

LEVENS VILLAGE INSTITUTE MANAGEMENT COMMITTEE

Minutes

1. Present Sheila Watson Mary Orr Chris Riley Hugh Connor FIONA & KEITH

Sanders Wendy Mobbs John Wood

2. Apologies. Helen Miller Susie Bagot

3. Minutes for 7 July 2019 had been circulated. Approved by all.

4. Matters arising.

Nomination for chair Fiona Sanders Proposed by Sheila Watson 2nd
John Wood.

5. Secretary report.

Alan reported two enquiries from music groups. He explained that earliest would be September. Chris confirmed other groups were aiming for Sept.

6. Treasurers report John had kindly sent by e mail (attached)

Fiona raised the fact that the monthly draw has now finished it still appeared on the website Alan to contact the website. John agreed and pointed out standing orders may have been actioned after the closure.

7. Joint Venture Agreement. John was pleased to say the final document had been received and once Alan had signed it could go back to the solicitors. (22 July signed and posted) Hugh asked for a copy to be sent to committee members. N.B. Martin Curry the Parish Council and Levens charity had already signed.

Fiona wondered if all these documents could be held at one place. She would look at what might be most suitable.

C.I.O.

A further meeting had taken place with Lorraine Smyth John Fiona & Alan and although matters had progressed satisfactorily the clause relating to the community involvement in any asset sale that John Fiona & Alan believed should be included added another hurdle to jump John would look at. The matter of legal representation was also raised by Lorraine.

Fiona offered to collect the signatures of the committee which would be needed for the application for CIO status.

8.ACRE and re-opening.

Hugh & Chris had kindly sent their plans for Corvid 19 movement and distancing. They were thanked for their contributions.

There then followed much debate regarding these plans.

- a) Concern over standards of cleaning in the kitchen. How could we monitor? That users should bring their own food and be responsible for cleaning
- b) The possibility of purchasing a dishwasher this would remove the use of tea towel. Keith to look at costs.

The question of costs was then raised with regard to the deep clean estimates. Sheila had provisionally booked the clean for 24 _29 August. However concern was raised at such a high cost (£2000.00). Several people asked about the three estimates normally required. Sheila explained that with the demand for cleaning being high many companies were too busy to send people out to estimate. John felt we should at least investigate what other village halls were paying so that it was comparable. Fiona offered to put out a request on suppliers and costs. Sheila offered to e mail the estimates.

Alan and Keith had been to the institute looking at the risk assessment. Alan to write up and send out. Hugh suggested a get together HC A K Hugh initially had asked for a budget of £30 this was increased to £100 and approved by the committee

Discussion then turned to the lower hall. Wendy explained numbers varied greatly, up to 9 adults plus children down to a couple of adults plus children. They had no immediate plans to use the lower hall. Currently 3 groups use the lower hall. Toddlers Crook Rappers (& Crook Morris) & Mrs Hopkins (classical)

At this point Alan noticed the 40 minute meeting was nearly an hour.

9 A.O.B

Keith had noticed a wasp nest in the wooden section outside above the light / seat. Alan had put a notice up and had sprayed the area.

Fiona asked if a record of people entering the institute re. Corvid 19. Alan to organise.

10.Date of next meeting.3 August 6.30 zoom

11.Meting closed 7.30