

LVH Trustees meeting 23.11.2021 held at LVH at 2 p.m.

Present: -Fiona Sanders John Wood Alan Miller Hugh Connor Chris Riley Helen Miller and Sheila Watson.

Apologies from Susie Bagot and Frank Routledge.

Matters arising from the minutes of 24 June

1. John Wood had agreed to add his name in the safeguarding policy document. John was governor of two schools and had training regarding safeguarding. This was accepted by all.
2. In addition, John offered to give guidance / training to the trustees at a future date.
3. JW has moved £10,000 to Teachers BS 90 account as agreed.

The minutes were accepted to include these matters.

Fiona had forwarded bullet points for discussion: - (copy with minutes)

1.*Newsletter and promotions... Generally agreed to the idea and more use of face book and leaflets.

*Maintenance: - Roughly a March and Sept get together to tidy and repair.

Possibility of "Friends of LVH"to assist with maintenance.

*Chairs. Fiona reported that she and Keith had tidied the lower hall storeroom in order to take some green chairs from main room in order that Yoga and Pilates have more space. Ideally the chairs could be stacked elsewhere but at present no ideal solution was forthcoming.

*Annual programme: -Fiona had suggested some dates Alan to clarify what evening dates free.

2.*Teenage use of hall: -Fiona reported that she had been in touch with the hirer and Levens greening. With letters of apology posted regarding damage.

Amendments to hire agreement where teenage parties were to take place.

Recommended a) Social media... details of party not to be posted.

b) Adequate number of adults to teenagers to be agreed

c) Under 18 no alcohol rule.

With regard to payment for damage some debate with reference to liability.

John to check wording on hire agreement and our insurance.

Alan to write to hirer explaining once repairs paid for the matter was closed and therefore able to hire the hall again. Copy of invoice for records requested.

*Resurrection of Youth Club. Fiona explained that one of the outcomes of the party was the need for a facility in Levens for the youth. Discussions had taken place with Emma Banks (KEY) and CLR Janet Batty. The general view was that was acceptable. Fiona had offers from several Levens residents to assist.

The lower hall was suggested as the meeting venue.

3. Trustee Declarations

The documents signed by the trustees present were collected.

4. Recruitment of trustees and friends of LVH

Fiona had posted an invite to join LVH on FB and had responses from Steve Bavin (IT & Website) and Vanessa(shop)on the halls appearance and functions They would come under the heading of “friends of LVH”

Trustees.

John had spoken to Liz McCready, Fiona pointed out her past educational and professional qualities another name being Janet Mason who had helped with the maintenance day.

Two names from the users: -Robyn Atkinson (Toddlers) and a rep from Dice Bolters and War Games (poss Mike)

These four were provisionally agreed by the committee for Trustees.

Fiona to send email to each thanking them and inviting them to an induction via zoom with JW to explain the working of the committee.

5. Schedule of future meetings.

Fiona suggested a public meeting where new Village Hall updates could be given plus a speaker on local issues. It would replace the traditional AGM that the institute had. This was favourably agreed for March 2022

Alan to report back on what dates (evenings) were free.

6. Secretary Report

Alan said that the PAT test done on 18.6.21 and castle fire safety check on 5.11.21. He asked about signing off the Risk Assessment however Hugh pointed out a few clerical errors. It was agreed that Alan should liaise with Sheila to proofread the document. John pointed out that it could be signed by two parties.

6. Treasurers report John had kindly e mailed his report (17.11.21)

Unity Trust Current Account	5021.04
Barclays Current Account INSTITUTE	0000
Teachers Building Soc Saver 90	30206.61
Teachers Building Soc Easy Saver	10000.00
Cambridge and Counties	31210.32
TOTAL	£76,437.97

John asked for approval for single authorization of £100 currently at £50 and explained this was for invoices i.e the pat and fire tests. Hugh wished to clarify that this was for payment rather than expenditure that should be agreed at committee.

Johns' authorisation was approved by all.

HMRC registration completed enabling us to receive gift aid donations.

This registration ensures that the building of new hall is zero rated.

Levens Institute Charity matters.

The land registry vesting agreement had to be resigned following discussions with our solicitor.

8. New Village Hall

Sale of four plots progressing. The third plot on Church Road now on the market.

Tender Packs are about to be issued for the construction of the boundary walls and associated works on site

Underhill Preparatory ground works for movement of existing sewer to begin

9. Covid 19 Update

Hugh brought us up to date.

He asked that the Covid signage should be returned (Alan) and that Appendix E Winter update made available for users regarding masks and sanitizer.

It was commented that many other organisations were operating with less restrictions and that some of ACRE guidance was not clear. Fiona asked Hugh to double check.

10. B4RN this was to be left on table for next meeting

11. Downstairs heating.

Sheila had produced a report about the need for new heating in lower Hall.
(See copy)

She had contacted Simon Clark (who knows the electrics of the hall) he recommends infra-red heaters.

The lower hall is used by the toddlers DBWG and possibly new youth club.

After some discussion the principle of new heater was agreed. Committee asked for Sheila to get written quote to be shared with Chair and treasurer

12. Policy documents

Fiona had included policy documents in her email Agenda

Equal Opps

Fire Evacuation

Health and Safety

Safeguarding

Risk Assessment Procedure

Finance/Expenditure

She asked for the Trustees to sign off these papers on block.

This was agreed by all.

Fiona asked that her thanks to Chris and John for the work on the policies be recorded.

This was approved by all.

13. John reported that the one-year bond was up on 17 Dec.

John asked for approval that we could use the same auditor as last year Lynn Wrennall

He asked for approval to move the balance to another suitable account.

These were approved by all.

Finance. Hugh advised the treasurer that an invoice from Highlights would be arriving and asked if this could be paid. John agreed as it was on the planned expenditure.

Fiona thanked everyone for their attendance and this meeting closed.

Levens Institute Trustees meeting

The following two proposals were on the agenda

1. That the Barclays current account (balance £0) be closed
 2. Once the Land Registry transfer to LVH has been confirmed the treasurer should apply to the charity Commission to have the Levens Institute Charity removed from the register of charities
 3. These two proposals were approved by all.
- This meeting then closed at 3.50 p.m.

