

# CRASTER COMMUNITY TRUST

## Meeting of Committee

Thursday 25 October 2012, at 12 Whin Hill

1. **Present:**

**Members:** Chairperson Joyce Shaw, Kevin Brown, Doris Clarke, Michael Gibbs, Rosemary Gibbs, Bridget Kohler, Alan Punton, Jackie Reeves.

**In attendance for web-site item:** Laurence Reeves

2. **Apologies:**

Heather Lee, Elizabeth Pearson, Hilary Punton, Michael Robson

3. **Minutes**

3.1 **Ordinary Meeting 28 June 2012:** Approved.

3.2 **Special Meeting 2 August 2012 –** To expedite progress on Hall development. To agree payment of outstanding Performing Rights fees: Approved.

3.3 **Special Meeting 16 August 2012 –** To agree with the architect measures to progress the Hall refurbishment, to arrange clearance of the asbestos and to put the main contract out to tender: Approved.

3.4 **Special Meeting 11 September 2012 :** Approved.

3.5 **Special Meeting 17 September 2012:** Approved

There was some discussion as to whether the minutes of Special Meetings should be published on the website. Special Meetings allow the Committee to determine matters that are its responsibility free of external intervention. It was agreed that generally the minutes of such meetings would be published on the website unless there was good reason (e.g. third party interests) not to do so.

4. **Matters arising:**

1. **Hall development**

a. **Contract**

As reported at the Special Meeting 17 September, the contract has been awarded to John Gregory and Sons from Rothbury. They have a contract they need to finish before they can start on the Hall. There will be a two week Christmas break. It is hoped that the work will be complete by the end of January (depending on whether the roads to Rothbury remain open throughout).

Chris Downs will call a pre-contract meeting before work begins. The secretary, Michael Gibbs, was asked to get an update of when this can be held. It was agreed that Kevin Brown should act as technical liaison for the Committee with Chris and John Gregory for any matters that may arise during the contract (Michael Gibbs to act if Kevin is away). It is important that both should be present for the pre-contract meeting.

b. **Asbestos removal**

The asbestos has been removed from the Hall and we have three copies of the certificate allowing us reoccupation. One copy will need to be delivered at the pre-contract meeting. The Treasurer, Jackie Reeves has paid the Henderson invoice for the removal contract and the Franks Portlock invoices for their inspection and report. These were all as quoted.

c. **CE Electric grant**

We have been allowed an extension till the end of January to report completion and

payment for the kitchen as an accounting for the £5,000 grant already received.

#### **d. Curtains**

Rosemary Gibbs reported that Cheryl Spark is willing to measure the windows for the new curtains. It was agreed that with the radiators being moved from directly below, the curtains should hang to 1 foot beneath the bottom of the windows.

Joyce, Doris and Rosemary will arrange to go to Absolutely Fabric at Benton (Cheryl Spark's recommendation) to choose the material. The cost of purchasing fire retardant material will be compared with that of using a spray on ordinary material. Jackie will clarify with our insurers what fire retardant specifications they require. It was agreed that Harry Archbold's legacy should be allocated to the cost of the curtains (representatives of his family to be invited to the Hall reopening).

Glendale Paints can supply curtain rods. Blinds will be obtained for the windows in the new kitchen.

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

Laurence Reeves came to clarify what is wanted from the website. He said that there should be no difficulty in using the existing structure if he is given the text or photos to maintain it. It was agreed that links to other websites were unnecessary and that Laurence would be provided with the information (agendas, minutes, accounts, reports, memberships) the Committee would wish to be kept on the website. It would also be possible to do the same for information from the W.I.. With the help of John Gallon, this is already being done for the Parish Council.

It was also agreed that Doris Clarke could let Laurence have items of local news for temporary inclusion. Anyone wishing a news item to be included should contact her rather than Laurence directly.

Michael Gibbs will liaise with Laurence about the inclusion of Church rotas – the Net is not in a form that makes copying it easy.

An email address will be set up for Laurence to allow information to be sent to him in a form that can readily be transferred to the website.

Laurence was thanked and left the meeting at this point.

### **3. Playpark**

a. Kevin has obtained a price of some £16,000 for fencing in the Kickabout area, to be paid from the Northumbrian Water settlement funds. He invited quotes from three companies but only one gave him a price. He would like to explore other suppliers before going ahead and it was agreed that the matter should be taken forward to a future meeting.

b. The Committee's requirement for obtaining three separate quotes for significant purchases was questioned. For practical purposes it was agreed that three quotes should normally be sought but the Committee could in individual cases for good reason, waive that requirement provided such a decision is minuted.

c. Kevin is seeking cost estimates for replacing some items of the play equipment – to be reported later.

d. There was a brief discussion about funding for the Playpark. This is a matter for a future meeting.

#### **4. Federation of Northumberland Development Trusts (FoNDT)**

The next meeting has been deferred to 5 December 2012. It will be devoted to consideration of strategy. In the meantime an application has been invited for funding for a Social Enterprise. This has to be submitted by 9 November. It was suggested we make an application for the Playpark as a social enterprise benefitting visitors to Craster.

#### **5. Highlights**

The Spring programme has now been issued. Michael had downloaded a copy, which he passed to Doris. He had intended to circulate this to the other members of the Committee. Bids for two events have to be submitted by 16 November.

It was recognised that we could not safely book any stage event earlier than March but last year's performances had produced some income and might get people used to the renewed availability of the Hall after refurbishment.

#### **4. Treasurer's report**

Jackie circulated a report showing the financial state of the Trust's funds at 25 October. It shows there to be £34,364.62 in unrestricted funds at present.

Although it is not possible to earn any income while the Hall is closed, there is little expenditure, with minimal utility costs.

Kevin reported that someone had tapped into the oil tank to take much of the emergency £100 stock transferred from the Chapel.

#### **5. Annual Meeting**

As has already been announced, the Annual General Meeting will be held 7.00 p.m., Thursday 22 November 2012 at the Copley Hall, Howick.

The 2011-2012 accounts were adopted with some minor changes of presentation from those circulated earlier. The Secretary will prepare the annual report as required by the Charity Commission. Joyce Shaw will present her Chairperson's report.

With all members of the Committee having expressed their willingness to stand for election again and there thus being no vacancies requiring to be filled, it was agreed that the Secretary should post a notice allowing anyone else wishing to stand for election, to notify him in writing with the signature of a seconder, two weeks before the AGM.

#### **6. Community Foundation subscription**

It was agreed that the Treasurer should pay the subscription for the Committee's continued membership of the Foundation for the 2012-3 year.

The Committee has received an invitation to the Annual General Meeting of the Foundation to be held, 6.00 p.m., Wednesday, 7 November 2012 at the Wallsend Memorial Hall. Caroline Fiennes will be the keynote speaker .

#### **7. Date of next meeting**

The next ordinary meeting of the Trust (the Annual General Meeting) will take place 7.00 p.m., Thursday, 22 November 2012. A brief meeting of the Committee will follow, to appoint the officers for the year.