

## **Bamburgh Pavilion Association Committee Meeting**

Friday 16th September at 11.15am in the Pavilion

*Present: Gillian Bardgett, Barbara Brook, Bill Brook, Jamie Edgar, Susan Gibson, Barbara Jackson, Linda Kirby, Derek Mallinson*

### 1. Apologies for Absence

Dave Carney, Joan Miller, Billy Wright

### 2. Minutes of Meeting held on Monday 25th July 2022

Agreed and signed.

### 3. Matters Arising

- (A) We have a new, revised form, for our statement of 'Willingness to Act as a Trustee' and this has to be signed by all of us.
- (B) Susan has told Karen at the Castle about the refurbishment project and has changed the website to reflect the closure of the Pavilion in January-March.
- (C) An insurance valuation was done on behalf of Allied Westminster and the Pavilion has been insured for £650k and the tennis court for £130k but we have reduced fees as if the tennis court is valued at £30k.
- (D) It was decided to leave the WI clock as it is at the moment.
- (E) The bleach has worked on the mugs so we won't buy any more just now.

### 4. Treasurer's Report

Linda reported that we have £31.5k from the lottery funding, ready for the refurbishment. There is £125k in the bank and we have a healthy 100 Club. The tennis court has generated £1,041 in income so far this year. We have paid £4k to the architect and expect to pay him around £1.5k more.

### 5. Booking Secretary's Report

Susan reported that the Pilates class numbers were a bit low but the organiser thinks things will pick up so has booked more sessions. Lesley is away but we have a replacement cleaner. Barbara J has offered to check on the Pavilion for Caroline Burrows, the cycling poet. We need to check dates for next year for Ali Darling's cricket match, and in fact all dates for cricket, croquet and weddings on the Green and using the Pavilion. The wedding bookings are slowing down but we still have several for 2024. Jamie has the croquet day booked for 2023 but wants to book for 2024.

### 6. Maintenance Report

2 lights in toilet replaced by LED bulbs. The outside steps are a bigger problem than we thought - Lee Wire will install new handrails but not with the current steps. We hope that David Smith will liaise with Lee and take the steps down and redo them so that Lee can put the new handrail in.

### 7. Refurbishment Project Update

No news on phase 1 and we are getting worried about the lack of response from our builder. Paul has been tasked with getting Mick to reply to our contract letter. If the building works don't happen by the end of March we are in danger of losing the lottery money. It's all very tight. Hopefully the tile/floor committee will meet soon.

The second phase is to do with the storage plans. A tender document has gone out to builders and Bill and Linda will work on a financial plan. We can afford up to £20k for the extra storage and hope this will be sufficient.

Barbara B mentioned a huge delay in planning submissions/permission. Can Guy Renner Thompson expedite it?

#### 8. Ticket Sales for future events

This includes comments made under agenda item 11 -

Booking online? Jamie had nothing more to add other than he was in favour of it, and mentioned the sites Ticket Tailor and EventBrite. As we really only do one play a year we didn't think it was worth exploring further. We felt that it wasn't worth going to caravan sites etc with posters as the majority of the audience for Macbeth were villagers and a few visitors. The A board out in front of the Pavilion was good, as was the sign in several shop windows in Seahouses. Facebook and the Bamburgh Googlegroup was worth doing. We gave £395 to the NTC (39 people and 1 who came in at the interval) and they probably took around £100 in donations. In our view the NTC's publicity is not good. We took nearly £100 on the bar. We felt it was worth doing once a year. Jamie asked how we chose the plays and it's the NTC who approach us for a late summer/early autumn show.

#### 9. Caroline Burrows - cycle tour

Barbara J is in charge as everyone else is away! Barbara will look after her but basically it's up to her. We have encouraged the WI ladies to write poetry.

#### 10. Report on meeting with Louise Currie of CAN

Louise is very pleased with how we operate the Pavilion and has given us a 5\* rating. She pointed out the ACRE site for help if we need it. Bill has written an Equality and Diversity Policy and this is on the noticeboard. Barbara J wrote a GDPR policy - again on the noticeboard. We need to develop our Finance Policy and this is a work in progress (for example, we shouldn't have blank cheques signed). Our accounts are audited by John Mackey.

***It was pointed out that all committee members should read these policies.***

#### 11. Assessment of NTC play

Discussed under agenda item 8.

#### 12. Any Other Business

(A) Bill met with James Boulton to discuss and assess the value of the tennis court, Green and Pavilion. This is in response to queries from the Valuation Office Agency which is an executive office of HM Revenue and Customs.

(B) Barbara J asked if there was a way of us supporting/helping Ellingham Village Hall with their governance. We would encourage them to contact Louise Currie and would also invite them to join us for our next committee meeting.

(C) Jamie asked if our legal documents need to go on the website. It isn't a legal requirement but could be good practice.

(D) The hand sanitisers are broken and need to be removed.

The date of the next meeting is Friday 4th November at 11.15am

