

**Minutes of the 2nd meeting of the Scarth Memorial Hall trustees
Held on Thursday 19th April 2018 @ 18:00**

Trustees

Present: Morris Race, Mike Wylie, Stephen Dodds, Hylene Bowman, Rev. Ken Steventon, Ed Chicken Sheila Wylie & Susan Stamp.

Non Trustees

Present: N/A

- 1. Apologies received:** Ian Royston & Beccy Stamp.
- 2. Minutes of previous meeting:**
Minutes of the previous meeting held on Thursday 14th March 2018 approved.
- 3. Matter arising:**
 - Drains: Ed pointed out that there was some crumbling stonework under the drains and not a full collapse. Any future problems will be dealt with by Northumbrian Water Authority.
 - Cleaning: A discussion took place regarding our contract with PHS which costs £50 per annum. It was agreed that we would reassess this when the contract came up for renewal. We decided that £104 per visit for the cleaners was far too much and we should look for someone local to do the work. Ian and Sheila have looked at what is required and will draw up a schedule of work.
 - Bank: Mike has contacted the bank regarding their email which turned out to be genuine. We do need to open new accounts and this will be sorted by Mike, Morris and Stephen.

4. Agenda items for discussion:

| Agenda Item No. | Item description | Action | Completion Date |
|-----------------|--|---------|-----------------------------|
| 3. | Appointment of treasurer and opening of new bank account: - Stephen has agreed to be treasurer and Mike will pick up the required forms to open new accounts. | Mike | 19 th April 2018 |
| 4. | Operation of rear door as a fire door: - All options of the rear door being used as a fire door yet still be secure for lone workers have been explored without any success. It was agreed that if the hall was in use the rear door must be unlocked and that lone working would be discouraged as far as possible. Stephen suggest using dummy CCTV cameras and he would look into this. | Stephen | 19 th April 2018 |
| 5. | Follow on actions from Linskill: - Have we put into practise what was suggested by Linskill? We are now using best practise at meetings. It was decided to pass this back to Teresa for more clarity. | N/A | N/A |
| 6. | CIO: - A vote was taken on Fiona Wharton's proposal that we allow her to contact the Charity Commission on our behalf to ask them for a | Mike | 19 th April 2018 |

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|------------------------|---|-----------------------------|------------------------|
| | scheme to allow us to transfer the assets to the new charity. This was agreed unanimously. We also agreed to let Heather Markham contact the Big Lottery on our behalf and we approved her bill for £200 + VAT. | | |
| 7. | Wedding booking: - We agreed that Les did not explain his email correctly as he did not know our rules regarding the consumption of alcohol not purchased in the hall. A question was asked as to why Shelagh Stewart showed the wedding party around the hall. We need a checklist with bullet points for what is available for weddings etc. | All | N/A |
| 8. | Teresa's role: - Stephen suggested that we need a frank discussion with Teresa regarding her role going forward. | Stephen | N/A |
| 9. | Treasurer's report: - Current account £16,257.15 Bonus saver account £24,248.21 Bar account £4,635.40 | N/A | N/A |
| 10. | A.O.B.: - New tables: It was agreed that we should purchase 12 smaller Gopak tables to replace the heavy square ones. These cost £93 each + VAT. It was also agreed that we purchase a suitable covering for the benefit of the whist users. | Morris, Sheila, Mike | N/A |
| | Mike suggested swapping the existing tables around so there were all the same colour in the hall. | Mike | N/A |
| | Snagging: Randall Orchard agreed to carry out all the remaining snagging work. | N/A | N/A |
| | Joy Robson funeral: Lee Sumpton had kicked off during the wake and was handled brilliantly by Les. He was later arrested. It was agreed that we would have a zero tolerance on this sort of behaviour and that the police should be called whenever trouble arises. We also agreed that the hall would join pubwatch. | Morris | N/A |

Time meeting closed: - 20:10

Date of next meeting: - Thursday 17th May 2018