22 February 2012.

## **7. Treasurer's Report:**

Jackie Reeves had circulated a schedule showing the estimated costs of the Hall refurbishment set against the funds available to meet them. It would appear that on present figures there is still a satisfactory balance available for unforeseen contingencies.

Jackie gave out another schedule of the Trust funds at 25 January 2012 which amount to £137,309.31.

The required financial (after examination) and annual reports for 2010 – 2011 have been accepted by the Charity Commission. Jimmy Shaw was thanked for auditing them and Domenic Belisle for their official examination.

It was suggested that we should need to advise our insurers when the Hall would be in process of refurbishment.

We have been approached about the availability of the Hall for forth-coming elections, 15 November 2012 and 2 May 2013. It was suggested we should seek to increase our charge for this to £130.

- 8. Lead Members for the Federation of Northumberland Development Trusts (FoNDT) and the North Northumberland Village Halls Consortium (NNVHC)**  
The offers of Chris Johnson to act as lead member for the FoNDT and Michael Robson for the NNVHC) were gratefully accepted.
- 7. Preservation of Coble**  
To be held over to next meeting.
- 9. Queen's Diamond Jubilee**  
Various ideas were raised about what the Trust might do to celebrate the Queen's Diamond Jubilee. The suggestion that it might include the official re-opening of the Hall was rejected because certain members of the Trust will be away in early June. For the Jubilee it may be possible to plan in conjunction with other Craster organisations. This will be discussed further at our next meeting.
- 10. Chairs from the Methodist Chapel**  
Joyce Shaw reported that with the imminent sale of the Chapel, all its contents have to be cleared next week. She had been given permission to offer two dozen stacking chairs to the Hall. This was gratefully accepted and offers were made to assist with the transfer.
- 11. Kick about area**  
Elizabeth Pearson noted that there is still a problem with stones on the surface of the kick about area. Proposals for improving the Play Park and the Kick about area are due to be considered at the February meeting.
- 12. Date of next meeting**  
The next ordinary meeting of the Trust will take place 7.00 p.m., Wednesday 22 February 2012, in the Hall.