



COMMITTEE MEETING

10th March 2016

(2016/02)

THE BRYCE INSTITUTE

MINUTES

Present	Gordon Lawson (Elected Member) (Secretary)	Sue Cook (Burnside Amateur Theatrical Society) (Chairperson)	Shaun O'Sullivan (Treasurer)
	Ian Conway (Kendal Model Railway Club)	Malcolm Conway (Elected Representative)	Ron Key (Burnsides Over 60s Club)
	Geoff Marvin (Bryce Street Strummers)	Gordon McIvor (Cumbria Woodturning)	Arti Cropper (Burnside Parish Council)

- | | ACTION | DATE |
|------------------------------------|---|---|
| 1.0 APOLOGIES | | |
| 1.1 | <ul style="list-style-type: none"> • Doreen Newman Holden • Laura Miller • Pat Turton | |
| 2.0 MINUTES OF LAST MEETING | | |
| 2.1 | <ul style="list-style-type: none"> • The minutes of the committee meeting of the 28th January 2016 have been circulated. These were agreed as a true record of the meeting. | |
| 3.0 MATTERS ARISING | | |
| 3.1 | <ul style="list-style-type: none"> • Railway Club heating timer still awaiting replacement. Although Ian Stavert has been authorised to complete, not yet done. GJL to investigate alternative provider. | GJL
30th April
2016 |
| 3.2 | <ul style="list-style-type: none"> • Acland Room door has now been replaced with a new uPVC door. This now only locks with a key, so will need to be locked up following non-keyholder meetings. Keys have been issued to GJL, SC, SO'S, MF Kickboxing, Bryce Street Strummers and Silver Songsters. | |
| 4.0 FINANCIAL REPORT | | |
| 4.1 | <ul style="list-style-type: none"> • C/A balance £13,160 • Bar balance £ 2,896 • COIF balance £ 1,512 • Cash in hand £ 750 | |
| 4.2 | <ul style="list-style-type: none"> • There are no outstanding bills of note to pay. | |
| 4.3 | <ul style="list-style-type: none"> • The previous provision made to pay a British Gas bill has been removed – see below. | |

- 4.4 • Invoices for room hire should now go out monthly now that we can use a programme to extract room hire data from the online Bryce Booking Calendar. About half of the February run have been dispatched as at the date of the committee meeting, with the rest to be completed within the week.
- 4.5 • About £800 is outstanding from the Cumbria Primary Care Trust for their Hoyle Room hire.
- 4.6 • SO'S explained that there was probably about 4 day's work to bring the accounts up to date, and the plan was to have the outstanding accounts and the accounts for the year ending 31st March 2016 available for the AGM in June.
- 4.7 • Completion of the accounts and auditing will be completed by Colin Benson, as in previous years.
- 4.8 • Large bills due include insurance in April (approx. £2.5K), United Utilities (approx. £1.4K), Utilities (approx. 2K gas and £1.5K electricity).
- 4.9 • These will be passed in over the next 3 months, when further room hire income will be received.
- 4.10 • There is approx. 1K room hire income per month and this needs to be regularly collected in order to meet incoming bills and also to fund on-going remediation work on the building.
- 4.11 • The Bryce has once again been included in the Parish Council precept and we will be able to apply for £1K from the council after April 1st 2016.

5.0 **FLOOD REPORT**

- 5.1 • Our Insurance Brokers have appointed Cunningham Lindsey to manage the Bryce Insurance claim. The Bryce contact is Lee Ramsey.
- 5.2 • An Initial Advice Report has been provided to the Committee and a copy is attached to these Minutes. This follows an onsite meeting with Lee Ramsey.
- 5.3 • The following damage has been identified and will be remediated under the insurance claim:
 1. The cellar area, including remediation work on heating piping.
 2. The Green Room – specifically flooring
 3. The Cottage – specifically flooring in the lounge and kitchen areas and some remediation work to kitchen units
 4. The Office – specifically flooring
 5. The Foyer – specifically flooring
 6. The Cropper Room – specifically flooring
 7. The Main Hall – replacement to floor damaged by water ingress and redecoration of the hall to make good water damage to the ceiling.
- 5.4 • Further on-site visits by contractors will have to be made to confirm that sufficient drying out has occurred to enable remediation work to continue.
- 5.5 • The total cost of works is anticipated to be in the region of £90K.

- 5.6 • It is hoped that work will commence early April, with the works spread out over a couple of months.
- 5.7 • Concern was raised that bookings could be hit, reducing income, or that if users bookings are disturbed, that we could lose users.
- 5.8 • The Committee committed to work sensitively with users and the insurance companies to keep disruption to a minimum. However, users had to be aware that there would be a certain amount of disruption while this work is carried out.
- 5.9 • It was noted that there is no “disruption to business” cover in our insurance policy.

