

Minutes of Levens Village Institute Committee

Wednesday 22 February 2017

Present

Alan Miller, Stephen Read, Frank Routledge, Mary Orr, Helen Miller, Kath Dawson, John Wood, Wendy Mobbs, Hugh Connor and Chris Riley.

Apologies

Susie Bagot and Sheila Watson.

Minutes

Minutes of the meeting of 11 January 2017 had been viewed and were approved by all.

Matters Arising

It was agreed to pay the Highlights invoice for the 'A' board and banner.

The Paddlers for Life had given backward on their booking, as they could not clear the hall in sufficient time before the LAFS evening concert needed access.

Chair's report

1] AGM

The old committee was re-elected with two new members; welcome to Naomi Capstick, who represents Ladies of Levens, and John Wood. We need to confirm our officers. It was agreed that Stephen Read and Alan Miller will remain as chair and secretary, and that Helen Golding-Miller is to be replaced as treasurer by John Wood. Helen was thanked for her service to this committee and she and John will organise the transfer of files and bank mandate alterations.

2] PC project

This is on hold again as at the PC meeting last Tuesday the PC announced that they are to challenge the Strickland family's claim to Sizergh Fell Quarry. This means that there will be a Land Tribunal case unless the issue is settled beforehand. If the matter proceeds to a full case hearing Stephen estimates that it could be up to another year before the PC can sell its land and a further year to build a new hall, should the sale be successful. This committee must prepare to manage this building for at least another 2 years.

3] ACT study day at Sedgwick

SR and FR attended. ACT provided useful overviews of what they can offer by way of assistance to organisations such as ours, and in particular

a] their new up to date model hiring agreement. We need to consider and update ours as necessary. It was agreed that Alan, Helen and Stephen will review it for next meeting. ACT emphasised that the hiring agreement must be signed by all hirers, including regular repeat hirers, with no exceptions.

b] Governance. ACT are keen to promote modern constitutions and governance models, particularly Charitable Incorporated Organisations [CIOs]. We have discussed this form of governance in the past, but had not moved forward with considering it in detail because of the delay in the PC project. However, on balance, it was agreed to look at a change to a CIO now rather than when the PC is able to progress its project. As before, Stephen, Frank and Hugh will consider this and report to the next meeting. It is likely that a public meeting will be needed to agree to adopt any new constitution or governance.

d] ACT urged that all employee contracts should be updated using their model form, which has modern terms and considers our responsibilities, including the new pension obligations. We have one employee, Alan, and we need to review his terms and our obligations. Stephen will obtain the new ACT guidance and report to the committee for our next meeting.

Secretary's report

Alan reported that the P.A.T. testing has been carried out and all is in order save for one humidifier, which Alan will have checked.

Treasurer's report

Helen reported the movement of £10,000 to the COIF account. The balances are now

Monthly draw account	583.20
Institute account	6450.61
COIF	33,852.91.

Christine Knipe is re-auditing the 2016 accounts following the report made at the AGM. The PRS licence for 2017 has been paid.

Stephen reported that Skipton B.S. now has a charity account that may be worth considering, and he will obtain details to review with John.

Joint Venture Agreement and Levens Community Project

In view of the Chair's comments, it was agreed that these items are in abeyance until such a time as the PC can report positive progress in the sale of their land.

Charity Commission and LVI Constitution

These had been discussed as above in the Chair's report.

Committee Members' Details

The new members' details will be circulated. It was agreed that future circular emails should use the bcc [blind carbon copy] system so that any third party reading a circular email will not be able to read all the committee addresses.

A.O.B

None

Meeting closed at 7.15

Dates of meetings were agreed as 12 April, 21 June and 9 August, all at 18.30 in the Institute.

Distribution

Sheila Watson	(member)	Helen Miller	(Bookings)
Stephen Read	(Local History & Chair)	Susie Bagot	(Parish Council)
Kath Dawson	(WI)	Hugh Connor	(LAFS)
Mary Orr	(PCC)	Frank Routledge	(Other Institute Users)
Alan Miller	(Sec & bookings)	Chris Riley	(Appalachian)
Wendy Mobbs	(Toddler Group)	Naomi Capstick	(Ladies of Levens)
Sarah Dickinson	(Brownies)	John Wood	(Treasurer)

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