

CRASTER COMMUNITY TRUST

Meeting of Committee

Thursday 28 March 2013,
at Craster Memorial Hall

1. **Present:**

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

2. **Apologies:**

Rosemary Gibbs, Elizabeth Pearson and Hilary Punton.

3. **Minutes**

Special Meeting 28 February 2013 : Approved.

4. **Matters arising:**

4.1 Hall development

1. Architect's fees

In view of Chris Downs' reminder that he had waived any right to extra fees for his supervision of the asbestos removal, it was agreed to pay the £3,500 balance of his fees in full.

2. Howden account

Our Treasurer, Jackie Reeves reported that some confusion had arisen from Howden's not recording our £600 deposit when billing us. As a result her initial payment was £600 short. This resulted in a letter from Howden's threatening legal action. To avoid the extra costs that might thus arise she has now paid their account in full, including invoices for claimed extras, which to date we have not been able to reconcile with Gregory's record of returns. It was agreed that Jackie would pass on all the accounts to Michael Gibbs, Secretary and he would arrange to go with Michael Robson to discuss and clarify what had happened.

3. List of possible extras

Michael Gibbs had prepared and circulated a list of extra works that might be undertaken by Gregory's while finishing outstanding 'snagging' items.

- a. It was agreed that the entrance lobby should be carpeted with the same matting as Total Flooring supplied for inside the North doorway. This should cut down on the dirt being brought in to the Hall on people's shoes.
- b. Martyn Sutton, Gregory's plumber, has been asked to link the hot water tap in the ladies' toilet to the hot water pipe in the storeroom.
- c. Gregory's are to be asked to bring down the Craster Memorial Hall sign on the West gable end to determine whether it can be repainted or needs complete replacement.
- d. It was confirmed that we should ask Gregory's to install grilles in the Ladies and Men's toilet doors to allow for air circulation.
- e. Other repairs for the Ladies' toilet – tiles to the right of the toilet to be re-cemented and the support bar to the left, to be re-installed and the lock on the door needs to be fixed.
- f. Shelves are to be purchased for the Browse-In book display to the right of the kitchen hatchway.
- g. Gregory's are to be asked to put a shelf over the wash basin in the storeroom for the Art Club to store its cleaning materials.
- h. The bracket holding the downcomer on the North wall outside the toilets needs repair.
- i. The key to the emergency lighting switch is to be requested from Gregory's electrician.

4. Radiator

As a sale of the remaining old radiator is proving difficult, it was agreed that we should simply allow it to go for scrap.

4.2 Browse- In Saturday 6 April 2013

Secretary will put up notices inviting all residents of Craster and Dunstan to this first Browse-In.

4.3 Official Opening Friday 26 April 2013

The Secretary noted replies to the invitations were coming in. It was agreed that the ladies on the Committee would form a working group to arrange refreshments with a budget of £100.

4.4 Playpark

a. Inspections and repairs – Michael Robson was prepared to continue inspections provided it was understood that these were purely visual requiring no special technical knowledge. Hilary Punton's check-off list would be helpful. He would prefer it if all the chains could be replaced now since they were all installed at the same time and could be at the point of failing. Kevin Brown suggested we go to Hacketts in Alnwick as they supply Playdale with chains. At the same time Michael Robson thought we might approach someone not on the Committee to volunteer to undertake the inspections – Colin Armstrong was suggested as a possibility.

b. Sign – Michael Robson agreed for his telephone number to be noted as the one for reporting faults. Amended wording: "Please report any fault in this Playpark. Telephone 576392.

c. Northumbrian Water – This matter is now being dealt with by the Parish Council, which is suggesting an alternative solution to the one offered by Charles Harman of Northumbrian Water.

4.5 Best of the World

A most enjoyable performance. From the raffle and 20% of the ticket sales over the £100 guarantee to Highlights, we had netted some £85.

4.6 Health and Safety

We need to post the various statutory notices once more. We should approach the Fire Brigade for advice and certain free equipment (smoke detectors etc.).

4.7 AONB Sustainable Development Application

We have been awarded £1200 for the insulation part of our re-roofing £5,000 bid. However an Awards for All bid for £10,000 has now been submitted and we should hear the outcome in six weeks.

4.8 We Can Mind the Time

Shoreline has paid £30 for six copies. The Secretary is holding this as a petty cash float.

5. Treasurer's Report

The Treasurer, Jackie Reeves, circulated two reports. The first showed the Hall refurbishment accounts. Funds designated for the works amount to £84,800, from which £76,850 has been spent to date. An additional £14,660 has been committed but not yet billed. This leaves a balance of some £6720 to be met from our unrestricted balances.

The second was a full financial statement at 28 March 2013. This showed our cash and bank balances at £62,985. This was accounted for as funds restricted for the playground £23,400 and for the refurbishment £14,660 but with commitments exceeding that balance by £6720.

Unrestricted funds after meeting the Hall refurbishment commitments will amount to £24,920.

6. Hall – going forward

a. Keys – We need to make a list of all the key holders. It was agreed representatives of user organisations should continue to hold keys.

The Secretary had been told by Hugh Watson that the Building Inspector was requiring a panic button to be installed in the new North door before he will sign of the refurbishment. Gregory's will deal with this.

b. Cleaning materials and equipment – The Secretary had been advised by Floorsand, the firm that sanded and sealed the main floor, that we should only use a damp mop to clean the floor – no chemical products. We need mops, buckets and brushes – to meet current standards, a separate

set for each of the main hall, the kitchen and the toilets – colour coded to keep them separate. Heather Lee volunteered to obtain these. We also need a step-ladder and at least one extra bin.

c. Boiler settings – Jackie and Steven Reeves have volunteered to enter the necessary settings. There is an over-ride facility for unprogrammed events.

d. Monitoring oil levels - Martyn Sutton, Gregory's plumber is to install a remote oil monitor in the kitchen.

7. The Art Club

The Secretary has been advised that the Art Club wishes to return to the Hall for its Monday morning sessions. However it has made other arrangements for their exhibitions on the next two Bank holidays. This will allow us to hold fundraising events on those occasions – a Coffee Morning 4 May and a Friday evening Bingo 26 August. Mick Oxley may wish to have an exhibition 3 June. The Art Club is not sure whether the shed will be large enough for their display boards. In fact the extra storage may be useful for our wooden tables and trestles.

8. Date of next meeting – 25 April 2013