

Bamburgh Pavilion Association Committee Meeting

Wednesday 25th November 2020 via ZOOM

Present: Gillian Bardgett, Barbara Brook, Bill Brook, Susan Gibson, Barbara Jackson, Linda Kirby, Joan Miller. Jamie Edgar and Patty Gibb, who had been present for the AGM, were invited to remain for the committee meeting.

1. Election of Chairman

Bill Brook agreed to continue as Chairman for another year, as proposed by Gillian Bardgett and seconded by Linda Kirby.

2. Apologies for Absence

Tony Baldwin, Dave Carney, Lorna Colligan, Derek Mallinson.

3. Declaration, acceptance and willingness to act as a Trustee

All agreed and will sign when we next meet.

4. Minutes of meeting held on 7th July 2020

Agreed.

5. Matters Arising

None. The minutes will be signed when we next meet.

6. Treasurer's Report

Linda reported a healthy bank balance of around £46,800. We have received grants this year totalling £30K: £10K each for the sports field, the Pavilion and the tennis court. We have received income in deposits for weddings, craft fairs and coffee mornings; also from the hire of the tennis court and from user groups. Our expenditure has been just over £2K, mainly for decorating the hall and repolishing the floor.

We have ordered a new roller for £13,650 and have paid a £1200 deposit. The roller will benefit especially the cricket and croquet clubs but will also enhance the green. We have received donations towards

the cost from the cricket club, from Castle Estates and the 100 club with the Pavilion paying around £10K. The Pavilion will own the roller, not the cricket club, and this is why we have changed our constitution. The cricket and croquet clubs will pay towards maintenance of the roller which has a petrol engine and the warranty looks good. The old roller has gone to a collector in Wylam.

Renewal of the music licence is £161.

Just under £500 was spent in making the hall COVID secure and thanks go to Barbara Jackson for organising this so we can let out the Pavilion.

7. Maintenance Programme

Tony wasn't present on ZOOM to present a report but as has been mentioned the hall has been redecorated and the floor repolished. The people attending weddings next year will appreciate all the work that has been done. The septic tank was discussed and will be looked at soon but it shouldn't be a problem as the Pavilion has hardly been used this year.

8. Renewal of the Vulnerable Adult and Child Protection Policy

We have to renew at the first meeting after each AGM. Our two contacts are Linda Kirby and Joan Miller and our policy includes questions concerning topics such as sale of alcohol to minors and age appropriate films. Susan now includes these questions in the hire agreement. Bill will renew the document and put on the noticeboard.

9. Hansel and Gretel

Barbara Jackson introduced this. The theatre company is fully funded and wants to go ahead with 2 x 90 minute performances on 16th December with an audience at each performance of 36 people max. If these 2 performances can't go ahead they have another date in January. We feel that this is COVID safe as it's in the open, people will be socially distanced and tickets have to be booked online. The company would need access to electricity points and both actors and audience would need access to the Pavilion toilets. Barbara J has given Kirsty and Judy's details to the production company for publicity but a decision on whether to go ahead will be made on 3rd

December, 2 weeks before the performances. Barbara J will liaise with Barbara B, Linda and Gillian for help on the day.

10. Tennis Court landscaping

We lease the tennis court but as we had a rateable value (even though we pay nothing) we got the £10K grant. We asked for thoughts on the landscaping as the court surrounds look dreadful; rabbits and nettles being the enemies. Paul, the village warden, came up with a plan but we feel that it's rather grand for what we want and Barbara J didn't think it fitted very well into the landscape as it involved a lot of gravel and so she and Jamie suggested grassing it completely. Joan asked if there was anyone at Castle Estates who could advise us and in the meantime we can ask Paul to keep going with the nettle maintenance.

11. Change to Pavilion Licence

We now have to register as a food business and get a food hygiene certificate. Lesley has thoroughly cleaned the kitchen and we are awaiting our assessment. During the COVID crisis food and drink can only be served at the table i.e. no food can be collected at the hatch. Barbara J asked how essential it was to get a 5 star rating and if we should ask a professional to advise us on how to do this. These are two very good questions. We need to speak with an assessor as we don't actually provide food ourselves and Linda queried, as an example, cricket teas. We sell cakes there for our various charities but we haven't baked anything on the premises. There was a general discussion on home baking and how produce can be sold safely. Joan suggested that we have a list of questions when we meet the assessor – possibly have four of us on a sub-committee?

We also all have to undertake Challenge 25 training before we open up after COVID.

12. New Booking System

We're looking at two new systems: Hall Master and Booking Online. Susan prefers the second as the tech support is better, although both are good. Linda also prefers Booking Online as the invoice choices are better; however this may be more difficult/arduous for croquet bookings. There was a general discussion about the systems with

Jamie in particular worrying that it was going to be too much work for Susan. One advantage for the croquet club will be ease of bookings compared with WhatsApp. Jamie suggested Skedda.com – it's a system he is familiar with and he very kindly agreed to look at it on our behalf. Joan said that it was worth the £100/£120 a year for a good booking system.

13. Any Other Business

- (a) We need to find what tier we're in but it's possible that the Pavilion could re-open on 3rd December and we should be ready to take bookings. Barbara J was asked to check what we had to do.
- (b) Patty asked about the fun fair. Joe pulled out in August 2019 as he was unwell and had had a poor year financially. There are no plans for him to come back.
- (c) Will the tennis courts re-open? Yes, if we're allowed to do so.
- (d) Website – at the moment it's linked to the Parish Council and it was suggested that we should have our own. We have some spare money now so we could get a designer in to make it look more professional.
- (e) The electricity contract is due in January and Bill asked for someone to take it on. We need a person to talk to suppliers and check prices. Tony will be asked to do this.
- (f) Barbara J mentioned the work done to make the Pavilion COVID secure for the 3 groups of people who'd used it. Before we undertake more work we should make sure that it will be used over the next few months. Our first wedding is the beginning of April. If Hansel and Gretel goes ahead on 16th December we'll need to run the taps and flush the loos as well as the general cleaning. Bill is doing the PAT testing this week.

Jamie thanked the volunteers for all they do for the Pavilion.