

## **Bamburgh Pavilion Association**

Management Committee Meeting 15<sup>th</sup> January 2019

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

### 1. Apologies for Absence

Dave Carney, Barbara Jackson, Linda Kirby.

### 2. Minutes of the Meeting held on 16<sup>th</sup> October 2018

Agreed and signed.

### 3. Matters Arising

Tony is still organising the web photo for the Pavilion.

WI filing cabinet – once the WI members have cleared this Gillian will offer to take the files to WI headquarters in Seaton Burn.

Malcolm Hornsby was asked to look at the fire valve but he's not insured for this now so doesn't want to do it. Tony will ask Heatbase to look at it when they do their next survey in March. We acknowledge that the valve is difficult to get to.

We have given £400 to the War Memorial Trust and have had a very nice letter of thanks from the Chair of the Parish Council.

Wedding cleaner – Rachel Douglas has said that her firm will do the cleaning.

Barbara J thought there was £100 coming to the Pavilion from the Village Show Committee and we wondered if she had any news of this.

NCC Food and Hygiene Certificate – it is definitely not necessary for the Pavilion committee to get this certificate as we aren't operating a kitchen. Other user groups have been advised by us to contact the relevant department of NCC.

### 4. Treasurer's Report

As of 14<sup>th</sup> December 2018 we had a little over £16K in our account, including wedding deposits. We have just paid £280 for a music licence. We already have rate relief on the Pavilion and the Green but we need to apply for rate relief on our tennis court lease.

## 5. Booking Secretary's Report

Bill and Joan have met Karen who looks after weddings at the Castle. Her plan is to have 2 wedding packages:

- (a) Castle only
- (b) Castle + Pavilion + marquee

At our request, for 2019 only, wedding parties can still hire the Pavilion and a marquee.

Karen has given Joan the dates so far for 2020 and in future she'll take all bookings and keep Joan informed. This saves Joan a lot of work. Frankie has said that he wants a maximum of 10 marquees per year on the Green. We only have 4 weddings booked for this year and the Castle, too, is quiet.

Gillian thought it was very sad that in future people can only hire the church + Pavilion and not have a marquee (unless by special permission). We will still have to arrange a cleaner.

The carpet bowls from Belford are looking to hire another place and the Pavilion may be a possibility. Also, Lucker Village Hall has had problems with its roof and the Willow Weavers may want to come to the Pavilion temporarily.

Joan reported that the Pavilion is as popular as ever with the usual groups, e.g. the Fairs, the Vintage Tea Party etc.

## 6. Maintenance Programme

Tony, Bill and Andy to go round and check over the Pavilion.

One quote received from Marty for doing the outside paintwork and another expected from Lee Hope.

Bill has the external handrails and steps in hand.

Tony was asked to look at the kitchen bin; the clip is missing. If not repairable he will buy a new bin.

The electricity meter is to be changed on Monday 4<sup>th</sup> February between 9-10am. Tony or Joan will show the workmen in and the electricity is expected to be off for 15 minutes.

Joan wondered, if the main hall was in use, whether the changing rooms could be used for meetings at a reduced rate. We could tell user groups about this.

## 7. Hire charges for 2019/20

We had a lengthy discussion about hire charges and the cost of upkeep of the Pavilion. We feel we have to increase some charges as, for example, we've had a water bill for September

to December of £214 and costs are always going up. We do however want to keep charges the same for local people.

Attached below is the list of hire charges for 2019/20 which has been updated by Joan in line with our discussions.

#### 8. Problem Hirers – hall left in dirty condition etc.

Derek introduced this by saying that in October an event with dogs had been held and the hall hadn't been cleaned properly. On the Tuesday following this 3 people had fallen during table tennis owing to the large presence of dog hair and sand. This had been after Derek had swept the hall before starting table tennis. On New Year's Day dogs had again been in the Pavilion. On the 8<sup>th</sup> January the table tennis group was yet again saddened to see a lot of dog hair in the hall as well as in the kitchen. Should we ban dog fairs or ban dogs completely in the Pavilion? A lively discussion ensued after which it was decided, regrettably, to ban dogs altogether. Derek is to put several dog hooks outside. It was agreed that the takings at coffee mornings would probably go down if dogs weren't allowed inside.

We all agreed that we needed a better vacuum cleaner. Barbara B and Joan are to look at commercial vacuum cleaners. We decided we needed an electric cleaner rather than a battery one. We thought we'd discuss choices with Lesley, especially looking at wooden floor cleaners and we will ask George Courtice for his advice.

Ellingham School had hired the Pavilion and Lesley was dismayed at how it was left. They'd booked from 4-8pm but in fact came in at 2pm. We won't hire it to them again.

#### 9. Info given to hirers – user feedback

Joan is to ask for feedback on the forms she sends out to hirers. Gillian is to check with Barbara J to see what extra information could be given to hirers. Karen is to be asked for names of cleaners so we have a current list of people who could help. The cleaner after weddings is paid £50 for 2 hours on a Sunday morning.

#### 10. Any Other Business

Eve, on behalf of the WI, again mentioned a disabled toilet but the situation hasn't changed since the last meeting. With regret we can't provide a specific disabled toilet.

The next NTC play at the Pavilion is on Saturday 28<sup>th</sup> September.

We plan to have a big tidy-up in the Pavilion. Bill and Tony are doing the store room and Joan and Gillian are doing the kitchen. The lock-ups need doing too.

No decision was taken on the date of our next meeting.

## Prices for hiring Bamburgh Pavilion 2019/20

Event	Cost
Regular user groups	£6.50 per hour
Meetings – local residents of Bamburgh	£12.00 per hour
Meetings – non-residents of Bamburgh	£15.00 per hour
Parties: Local residents of Bamburgh under 50 attending Local residents of Bamburgh under 50 attending	£12.00 per hour £15.00 per hour
Parties: Non-residents of Bamburgh under 50 attending Non-residents of Bamburgh over 50 attending	£20.00 per hour £25.00 per hour
Commercial use for Fairs/Markets	£130.00 per day
Weddings with Marquis – includes afternoon before to set up, day of wedding and morning after to clear up.	£600.00
Weddings using Pavilion for whole event– includes afternoon before to set up, day of wedding and morning after to clear up.	£1250.00
School lunches	£50.00
Elections	£225.00