

Minutes of the Levens Institute Committee held on Tuesday 26 February 2019.

Present Stephen Read, Alan & Helen Miller, John Wood, Sheila Watson, Susie Bagot, Kath Dawson, Mary Orr, Frank Routledge, Chris Riley, Wendy Mobbs & Mike Kemp.

Apologies Hugh Connor

Stephen welcomed Mike Kemp from the Kendal & District Philatelic Society.

Minutes of the meeting on 9 January had been circulated. **Matters arising** John Wood pointed out that the figure for monthly draw reading £511.80 should read £617.20. The minutes were approved with this amendment.

A.G.M. & election of officers

Stephen reported that the AGM had been successful with the usual question about keeping a balance between maintenance and expenditure and the ongoing situation of the new village hall project.

He reported that the three officers: Chairman Stephen Read, Treasurer John Wood and Secretary Alan Miller, were willing to serve for 2019-2020, and they were re-elected en bloc.

Chair report

Stephen explained that our solicitor has been asked to look at the JVA but this had been delayed due to half term holidays and work load. A response should shortly follow.

Secretary report.

Alan had arranged for the plumber to visit but, as he had not, he would contact him again regarding the u bend leak.

Treasurers report.

John confirmed that the renewal date for insurance was now 1 st March and the insurance for equipment had been increased to ensure the new P.A system was adequately covered.

Accounts

Current	£1,213.63
Monthly Draw	£ 676.20
Teachers	£5,000.00
COIF	£9,036.86
County	£30,000.00

Following the AGM audit Mr & Mrs Fletcher asked the committee to consider that the monthly draw documentation and not just statements should be fully included in future audits. John will speak to Mr Peter Smith.

P.A system

A general discussion took place with regard to whom could use the equipment, and especially the problem of monitoring the condition of the equipment, which would need to be checked after each use. It was decided to offer the equipment with out extra charge but with reservation on who could use it. i.e. only users who had knowledge of such systems.

The question of the loop system was raised. Although a standalone loop system was used at the AGM and the last history meeting, no one had actually found it greatly improved their ability to hear the speaker. Sheila reported that the local churches used a loop system where a wire was laid around the room allowing peoples' earpieces to receive the sound. Stephen will ask Paul Jones what options were available. Mike Kemp said he would also investigate the issue.

Maintenance and maintenance schedule

Following the situation with the Electrical Installation Tests reported at the last meeting, it was agreed that the testing should be added to the maintenance schedule, which should be re-considered by the committee.

Current maintenance concerns are: -

1) Lower hall strip light. The electrician had advised that a new complete fitting is needed. The options being a strip light or new LED light. A suggestion that we could change all the lights to LED as upstairs was discussed but it was felt that, at this time we would just deal with the one faulty light. No written estimates have been provided for this work. Sheila was asked to obtain them.

2) Rointe Radiator main hall. Sheila had phoned Simon Clark (working away) and he had passed the job to a fellow electrician who would contact us. Rointe has also been asked to cost for the work themselves. An estimate cost to be notified to the committee.

Alan asked how much expenditure could be allocated for the above works but after more debate, when a p.c. sum of £200 was mentioned, no decision was made. Estimates are required.

3) Alan reported that the lower hall heating fan was satisfactory, but the old heated grid type on the far wall tended to glow red and was possibly dangerous. He was asked to tape up the switch, which is high up on the wall and cannot be reached without ladders, to ensure that no-one can switch it on.

Webpages

Stephen ask us to consider bringing up to date the webpages. Comments on old photographs and articles of groups that did not meet at the Institute should be included in the updating.

A.O.B.

The parish council clerk has requested that someone should give the yearly report on the Institute to the annual Parish Meeting. Stephen will do this as he is making another report at the same meeting.

Meeting closed at 7.20

Next meeting 13 March 6.30 p.m. Institute upstairs.