

# CRASTER COMMUNITY TRUST

## Meeting of Committee

Thursday 23 May 2013,  
at Craster Memorial Hall

1. **Present:**  
**Members:** Chairperson Joyce Shaw, Kevin Brown, Doris Clarke, Michael Gibbs, Rosemary Gibbs, Bridget Kohler, Elizabeth Pearson, Allan Punton, Jackie Reeves and Michael Robson.
2. **Apologies:**  
Heather Lee and Hilary Punton.
3. **Minutes**  
**Ordinary Meeting 25 April 2013** : Approved.
4. **Matters arising:**
  - 4.1 **Hall development**
    - a. **Howden account**

Michael Robson and Michael Gibbs have met Martin Carss to discuss the account. He satisfied them that we have received proper credit for the items returned by Hugh Watson. The salesman principally responsible for the measurement error which caused us to purchase units costing £146 more than the original estimate and also for not warning us that they were supplying a non-industrial dishwasher, has left the company. Martin sympathised with our unhappiness at the letter our Treasurer, Jackie Reeves received from their credit department – he and other local managers have complained at the tone of their pro forma letters. Subsequently Martin has contacted Michael Robson to say that as a gesture of goodwill, Howdens will be making a £250 donation to the Trust. In return we shall explore the possibility of installing a small plaque identifying Howdens as the supplier of the kitchen.
    - b. **Progress on ‘snagging’ and extras**
      - a. We have just received Gregory’s invoice for the previously unbilled extras. These include fixing tiles and handrails in the toilet for people with disabilities, the ‘Craster Memorial Hall’ sign, the panic bar on the North door, the grilles for the toilet doors and the new hot water tap in the ladies toilet, all amounting to £1,368.55.
      - b. We are still awaiting Chris Downs’ comments on the extras we questioned. We are also awaiting the Building Control Completion and Electrical work certificates.
  - 4.2 **Hall – Going forward**
    1. **Keys**

It was agreed that Kevin Brown will buy and install a combination mortice lock for the front door, subject to Jackie getting clearance from our insurers that this type of lock is acceptable. There will be a conventional key to over-ride the combination in the event of a user forgetting the figures. This will be kept by the Chairperson, Joyce Shaw, as she lives closest to the Hall. A spare will be kept separately by Kevin. All holders of the present keys will have to return them before being told the combination to the new lock.
    2. **Cleaner**

Jackie Cotton is prepared to continue her fortnightly cleaning but is quite happy for someone to take over the job. It was agreed that Rosemary would contact Carol Ascough, whose period of sickness may be coming to an end, to find out if she would like to return.
    3. **Monitoring oil levels**

The oil level monitor has now been installed in the kitchen. It was suggested we order a full tank fill in July or August when prices should be lower. There was an inconclusive discussion of whether to join the OilCAN purchasing scheme.

### **4.3 Official Opening Friday 26 April 2013**

It was generally agreed that this went well. Jackie reported that total costs amounted to £80.03. Louise Currie from Community Action Northumberland visited the Hall to prepare a report on the refurbishment for their magazine – suggesting that Halls and other community organisations bear in mind the possibility of bequests as a source of funding.

### **4.4 Playpark**

#### **1. RoSPA inspection**

We have received RoSPA's report on their inspection of the Playpark, following its closure for broken chains. Although it identified several faults, none appeared too drastic. It was agreed that we should establish the cost of rectifying them. Kevin will follow up on the local supplier of chains. Michael Gibbs will approach Playdale for their advice on how we deal with the other works.

#### **2. Future of the Playpark**

a. Jackie has analysed the annual costs of the Playpark and apart from one bill for resurfacing, the only regular expenses are the annual RoSPA inspections £90, and insurance now about £300. It should be possible for the Trust to continue to be responsible for running the Playpark once the repairs and replacements are complete.

b. It should be possible to meet the cost of the repairs and replacements from unrestricted funds.

c. The Northumbrian Water payment for lease of the Kick about area should be used to pay for fencing, as planned. Kevin is in process of obtaining quotes for this work. The estimated cost is some £16,000. This would leave up to £7,000 from the fund. Should there be a shortfall on the unrestricted funds for the repairs to the Playpark, it was agreed this might be met from the NWL funds not required by the kick about area.

d. It was suggested that we obtain a register of the owners of holiday properties with their home addresses and approach them for contributions to the costs of the Hall and the Playpark which provide significant amenities to visitors to the area. Alan Punton is due to go to County Hall soon and will explore the possibility of obtaining such a list.

### **4.5 Health and Safety**

A fire officer has inspected the refurbished Hall. No serious deficiencies were found but our fire extinguishers are due to be tested soon – the company notifies Jackie. Also we need to ensure all users of the Hall have a copy of the "Emergency Instructions". The key to test the emergency lights has been located and they have been tested.

### **5. Treasurer's Report**

a. A power cut had prevented the Treasurer, Jackie Reeves, from printing out her monthly report and she will have to circulate it later.

b. Awards for All – we are awaiting the outcome of the information supplied in response to the Conditional Offer letter. This should come in some ten or so days, In the meantime, the Secretary should seek new quotations for the reroofing from Marshalls and Rules. Also we need to get quotes for essential repointing.

### **6. Caretaker responsibilities**

While the refurbishment programme and the related extras and 'snagging' has continued, Michael as Secretary has been undertaking caretaking duties. Now most of the programme is finished, we should look to local tradesmen for day to day repairs. The ladies on the Committee agreed to take care of cleaning issues – for example appointment and supervision of the cleaner (who will be able to order their own materials [taking into account the Control of Substances Hazardous to Health manual in the kitchen cupboard.]).

We need a new large stepladder and a mirror for the ladies toilet.

### **7. Programme of Future Events and Fundraising**

Doris listed the following events in the Hall:

a. This Bank Holiday Saturday there will be another Coffee morning/tabletop sale.

b. Friday 14 June – Tadorne Concert

- c. Bank Holiday Friday, 23 August – Tombola
- d. Michael Gibbs reported that he had had an approach from a group on pilgrimage for accommodation, the night of Wednesday 12 June. Agreed £50 charge but a deposit to cover the cost of cleaning, if the Hall not left in good condition.

#### **8. Letter from Mrs M. A. Bell**

The Secretary, Michael Gibbs, has received a letter from a Mrs. Marjorie Bell regretting that there is a question as to where the Methodist Chapel War Memorials are to be placed. She had expected them to go to the Memorial Hall and would appreciate our consideration in the matter.

The Committee has had informal discussion about the War Memorial plaques. It is our understanding that the Methodists have agreed that the plaques should be transferred to the Chapel at Christon Bank. It is recognised that there is a strength of feeling (if not necessarily of numbers) that the plaques should remain in Craster (even though the War Memorial plaques in St. Peter the Fisherman, next door cover the same names).

On a vote, it was agreed that further consideration should be given to this question later in the year.

#### **8. Date of next meeting – 27 June 2013.**