

CRASTER COMMUNITY TRUST

Meeting of Committee

Thursday 25 April 2013,
at Craster Memorial Hall

1. **Present:**

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

2. **Apologies:**

Hilary Punton and Michael Robson.

3. **Minutes**

Special Meeting 28 March 2013 : Approved.

4. **Matters arising:**

4.1 Hall development

1. Howden account

Michael Robson and Michael Gibbs had tried to arrange a meeting with Martin Carss to discuss the account but that had not been possible before this meeting. Michael Gibbs had invited him to come to the Opening because apart from the difficulties that had arisen, there is no doubt that the kitchen units are good. The proposed meeting will be arranged later, because although the additional costs amount to only £146, we continue to be unhappy about the failure to provide a dishwasher to our specification and the tone of communications from Howden's credit department. Also we want to be satisfied that we have received full credit for the units returned by Gregory's.

2. Extras

- a. Total Flooring had managed to lay the heavy duty carpet in the lobby in time for the opening.
- b. The hot water tap in the ladies toilet has been linked to the hot water pipe in the storeroom.
- c. Gregory's have repaired and repainted the Hall notice on the West gable wall.
- d. They have installed grilles in the Ladies and Men's toilet doors.
- e. Other repairs for the Ladies' toilet – tiles to the right of the toilet have been re-cemented and the lock on the door has been fixed. However, the support bars have been reinstalled with screws that sit proud of the bars leaving the possibility of injury to users – for one screw the rawl plug is already loose.
- f. The shelves have yet to be purchased for the Browse-In books. Gregory's put a shelf over the wash basin in the storeroom for the Art Club.
- g. Chris Downs has sent us a schedule explaining how the extras included with the 4th progress claim have arisen. The plumber's charges for visits arising from the oil running out are to be questioned as he has not installed the oil monitor and the oil ran out before overall contract completion. Also, Kevin Brown has been asked to check the electrician's claim for extras, against the original specifications.

3. Radiator

Joyce Shaw arranged for a scrap dealer to take away the one remaining cast iron radiator. It was noted that not all the new radiators have been fixed flush to the floor.

4.2 Hall – Going forward

1. Keys

There is no reliable record of what keys there are for the Hall and who has them. It was agreed that Kevin should purchase a new lock and key safe for the front door and only authorised people will be given the code (that will be changed regularly). When this is

installed all the existing keys will be redundant.

2. Cleaning materials and equipment

We need new mops and buckets. It was agreed to ask Rosemary Gibbs's cleaning lady, Jackie Cotton, and her friend to undertake the fortnightly cleaning of the Hall. They have offered to do the work on Saturday afternoons until a local person or our original cleaner can take over. They will share the £25 per 3 hour clean.

3. Boiler settings

Jackie undertook to manage the settings and produce instructions for other users.

4. Monitoring oil levels

We have been able to monitor the level of oil in the tank using a bamboo cane. We expect to have the oil sentinel installed. We have had to have another 500 litres recently. A decision on whether we should join OilCan was deferred – some thought we might do as well phoning for quotes ourselves.

4.3 Browse- In Saturday 6 April 2013

A successful first Browse-In after the refurbishment was held with £68 being collected.

4.4 Official Opening Friday 26 April 2013

It was anticipated that some 30 – 40 people would be in attendance. Doris Clarke, Jackie Reeves and Bridget Kohler have arranged refreshments. Tables and chairs would be arranged after this meeting. For the formal part of the event, the Secretary, Michael Gibbs, would welcome the guests and introduce Councillor John Taylor who would do the (virtual) unveiling of Alison Newbigin's plaque. The Chairperson, Joyce Shaw, would then give the vote of thanks.

4.5 Playpark

1. Closure

The Playpark had to be closed when a chain on a swing snapped – the second chain failure in a short period of time. RoSPA has been asked to carry out an inspection to identify the full range of risks and repairs that we need to address before a re-opening. Our insurers had been told what we have done and have given their approval.

2. Sign

Michael Robson has asked us to find someone else's telephone number for reporting faults. Elizabeth Pearson has volunteered her number instead.

3. Northumbrian Water

This matter is now being dealt with by the Parish Council.

4. Future of the Playpark

There was some discussion of the future of the Playpark and the financial responsibility for it. With there now being so few Craster children, it increasingly serves only visitors.

The insurance costs have been significantly reduced, thanks to Bridget, but there is also the cost of the annual RoSPA inspection.

While it was understood that the Northumbrian Water money has been ring-fenced for the Kick about area, it is not clear how far that is a legal requirement.

As one possibility was for an approach to be made to the Parish Council to see if it would assume ownership and responsibility, Joyce, Alan Punton and Elizabeth, as members of the Parish Council had to declare an interest and take no part in any decision.

It was agreed that the Treasurer, Jackie Reeves, would prepare a report of the annual

costs of the Playpark over the past few years. It was also agreed that there should be a public meeting to discuss the matter.

5. Treasurer's Report

The Treasurer, Jackie Reeves, circulated two reports:

1. A statement of the payments to date of the Hall refurbishment with details of further anticipated costs where known. This at present projected a figure of some £7,500 over the Hall Refurbishment Restricted funds to be met from Unrestricted Funds.
2. A statement of the Trust's cash and bank balances (£52, 500) reconciled to the Playground and remaining Hall Restricted Funds and the balance of £19,200 Unrestricted Funds.

The Orca talk had produced donations of £31.20, half of which should go to the Orca charity.

6. Fundraising

It is recognised that to maintain the financial viability of the Hall we shall need a programme of fundraising events. Doris is arranging events for the Bank Holidays. We should aim at having one event each month. We need also to encourage other groups to make regular use of the Hall for rent.

7. Annual General Meeting

Jackie suggested it might be helpful if this could be arranged early in July to give more time for finalising the accounts, completing the auditing and examination processes.

8. Date of next meeting – 23 May 2013.