

# **Bamburgh Pavilion Association**

Management Committee Meeting 28<sup>th</sup> August 2018

*Present: Tony Baldwin, Gillian Bardgett, Barbara Brook, Bill Brook, Lorna Colligan, Eve Humphreys, Linda Kirby, Derek Mallinson, Joan Miller.*

## 1. Election of Chairman

Bill Brook offered to be chairman for the coming year. This was welcomed by the committee and proposed by Joan Miller, seconded by Linda Kirby.

## 2. Apologies for Absence

Dave Carney, Barbara Jackson.

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

Bill welcomed Lorna to the committee and explained the responsibilities and general duties of a Trustee. We then all signed the document showing our acceptance. Bill also acknowledged Kate Morton's valuable contribution to the committee during the years she had served and recorded his thanks for this.

## 4. Minutes of meeting held on 20<sup>th</sup> June 2018

Agreed and signed.

## 5. Matters Arising

Joan is still pursuing the availability of a good web photo of the Pavilion.

Tony reported that the work on the wall between the oil tank and the Pavilion should start in the next few weeks.

Tony reported that the work on the septic tank, which is actually two holding tanks, appears to have been successful. The first holding tank should be cleaned out once a year but the second tank which goes to the main drain is flowing well.

Barbara B's suggestion of putting our minutes on the Bamburgh website had been done by Dorothy Scott (clerk to the Parish Council) and would be done after each meeting.

## 6. Treasurer's Report

Linda reported a steady income and regular bookings. As of 14<sup>th</sup> August the current bank account stands at £18,024 and the 100 Club is £18,273. The money for the new benches on the tennis court had been raised by the coffee mornings and paid into our account, together

with the money raised from people paying to play on the court. The benches look good and our sincere thanks go to Robert Thomas and his family for the coffee morning money.

Money is owing for a 10K run and Linda is to give the firm an ultimatum – if they don't pay by the end of September they can't use the Pavilion's facilities in October.

#### 7. Booking Secretary's Report

Joan reported a busy year for bookings with 13 weddings and use by a film crew. Several local charities book with us, including Alexa's Animals and a regular vintage tea party for Breast Cancer Research. There are 5 weddings booked for 2019 and 2 booked plus a provisional booking for 2020. Karen has taken over the organising of events at the Castle.

#### 8. Renewal of the Vulnerable Adult and Child Protection Policy

Linda and Joan are happy to be nominated again as signatories. This policy will then be displayed on the Pavilion notice board.

#### 9. Wedding Cleaner for next year

Sarah has been an excellent wedding cleaner but sadly can't continue in 2019. It is £50 for two hours on a Sunday, 11am – 1pm when the cricketers arrive. We were encouraged to spread the word and also to ask Alex at the Vic if he knew of anyone on his cleaning staff who may be interested. Lesley, our normal cleaner, works Fridays from 6am for 2 hours and isn't interested in this Sunday job. Sheila who comes to table tennis will be asked by Derek.

#### 10. Rota for September and October

Gillian and Dave have sorted our September between themselves. Derek has agreed to help Dave in October and will liaise with him.

#### 11. NTC play, 6<sup>th</sup> October in the Pavilion

The play is called 'Heartspur' and Tony will distribute flyers to us. Noticeboards and posters on social media are all good but Gillian thought the best way of getting people there was by asking them face to face and at meetings etc. The NTC is a very worthwhile cause as they work on a very limited budget, having lost their Arts Council funding, so we like to support them. We have negotiated a new financial deal with them but in reality we may give them additional funds on the night, depending on numbers and raffle/bar money.

Barbara B and Gillian to liaise on food for the actors: Chris Magnay, Andy and Gillian on the bar, Dave to host, Celia to be asked to do the raffle, and Bill to be on the door.

#### 12. Tennis court/benches update

Linda has had a meeting with Andrea and it has been decided not to split the tennis club and table tennis club. There had been 3 sessions per week on the tennis court for sole use of tennis club members. However as the club is still being formed and membership is low these sessions weren't used enough so they have been released for public use. The fee for tennis club membership is still £50 per year and members will now book courts through the Vic but

won't have to pay for them. This will be reviewed next April when the membership fees are due. It was also agreed that the tennis club will not pay any fees to the Pavilion during this financial year. Andrea remains adamant that tennis club membership is for individuals and families but will not be available for companies who own holiday cottages. This was agreed unanimously by the committee. The maintenance of the tennis court over the winter will be carried out and paid for by the Pavilion funds.

Everyone was asked to keep an eye on the court. Bill had remonstrated with some boys who had been throwing stones on the court and climbing the netting. This led to a discussion on how to make the surrounding area more attractive. Ideas ranged from grass seed being planted, pebbles being laid, Astroturf and a rockery. If grass seed was sown it would probably need strimming twice a year. George Lillico is to be asked for advice.

Robert was again thanked for his work with his coffee mornings to provide money towards the new tennis court benches and Linda was thanked for ordering them.

(Robert now wishes to continue fundraising towards the cost of the Christmas lights in the Grove. After this he may well wish to fundraise for the Pavilion again.)

### 13. Any Other Business

Barbara B is to ask Kate to continue putting notices for us on Facebook. Gillian asked for her name to be taken off the registered admin team.

Linda has talked to Sarah and her husband about cleaning the Pavilion and has obtained from Sarah a list of top quality cleaning products and procedures to follow. A lengthy discussion followed during which we thought about buying a vac for cleaning the floors, buying new equipment and new products. This then led to a discussion on the suitability of the cleaning cupboard to store these items and in particular any dangerous chemicals. Lorna wondered if we should organise a deep clean every 6 months. Joan and Barbara B are to meet with Lesley to make progress on this and we will discuss it at our next meeting.

The storage cupboard in the hall needs clearing of unused items. Bill is to ask Judy if he can clear the peg board legs (and boards which are stored in the container beside the Pavilion) and Eve was asked to check with the WI about removing the filing cabinet. Once the cupboard is cleared we will be able to store loo rolls, bin bags etc. which we need to buy in bigger quantities owing to the increased use of the Pavilion.

The date of the next meeting was planned for the end of October, the exact date to be notified later.