

LEVENS INSTITUTE MANAGEMENT COMMITTEE MEETING MINUTES

Thursday 24 June 2021 8.00 pm by zoom meetings.

Present and Susie Bagot, Alan and Helen Miller, Fiona Sanders, Hugh Connor, Chris Riley & Sheila Watson,

Apologies received from Wendy Mobbs and John Wood

Minutes. Had been sent out and were approved by all.

Chair's Report. As in Agenda.

Secretaries Report

Alan reported that Wendy Mobbs wishes to stand down but that her replacement Robyn Atkinson would be asked if she wished to stand as Trustee.

Alan confirmed a letter of thanks had been sent to Mary Orr before her departure for Ilkley.

ARC had PAT tested appliances at the LVH with one failure. That is one of the dehumidifiers.

Sarah Dickinson had been in touch regarding Brownies. It was hoped to restart in Sept but on Mondays. Alan to liaise.

Keys. Kathleen Dawson (W.I. REP) had returned. Two keys.

Treasurer's Report see John full report sent to all.

Barclays current	£772.64
Teachers Building Soc BS 90	£20,206.61
Camb & County Bank	£31,210.32
Teachers B S easy access	£10,000.00
Unity Trust Account	£14,037.11
Total	£76,226.68

John in his report had asked for permission to move £10,000 from The Unity Trust Account across to the Teachers BS 90 account. This was proposed by Alan and seconded by Chris and agreed by all.

A covid recovery account had been received of £8,000 from SLDC on 7 May 2021.

Progress of New Village Hall.

John reported that matters were progressing and that offers on four of the five building plots had been received. Preparatory groundwork had commenced at Underhill.

Policy documents.

Safeguarding Policy. Fiona thanked Chris for her work on this and that once finalised would need the trustees to sign plus a lead person. In the absence of Mary Orr this may fall to John with his education background. Fiona asked if people could think of other persons that may be helpful.

Fire and Safety. Alan would contact Frank for an update.

Hire agreement. John had circulated the new hire agreement and Fiona asked Alan to begin using this form and to inform Levens Org. Hugh pointed out that this did not include Covid regulation but was happy with it as stood. Fiona pointed out that users of the hall had to abide by the Covid restrictions.

Risk Assessment. Alan confirmed a draft document had been written and he would send to Dropbox for people to view. Keith would review to produce the final document.

Maintenance Plan.

Fiona felt that Alan and Keith could review the LVH in respect of work that could be done to improve its appearance and cleanliness. They were to submit a report so that the committee could comment on and approve expenditure. It was envisaged that much of the work would be by volunteers.

Humidifier.

Alan had pointed out that a dehumidifier had failed, and John (treasurer) had supported the purchase of a same or similar. Alan estimated a cost of £300.

It was agreed that this amount could be spent, and that Keith would assist Alan in sourcing a new humidifier.

Faulty tap Kitchen.

At this point Hugh offered to look at the dripping tap in the kitchen. Alan thanked Hugh for this as his plumber contact had not replied to his phone request.

Letterhead

Sheila had been unable to locate a copy but suggested one may be in the archive cupboard. Please check.

A.O.B

None

Fiona thanks everyone for their attendance.

The meeting finished at 20:40 hrs.

No date set but Fiona would send out detail.