

## Abbey Row Agenda Tuesday 10<sup>th</sup> January 2023

### • Those present

Anne Newbury	<b>Chairperson</b> , Kelso Art Group
Eula Wilkin	<b>Minutes Secretary</b> , Borders Youth Theatre,
Thomas Diverty	<b>Treasurer</b> , New Age Kurling
John Gray	<b>LiveBorders</b>
Margaret Skea	<b>Kelso Evangelical Church/J Team Hol. Club</b>
Dave & Vicky Collins	<b>Kelso Camera Club</b>
Charlie Grant	<b>Kelso indoor Bowls</b>
Peter Munro	<b>Kelso Writers</b>
Claire Bowen	<b>U3A</b>
Jerry Strachan	<b>U3A</b>
Isabel Gordon	<b>Kelso Heritage Soc.</b>
Gina Tebbutt	<b>Individual/Borders Scrapstore</b>
Sheena McPherson	<b>Kelso Bridge Club</b>

**Apologies** : Renika Sangster (Abbey Stitchers), Eula Wilkin (BYT), Gill Cooper (Abbey Quilters)

- **Adoption of Minutes** : apologies from Chair for the late distribution of minutes. As the Secretary was not able to complete the minutes, they are therefore based on notes taken by the Chair so may not be entirely accurate.

It isn't possible for Anne to chair and take minutes so in the absence of Eula could someone in the group take notes – Claire volunteered. Anne pointed out that she could then merge both sets of notes so the person standing in for Eula would not be lumbered with producing the minutes. However, as Eula's situation is unlikely to improve we may need a long term solution to this issue.

Amendments were made to the draft minutes from November 2022–

Under section 3. Treasurer asked for amendment re Royal Bank account -at the time the minutes were taken the account was not closed but has been closed since then.

Under section 7 re the centre's noticeboard – Margaret asked that the minutes reflect that these are suggestions for discussion not the actual guidance. Item was amended.

With these amendments the minutes are adopted

- **Actions arising from Last meeting** – all actions and progress to be discussed under headings below
  - Under section 3 re possibility of investing in a savings account see Treasurers report below item 4.
  - Under section 5. Repainting see under Building redecoration item 6.
  - Under section 7 see item 7

- **Treasurers Report** – reported that currently there is £62,700+ in the bank account.

Matters arising from previous meeting, regarding the possibility of investing in a savings account – Thomas advised the meeting that due uncertainty over how much ARC may have to pay to LiveBorders in April (new financial year) he could not recommend this course of action.

- **Caretakers Report**

– During Xmas break the alarm went off on the switch board in the corridor. None of the building users took time to report it. This was the indicator that there were electrical problems. When Kate returned to work there was no power and the building had be closed resulting in the cancellation of bookings and loss of revenue. The emergency number connects the caller to Border Care Alarms (number is displayed on the board). A reminder to be issued to all building users – may need to roll this up with other issues to bring to their attention\*

- Hoist is again out of order.

- Ongoing problem with the state of the kitchen – dirty dishes left in sink. No indication who it might be, different groups on different days could cause a problem but not consistently. Can be included in general building alert\*

Suggestion for the above issue is to provide a dishwasher. Dirty dishes and damp cloths aren't good hygiene and if kitchen is ever used again for tea/coffee mornings this would be a real bonus. Agreed by majority that Margaret SKea will price a suitable dishwasher and liaise with Kate; Kate will speak to the plumber re

pipework installation.

- building bookings have started to improve.

- New commercial booking from Slimming World who have left the Cross Keys due to cost of room hire. They have booked 5 hours per week.

## **6. Building Redecoration**

- Kate had contacted another decorator **Bothwick** for a quote and it had come in very close to the amount quoted by Veitch. The committee approved issuing the contract for the hall and stairway to Veitch. Kate was asked to make the necessary arrangements with him

-The outstanding problem of the leaking gutters which had caused green algae down the side of the building has been repaired. The leak may have been the cause of the power issues, referred to above. There is some internal dampness in Room 1 and this could also have been as a result of the leak. Kate had experienced problems both with getting someone to address the issue and supervising workmen who attended the building repair call out.

- the dampness in Room One will therefore have to go on our redecoration list. Kate reported that paint is also flaking off the ceiling in Room 6. Large pieces had been found on the floor. The committee approved asking **both** the decorators for an estimate for the redecoration of Rooms 1 & 6.

If Veitch does the Hall/stairs and **Bothwick** does the rooms then we will have a really good indication of their work.

-Toilet improvements. Mick Tate estimates that to take out two toilet bowls and reposition the remainder will be between £200-£300.

Potentially the existing partition boards can be reused – the committee are agreed that quotes should be invited from Norman Tate, joiner, and Dave Marshall, Joiner for re-using the partition boards to reconstruct new cubicles.

Anne thanked Thomas for helping out with these enquiries and apologised to Kate that in their (i.e. Thomas and Anne) enthusiasm to move things forward Kate had been left out of the initial talks with the plumber. As the redecoration/refurbishment progresses Kate must be at the centre of all arrangements.

- **Any Other Business**

- Signage for Tebbutt Room – one for external side of main building, one for the glass panel of Tebbutt Room. Thomas had asked the Men's Shed to give him a price for this. Also suggestions for approaching Fantasy Prints and Dave Shepherd of Coldstream. Chair to progress this.

Margaret suggested Forbes Plastic (Kelso) might provide off cut for backing plate.

- Rooms need new numbers – available from hardware shops. Chair will progress.
- Disabled parking signs – it had been suggested that these should be either more prominent or renewed. Chair had costings at £20 per sign from the internet. It was suggested that an overlay for existing signs would be cheaper – depends on the condition of the original signs. Chair to check.
- Parking bay marking has been put off till better weather – perhaps one of the painters can do this.
- Noticeboard. When redecoration is completed the noticeboard will be redesigned. It was agreed that all notices should be submitted to Kate who will allocate space if appropriate. If there are any disagreements then she needs to refer complaint to AR committee. Suggest she initials those she approved for display so she can identify ones put up by others.
- Disposal of chairs. Those identified for disposal will probably need to stay on site until we have a skip for the toilet renovations.

Chair had some information from various venue furnishing companies. Need to find out how much delivery charges are before we decide which one is most suitable also need to find out if anyone locally is storing office furniture. Chair to progress this

- Grants – Chair had submitted an enquiry for assistance on the SBC website. This had led to a reply from Gillian Jardine. There is a new Cheviot partnership officer in post, Emma Husband, and it is hoped that she will have a desk at Abbey Row in the CLD room!. Gillian has asked for a meeting with Management Committee and CLD at Abbey Row. Chair asked that anyone who wished to attend let her know and she would advise as soon as she had a date. Peter volunteered. Anne stressed that this proposed meeting needed to address our funding/grants query and was not intended to explore our problems with CLD.
- Following from the above discussion Gina offered to find out who was senior officer with responsibility for CLD. They continue to be a problem – they have begun using rooms without booking them through Kate which sometimes necessitates moving previous bookings to other rooms. This isn't acceptable and could result in conflict/complaints not to mention that it is discourteous.

Chair will follow up.

- It was mentioned that there may be funding under 'Warm Places' scheme. This may cause Kate problems. It may not be possible to accommodate this with existing room bookings. Kate isn't on site full time so supervision is also an issue.
- It was remarked last meeting that we appear to have lost our elected members. We need to keep Gavin Horsburgh informed and find out who our councillors are. Simon Mountford should receive an invitation.

Chair to follow up.

Date for next meeting Tuesday 7<sup>th</sup> March, 7 p.m.