

CRASTER COMMUNITY TRUST

Meeting of Committee

Thursday 28 February 2013, at 12 Whin Hill

1. **Present:**

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

2. **Apologies:**

Heather Lee.

3. **Minutes**

Special Meeting 24 January 2013 : Approved.

4. **Matters arising:**

4.1 Hall development

1. Progress to date

a. The painters are at work. They hope to finish this weekend. That will leave sanding and sealing the main floor. It is hoped that will start early next week and take some 5 days to complete. It may be possible for the Hall to be ready for the Practical Completion meeting 15 March 2013. It will be necessary to clear the main Hall of the tables and chairs the painters have taken out to decorate the toilet and internal store area, so that sanding can proceed. Several members volunteered for this work on Saturday morning.

c. One concern raised by the contractor was whether additional security measures should be taken to protect the oil in the tank. It was agreed that there should be padlocks on the outer and inner skins. Someone would have to unlock these on the days deliveries were arranged. Kevin Brown undertook to purchase the necessary locks.

d. While Jackie Reeves, the Treasurer, will continue to place the orders for oil, someone living close to the Hall will need to alert Jackie when an order is required. It was agreed that information should be presented to the next meeting on the benefits of joining some community oil purchasing group, such as the Community Action Northumberland OilCan scheme.

e. Michael Gibbs, the Secretary, will ask Gregory's if the painters could leave any surplus paints for our subsequent use.

4.2 Radiators

Kevin had managed to sell 4 of the old radiators for £200, which he passed to the Treasurer. There is one radiator remaining. This will be stored temporarily in the outside shed – Gregory's will be asked for the key to the padlock on the shed door.

4.3 Curtains

These have been ordered. Because Anything Goes does not accept cheques, the Treasurer has paid the 40% deposit from her own credit card. It was agreed that this should be reimbursed now.

4.4 Dishwasher

a. In response to Howden's original proposals for fitting out the kitchen, the Secretary had conveyed the Committee's wishes for changes, in an email. Among the changes was a specific order for an industrial dishwasher with a 7 minute cycle. Howden's reply was to the effect that they had made the necessary changes. It was therefore assumed that their dishwasher would meet our needs. However after it had been installed it was discovered that it was only a domestic model

with a 30 minute cycle. Howden's have said that since the machine has been plumbed in they cannot take it back. There is general unhappiness that the dishwasher is not fit for the purpose for which it had been ordered. In face of Howden's unwillingness to replace it, however, it was not clear what we might do and by a vote of 5 – 4 (with 1 abstention) it was decided to take no further action.

b. In addition to the bill for the agreed kitchen units (apart from the dishwasher) the Treasurer had received a separate invoice for 3 additional units. Michael Gibbs understood that these had been supplied to fill a gap by the hatch arising from an error made by the Howden's planner in measuring the space. It was agreed that since we had accepted their original fixed price quote we should not have to pay for this mistake. Michael Robson and Hilary Punton volunteered to accompany Michael in any meeting with Howden's to agree this. (There is some uncertainty at present about how much is involved – Gregory's have some Howden units to return for credit).

4.5 Opening Events

1. Official opening

a. Principally this would be for representatives of those who had provided funds and other support for the refurbishment. As such it would include members of Alison Newbigin's family, the Northern Powergrid Fund at the Community Foundation (grant for the kitchen) and the Northumberland County Council (Cllr John Taylor's discretionary grant to the heating system).

b. Attendance will be by invitation only (an earlier special Browse-In event will be held for all residents of Craster and Dunstan). Doris Clarke has prepared a list of people to be invited, which she passed to the Secretary.

c. Cllr. John Taylor will be asked to officiate at the official opening and to unveil a commemorative plaque acknowledging Alison Newbigin's bequest.

d. To give sufficient time for invitations to be sent out, and allowing for the Easter break, it was agreed to hold this opening 4:00 p.m., Friday, 26 April 2013.

2. Special Browse In

It was agreed that the special Browse-In for residents should be held at the usual time 10:30 a.m., on Saturday, 6 April 2013. This would allow people to see the Hall in its refurbished state. (At a later date it is hoped to arrange a special Browse-In for people to bring memorabilia relating to the buildings in the villages.) Once the Hall is ready, there is no reason why the organisations who hold their activities in the Hall should not resume their meetings. The Highlights arranged Best in The World performance has been arranged for 23 March.

4.6 Playpark

The Secretary is awaiting a reply from Charles Harman, Project Manager, Northumbrian Water about the possibility of installing a chain barrier to stop unauthorised vehicular access to the far end of the kick- about area. Kevin is still looking for quotes on fencing the kick-about area. Michael Robson wondered if the fencing is necessary. It was agreed to defer consideration of this until the Hall project is complete.

