

CRASTER COMMUNITY TRUST

Meeting of Committee

Thursday 24 January 2013, at 12 Whin Hill

1. **Present:**

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

2. **Apologies:**

Heather Lee, Elizabeth Pearson, Alan Punton.

3. **Minutes**

3.1 **Special Meeting 25 October 2012** : Approved.

3.2 **Special Meeting 22 November 2012, following the A.G.M.:** Approved

4. **Matters arising:**

4.1 **Hall development**

1. **Progress to date**

a. Good progress has been made to date with few days lost to the weather. There have been two site meetings with minutes circulated to the Committee. The next meeting is at 9:00 am, Monday, 28 January.

b. The notes of the meeting held 17 December listed a number of variations which the Secretary went through. These were agreed except that for the roof reslating work identified as necessary, quotations additional to that being prepared by Gregory's should be sought in line with the Trust's standard policy .

c. It had been proposed that amongst changes to the original specifications, Chris Downs had asked Gregorys to provide different radiators to fit in the spaces between the windows, a larger capacity combi-boiler and a change in the location of the oil-tank. Kevin had noticed that a smaller capacity boiler had been delivered to the Hall but not yet installed. The Secretary undertook to contact Hugh Watson to enquire about this before the installation was done. The fear was that with inadequate capacity, the boiler would be put under continuous strain. These changes were agreed.

d. There was a discussion about how to secure the oil in the new tank. A spillage alarm and an oil level monitoring system could provide some warning of theft. A solar system spot light could act as a deterrent and a padlock on the filler lid could impede easy access to the oil. With the need to have the Hall heated during decoration, a delivery of oil will be needed before the refurbishment is complete. A minimum initial delivery of 500 litres should be adequate while the Hall is not fully operational. Kevin Brown and Michael Gibbs will clarify these issues at the Monday site meeting.

e. It had been suggested that units extra to the present order might be installed on the North wall of the kitchen. It was agreed to defer consideration of this until after the refurbishment is complete and all the present cost commitments have been met – it will then be possible to judge between the need for space for small meetings and that for extra storage.

f. Concern was expressed that the only door from the kitchen is inward-opening, which could be an impediment if there were a fire. Against that is the danger of having a door opening into the main hall – a glass panel might help but not be fool-proof. Michael and Kevin will raise this at the site meeting.

g. Some disappointment was expressed at the intrusiveness of the structural arch ahead of the kitchen partition. This design had been recommended by the structural engineer. It may have

resulted in a dark area between the partition and the arch which may need to be addressed. Although it seemed improbable that it could be wrong, there was a question about the level of the bottom of the hatch in relation to the Howden units under it.

1.2 Choice of kitchen floor coverings, tiles and paint

The working party's choices had been forwarded to Chris Downs and passed on to Gregory's for costing. Subject to any significant variance in cost from the specification being referred back to the Committee, these would be ordered.

1.3 Disposal of old radiators

Kevin has advertised the four radiators at £200 or near offer.

1.4 Curtains

Michael will ask Gregory's when it will be convenient for the preferred supplier to come to the Hall to take the necessary measurements.

1.5 Opening events

It was agreed that the formal opening will probably be arranged for an afternoon but there should also be a community Coffee Morning based on people contributing memorabilia to a 1950's map of houses in the village.

For the formal opening it was agreed that Joyce Shaw and Doris Clarke will prepare a proposed guest list. This should include Alison Newbigin's family, representatives of the County Council, the Community Foundation and C.E. Electric and the AONB, also Harry Archbold's family, Craster Church Committee and the Vicar, also David Morgan (who had always been supportive).

It was agreed that Councillor John Taylor should be invited to perform the opening ceremony.

4.2 Trust's Web-site

Laurence Reeves has begun to enter Committee minutes on the Craster Community web-site. The W.I. and the Craster Parish Council are also making use of it.

It was agreed that the Secretary, Michael Gibbs, should prepare a news update and ask Laurence to put it on the web-site once the Committee had seen it.

4.3 Playpark

Kevin has been gathering brochures for new equipment. He is also getting quotes for the fence around the kick-about area. The Parish Council has asked Northumbria Water to provide a chain barrier at the far end of the area and the Trust should write in support of this. It would also be desirable for us to install signs banning dogs from the Playpark area and stopping adults using the play equipment designed for children.

4.4 Federation of Northumberland Development Trusts.

The FoNDT is working with the Northumberland County Council to develop a strategy for Social Enterprise Development on the basis of which the NCC is expected to make its grants to Development Trusts etc. FoNDT is applying for these grants for the 2013-4 year – for Craster and other small community trusts which have no paid development workers, the grant proposed is £1000.

Michael Robson noted that he had gone to a meeting of the North Northumberland Village Hall Consortium at Embleton in December, only to find it had been cancelled without notice.

4.5 Highlights

Michael circulated the Highlights Spring programme brochure. We have a booking, Saturday 23 March 2013 for *Best in the World* – a one man play about darts. We have been able to negotiate a £100 guarantee payment instead of £200 because of uncertainty about the Hall

being ready by that date. If we make more on tickets we can keep 20% of the excess. We can also retain any income from refreshments etc. Tickets will be £6 per adult, £3 per child and a family ticket (2 adults and 2 children) £12. Jackie Reeves volunteered to print the tickets. Unfolding Theatre, who are staging the play, offer an option for the audience to play a game of darts after the show. Michael has spoken to David Whitehead about the possibility of The Jolly Fisherman providing a venue.

5. Treasurer's report

The Treasurer, Jackie Reeves, circulated a report of funds totalling £114,000 at 24 January 2013, showing that after meeting costs to date for the Hall refurbishment, there still remains some £30,000 of unrestricted funds available.

However, the refurbishment funds are only estimated to meet contract costs as known to date. Contract variations will have to be met from unrestricted funds, so it will be important to keep these under control, especially if we proceed with re-roofing after the refurbishment is complete.

We need to plan fund-raising events to meet our operating costs. This will be addressed at a future meeting.

6. Re-roofing the Hall

Hugh Watson of Gregory's recommended that the Hall roof be renovated. Quotes had been obtained for this work before the refurbishment began but it had been decided to defer the work until the refurbishment cost commitment was known.

Based on the quotes and allowing for insulation, Michael had submitted a bid (copies circulated to the Committee) for £5000 from the North Northumberland Area of Outstanding Natural Beauty Sustainable Development Fund.

This bid was based on an overall cost of £16,700. The figure took into account the lowest tender received in 2011 but fresh tenders would be required before we proceed. In the meantime, we would seek other funding contributions – Michael is due to meet Marc Johnson of Community Action Northumberland to explore possibilities.

7. Village Hall Information sheets

Community Action Northumberland had sent us a list of ACRE's (Action with Communities in Rural England) information sheets, which had been circulated to the Committee in pdf form. Members could download whichever they thought of interest.

The most important is that dealing with Health and Safety legislation. Although the Committee had prepared a number of notices relating to this, and they had been stored when the Hall was cleared, now might be a good time to bring them up to date. Kevin volunteered to approach Ian Parker who is professionally involved in Health and Safety issues to review what we need to do to meet our obligations and to advise us accordingly.

8. Application for discretionary rate relief

The Treasurer, Jackie Reeves, has drafted an application form which she circulated at the meeting and will submit to the County Council.

9. Date of next Meeting

7:00 pm, Thursday, 28 February 2013 – venue to be decided.