

**Minutes of the 4th meeting of the Scarth Memorial Hall trustees
Held on Thursday 14th June 2018 @ 18:30**

Trustees

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

Non-Trustees

Present: Teresa Driscoll.

1. Apologies received: Beccy Stamp, Ian Royston & Stephen Dodds.

2. Minutes of previous meeting:

Minutes of the previous meeting held on Thursday 17th May 2018 approved.

3. Matter arising:

Morris contacted BIIAB for advice regarding employing Les as bar manager. Les had intimated that he would rather carry on as a volunteer if his employment was going to cause problems. I was also agreed that Les would train someone up to act as his assistant.

We are waiting for a price for the cleaning of the hall windows both inside and out.

Stephen was enquiring about a price to have a post box fitted near the rear entrance. Need to chase up.

Reminder regarding booking times has gone out with the monthly invoices.
Ed has circulated a list of keyholders.
GDPR needs to be completed.

It was agreed to send out the minutes to volunteers as well as trustees although volunteers will not be able to see sensitive or personal information.

It was also agreed that anyone can attend the board meetings although only trustees have voting rights and non-trustees may be asked to leave the room if sensitive or personal information is discussed.

4. Agenda items for discussion:

Agenda Item No.	Item description	Action	Completion Date
4.	<p>Presentation by Teresa: - Teresa gave a concise presentation including handouts of what had been carried out so far and what needs to be completed. All handouts are available on request. Subjects were Board, volunteer programme, hall administration, community and engagement.</p> <p>County Durham kite mark award: - There was still quite a lot to do to fulfil the criteria for the award. We agreed that this would be a nice to have award and that we would work our way through the actions.</p>	All	N/A

Agenda Item No.	Item description	Action	Completion Date
5.	Feedback from board meeting of the 21st May: - This was included in agenda item No.4	N/A	N/A
6.	Communication: - Ian was confused why his wife was receiving emails when he wasn't. Teresa explained that they were on different mailing lists and she would correct this.	Teresa	12th July 2018
7.	CIO: - Mike gave an account of where we are with the transfer of assets. We are still waiting to hear from the big lottery legal team.	N/A	N/A
8.	New trustee application: - An application was received from Teresa to become a hall trustee. Teresa was proposed by Sheila and seconded by Hylene and agreed by all present. Teresa will commence her trusteeship once her paid employment has ended.	N/A	N/A
12.	Treasurer's report: - We still need to open new bank accounts since becoming a CIO. Randall Orchard bill still to pay. Current account £12,106.96 Bonus saver account £18,750.20 Bar account £5,063.21	N/A	N/A
13.	A.O.B.: - Location of our rubbish bins is not suitable. It was agreed to ask the scouts if we could place ours next to their bins.	N/A	N/A

Time meeting closed: - 20:05

Date of next meeting: - Thursday 12th July 2018 @ 18:30