6.0 HOUSEKEEPING ISSUES

- 6.1 • Various remediation works to the building have been identified as being required. These works split into external building works and internal and external painting works.
- 6.2 • Quotations have been obtained from Mark Downham for the following building works:
 1. Construct disabled concrete ramp to main entrance, including metal handrail £970 + VAT

This has been mooted as a possibility over the last couple of Committee Meetings and will allow access to the Cropper Room for disabled users, without the need of deploying a temporary ramp. This would be subject to planning permission, for which there is no fee, and plans are being drawn up at no cost. GJL to submit application when all complete. Committee agreed to fund this project.

2. Demolish and roof over rear chimney stack £1,600 + VAT

This is the chimney stack above the Green Room and it is believed that damp ingress into the Main Hall and Green Room is through this stack. It is hoped that this will permanently fix that issue. Committee agreed to fund this project. This estimate include scaffold costs.

3. Use chimney stone to build small retaining wall to rear of cottage £550 + VAT

It is hoped that this work will provide a modicum of flood prevention should water come down from the hills as in December as it would act as a deflection barrier to the cottage. This was agreed in principal, but funding not released at this point by the Committee.

4. Form level concrete access to Main Hall with drainage channel at Green Room door £540 + VAT

This will provide flat access into the Main Hall through the Green Room. Better drainage will prevent water build up. Agree in principal, but funding not released by the Committee.

5. Remove dashing from gable wall of cottage, re-dash to include chimney stack £5,300 + VAT

This work is intended to remediate the blown dashing at the cottage end of the Bryce and counter damp ingress into the cottage and Hoyle Room (Railway Club storage room). This estimate includes scaffold costs. The chimney stack would be repaired and be in a position to bring back into use by the cottage resident. Agreed in principal, but this work would need to be funded by grant applications, which we will need the up-to-date accounts for. This work deferred.

6. Demolish middle chimney stack above main entrance and slate over £1,900+ VAT

This work will hopefully cure the damp ingress in the main foyer. This project was also accepted as being required and will be completed as soon as the Committee believe the financial situation warrants. This estimate also includes scaffold costs.

- 6.3
 - Quotations have been obtained from Graham Stowe for the following decorating works:
 1. The Croppers Room £320 – *Committee deferred expenditure*
 2. Acland Room £420 – *Committee agreed expenditure*
 3. Toilet in the Acland Room £150 - *Committee deferred expenditure*
 4. Kitchen in the Acland Room £150 - *Committee deferred expenditure*
 5. Passage from Acland Room to BATS Stage £175 - *Committee deferred expenditure*
 6. New windows at front of Bryce £180 (interior) £180 (exterior) – *Committee agreed expenditure*
- 6.4
 - Painting work to be undertaken as soon as practicable, and Graham Stowe will confirm work dates.
- 6.5
 - A quotation has been received from Cumbria Stoves to install a new woodburner in the cottage, to include relining the chimney. Cost £2,723 + VAT + approx. £600 scaffold costs (considered a conservative estimate).
- 6.6
 - SC would agree to pay her next 6 month rent in advance (£3.6K which would go some way to meet these costs). Committee deferred a decision for further quotes to be obtained. Benefits to the Bryce would be re-heating the chimney stack which could go some way to prevent damp ingress.
- 6.7
 - SC provided a report detailing the back-ground and current position relating to the Bryce's on-

going dispute with British Gas. A copy of this report is appended to these minutes. In summary, it would appear we have reached a point where there is no liability attached to the Bryce for any outstanding payments, and indeed the Bryce may be owed money for payments made. Further report at the next meeting.

- 6.8 • New folding tables have been purchased for the Cropper Room to alleviate the storage problems of the existing tables. This should create more space for meetings, in particular for the Bryce Street Strummers.
- 6.9 • The existing tables to be sold if possible through local "sale" sites.
- 6.10 • The Railway Club reported damp in their storage facility in the Hoyle Room. See comments above.

7.0 ANNUAL GENERAL MEETING

- 7.1 • The date of the Annual General Meeting will be Friday 17th June 2016 at 20:00 in the Cropper Room.

8.0 ANY OTHER BUSINESS

- 8.1 • A review of the room hire charges to be undertaken and new rates from July 2016 to be agreed at the next Committee Meeting.

9.0 DATE OF NEXT COMMITTEE MEETING

- 9.1 • **Friday 15th April 2016 20:00 in The Cropper Room**

Minutes agreed

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Date.....