4.7 Best in the World

a. Laurence Reeves has produced attractive tickets for this event, 7:00 p.m., Saturday 23 March 2013. Unfolding Theatre say they need some 6 x 6 metres to stage the performance. This will leave only half of the Hall for seating, or some 50 places. Committee members were asked to take 5 tickets each to sell. We have to guarantee £100 to Highlights which is subsidising the event. Any ticket income over £100 is divided 80% to Highlights and 20% to us. We can make additional income through refreshments and a raffle. Doris agreed to call a meeting 7:00 p.m., Monday 18 March to arrange this fund-raising [this may have to be rearranged as the History Group have a meeting that evening.] Michael Gibbs will check with David Whitehead if he is still happy to provide a post-event darts venue.

b. Jackie has been approached by Alison Lomax who works for a whale and dolphin conservation charity. She is offering to give a talk on North Sea whales and dolphins. It was suggested that she might do so in the Hall, Thursday, 11 April 2013. Entrance free but donations welcome.

c. Andy Lawrenson of the Trio Gitan would also offer to stage a concert of music, stories and banter. It was agreed to pursue this for an autumn programme.

4.8 Health and Safety

a. Alan Punton presented a Control of Substances Hazardous to Health manual for the kitchen. It lists information about cleaning and other products used in kitchens explaining the risks and remedies relating to each.

b. Kevin Brown reported that Ian Parker is prepared to come to the Hall and advise us on what we need to do to meet Health and Safety requirements.

4.9 Web-site

Laurence Reeves has asked if the Trust would welcome a calendar facility attached to the web-site so anyone can add information about forthcoming events for their organisations without Laurence having to make the entries. It was agreed that this would be very useful.

5. Treasurer's report

1. Insurance

a. The Treasurer, Jackie Reeves, reported that Bridget Kohler had managed to negotiate a new insurer for the Playpark at an annual premium some £700 less than the previous one. As before, conditions for the coverage are that there should be a detailed annual ROSPA inspection of the Playpark, a weekly visual examination and a monthly photographic record of the condition of the individual play equipment. Michael Robson and Elizabeth Pearson agreed to arrange the weekly and monthly requirements. Hilary Punton has a proforma check-list that could be used for this. There also needs to be a sign asking adult users of the Playpark to report any faults they notice – Michael Gibbs will arrange for this.

b. Bridget had also arranged a much lower premium for our Trustee insurance.

2. Financial Report

a. The Treasurer circulated reports showing the current position on the Hall refurbishment with the funds available set against costs paid and anticipated to date, including Gregory's 3rd progress claim and a list of extras. This showed that the project looks to exceed the designated funding by some £6400, which can be met from unrestricted funds shown in the full report as of 28 February, leaving a balance of £26,000.

b. There is still the re-roofing project to be funded – estimated costs £16,700. We are still awaiting the outcome of our £5000 bid from the AONB. Michael is meeting Marc Johnson of Community Action Northumberland to explore other funds for which we might apply to meet some if not all of the balance.

c. In the list of extras, £462 arose from our having to relocate the base for the oil tank. Members felt that this should be met by our architect. Although not minuted, some remembered advising the architect of where it should be located, on his original visit. More importantly, where he located it did not meet safety regulations and even though not queried by the planners and building inspectors, if left where it was, fire inspectors might have required us to move it at a later date – equally, in the case of a fire our insurers might have denied liability.

6. Alison Newbigin memorial plaque

a. Recognition Express has submitted a mock-up of a plaque and prices for it to be made up in brass or alternatively in laminated plastic. It was agreed that in terms of maintenance the laminated plastic option was preferable. However people were not fond of the font in the mock-

up. The wording in the mock-up spoke of “the” Hall rather than “this” Hall and the latter wording is preferred.

b. The plaque should be placed above the hatch.

7. We Can Mind the Time – review of prices

Joanna Young the manageress of the Shoreline Café has asked if she can sell copies of We Can Mind the Time. This gave the Committee an opportunity to review the terms on which books are supplied to visitor outlets. Up to now, each outlet has been given a stock on a sale and return basis – some have kept £1 of the £5 price as a commission. Mick Oxley has never claimed this commission, looking on his involvement as a contribution to the community.

Jackie Reeves is holding an unsold stock of some 200 copies but is concerned about possible deterioration. She suggested that we retain the £5 price but bill the outlet for the full amount on delivery – it would then be for the outlet to decide what price it would charge to its customers.

8. Parking outside the Hall

We should support the Parish Council warning new owners of neighbouring properties not to block the access to the Hall with parked cars.

10. Date of next meeting

7:00 p.m., 28 March 2013, in the Memorial Hall – open to the public.