

## **Bamburgh Pavilion Association Committee Meeting**

Friday 5th September at 12.15pm in the Pavilion

*Present: Gillian Bardgett, Dave Carney, Jamie Edgar, Susan Gibson, Alison Kingston, Linda Kirby, John Lamb, Dave Miller, Claire Whitfield.*

### 1. Apologies for Absence

John Mackey, Christine Williamson.

### 2. Minutes of Meeting held on 28th July 2025

Agreed and signed.

### 3. Matters arising

None.

### 4. Treasurer's Report

Linda reported that we have £16,136 in our current account. We have recently taken £1,375 from hiring of the tennis court so we're in a great position to maintain it, and have spent £1,806 on maintenance, eg the steps and the door.

Linda is taking over as much as possible from Bill and is still able to do her Treasurer's job when she goes to NZ soon.

### 5. Booking Secretary's Report

Susan asked that all user groups check the 2027 calendar dates to make sure they have the booking slots they want.

She reported that our range of bookings is very varied: cricket matches, runs/walks, christening and a Planet Labs conference.

The Northern Artisan Market wants to book some dates next year. We then had a discussion about craft fairs and the worry in the village some years ago about these taking money from the 'regular' shops. Whilst we could understand the concerns, we felt that we should allow this group to hold 3 markets next year, in June, July and August, as it will generate revenue for us. Dave M asked Susan to check what we charged for craft fairs in the past. They will probably be on a Wednesday, 10am-4pm. We will ask Lesley to come in and clean after them. This will be a trial only and we don't plan to allow any other craft fairs next year.

Bill is an admin on the booking website and Dave M agreed to be on instead.

## 6. Maintenance

Lesley has asked for a new front door mat which we agreed to pay for.

Bill organised all the small maintenance jobs and we need to get a list of contacts from him. John L agreed to look at the septic tank with Bill. It doesn't need emptying but John needs the contacts for the future.

## 7. Operational Duties and Task List

Bill was our chairman but did far more than the normal duties of a chair. We will most likely divide these duties - chairman; secretary; maintenance person. So the secretary (only as an example) could deal with admin, communication, compliance, licences and insurance.

We plan to hold an Extraordinary Meeting (Friday 3rd October at 9.30am) during which we will put tasks etc on a whiteboard and then allocate them to a particular post/person. Linda will ask Bill for more information in preparation for this meeting and will circulate the details beforehand. We expect this to be a single page list. She will also circulate the maintenance programme to all committee members.

Linda has to change the bank mandate, removing Bill's name and adding Dave Miller. She will change the name for the Charities Commission first, then the bank.

There has also been communication from the Valuation Office Agency asking questions about the rent/lease/ownership of the sports field. This was originally sent to Bill, so we should make the response, but Linda will contact the Castle for their reply. We lease the Pavilion but the Castle owns it and the sports field has nothing to do with us.

## 8. Utilities Update

Jamie has received a new quote from EDF for 25p/unit ex VAT and 20p/unit off peak. This compares with the 38p/unit ex VAT, 30p/unit off peak which we're paying now. This high priced contract ends in February 2026 so Jamie suggested that we lock in the more favourable price now on a 1 year contract. We agreed unanimously.

Linda is to check with EE that the current problems have been fixed as we rely on the 4G network. The signal still isn't very good.

Thanks to Jamie for overseeing the work on the new sockets.

## 9. Cleaner's rate of pay

Our cleaner is paid £35/week for 2 hours' work, plus £15 for any extra hours. She is paid £75 for cleaning after a wedding. This rate was set in May 2024.

Dave C thought we should increase the amount; there was also a discussion about stating an hourly rate. It was then decided to review this amount in May 2026.

10. Charities Commission - confirmation of 'name'

We have set up a correction with the Charities Commission as our bank and constitution say 'Bamburgh Pavilion Association' but the CC has 'Bamburgh Pavilion'. We should also change the names of the nominated contacts and trustees. Jamie is to send further details to Dave M. Our insurance company had alerted us that the names don't match. Linda has now replaced Bill on the insurance documents.

11. Social committee

Claire and Ali are to meet soon, with possibly a social event before Christmas, otherwise a larger event in the spring when Linda is home from NZ.

Jamie suggested they produce a proper programme of events for 2026 so people have plenty of advance notice.

12. Any Other Business

Claire has bought more pickleballs and has given Linda the receipt.

The remote control for the TV has disappeared again. Jamie will order another one; however should we get people to pay a deposit for it or sign in for it? We will definitely put a label on the new one.

Thanks go to Alison for purchasing the two new kettles.

Date of extraordinary meeting - Friday 3rd October at 9.30am

Date of next meeting - Friday 7th November at 2pm