

**Levens Institute Management Committee**  
**Levens Village Hall Trustees**  
**16 February 2021**

Fiona explained that two committee meetings were needed.

Levens Institute Management Committee meeting (A)

Levens Village Hall Trustees meeting (B)

**A. Levens Institute Management Committee.**

Fiona had issued a brief agenda of matters that needed approval.

1. Vesting Document.

Hugh raised a point about clause 5 and its reference to clause 2, which did not seem to make sense. John said that he agreed with Hugh that did not read correctly but felt it was a minor error and wished the committee to accept the proposal with the caveat that John would ask for clarification from Lorraine Smyth regarding clause 5. Approval had previously been agreed that John and Alan could sign this document. Approval was given that this could take place on WED 17 Feb 2021. Vote unanimously in favour.

2. Acceptance of John Cooke's quotation for doing work relating to vesting document. Vote unanimously in favour.

3. Agreement to close COIF (CCLA) Vote unanimously in favour.

4. Workplace any family space agreement to do it free of charge.

Hugh raised a point regarding business and families. Fiona had included families should the user need a quiet place to work but was also responsible for childcare. Hugh questioned the free element as this might lead to misuse of facilities. Fiona accepted the point however if all users should be clear on their conduct while using the hall. Regarding the free aspect this was because of the grants received. Hugh pointed out that if a business were using hall then they would expect to pay. A solution may be a donation either to a charity or the Village Hall. After the discussion, the motion was passed with one vote against. H K H A to think about workplace arrangements.

Alan asked if the committee would agree to the minutes of 13 January 2021. These were passed by all.

Sheila proposed that the committee should take the officers currently in post to continue. This was seconded by Chris and agreed by all.

Fiona then closed this meeting at 9.10 p.m.

## **B. Levens Village Hall trustees meeting**

1. Proposal to open a current account with Unity Trust Bank. John briefly pointed out the advantages. All were in favour of this.
2. Proposal to open new Teachers BS Charity & Community Easy Saver (Issue 1) Account, with in initial investment of £10,000. All were in favour of this.
3. Policy documents F J C to review.
4. Recruitment of new committee members - ongoing.

Mention was made of getting new Letterhead logo for New village hall. This was thought to be a good idea and it will be put on next agenda.

No date was set for the next meeting because of the planned Govt road map for Covid 19 regulations the following week and the potential of timing our next meeting with on going transfer of assets and working practise.

Fiona thanked everyone for their attendance the meeting closed at 9.15 p.m.