

Levens Institute

Minutes of AGM (Draft) and SGM plus Guest Speaker Held on ZOOM on Tuesday 16 February 2021

Annual General Meeting

Fiona welcomed everyone at this first Zoom meeting.

All documents* for meeting had been posted on the Levens website and issued to Zoom applicants.

She briefly explained Zoom protocol and confirmed that the meeting was not being recorded.

Present: Lorraine Smyth, Chief Executive ACTion with Communities in Cumbria (Zoom facilitator), Fiona Sanders, John Wood, Alan & Helen Miller, Hugh Connor, Chris Riley, Mary Orr, Sheila Watson and Frank Routledge

Sixteen members of the public were in attendance.

1) Apologies: Received from Susie Bagot, Wendy Mobbs & Kevin Holmes.

2) Minutes of AGM 2020 had been circulated. Acceptance proposed by Alan Miller and seconded by Keith Sanders, agreed unanimously.

3) Chair's report *

Fiona introduced herself and explained the background for the need to update the current constitution (Levens Institute) and the decision to set up the new Levens Village Hall charity. She thanked John Wood for taking on this task.

She pointed out that the institute had played a part in keeping the community together. e.g. used as Post Office during lockdown. Thanks to Hugh and the wider team for making the hall Covid compliant, so that it could be used.

4) Secretary's report*

Alan explained that before the lockdown demand for the hall had been high and it had been challenging to fit everyone in. He thanked the committee for their help.

Fiona explained the possibility of the hall being used (free) for people working from home or families, to enable home schooling etc using the B4RN connection. (Hugh pointed out this was a proposal to be discussed later at the Institute Committee meeting, following the AGM.)

5) Treasurer's report *

The accounts were put on screen for people to view. John explained that due to the Covid 19 pandemic usual income was down but so were the running costs. However, the Covid grants obtained (see separate document) were gratefully received.

John wished to thank Peter Smith who had run the “monthly draw” for many years and raised a substantial amount each year for Institute funds. Peter had stood down in the summer and it had been decided to cease the draw for the time being with the option of its re-opening being a future possibility.

John briefly mentioned the change in electricity supplier* and continued issues with Barclays Bank.

Fiona asked for the three reports: - Chair's, Secretary's and Treasurer's be taken en bloc. Proposed by Ian Hodgkinson, seconded by John Watson, agreed unanimously.

6) Election of committee. (Trustees)

Names to be put forward:

Fiona Sanders, John Wood, Alan Miller, Helen Miller, Susie Bagot, Sheila Watson, Mary Orr, Hugh Connor, Chris Riley, Frank Routledge, Wendy Mobbs, Bridget Barton.

Sheila Watson proposed that we take the names en bloc. Passed unanimously.

7) AOB Fiona asked if people wished to raise anything. There was silence.

She then closed the AGM at 8.00 p.m.

Special General Meeting

Fiona asked John to give a brief background to the change.

This matter had been discussed with Lorraine Smyth from ACTion for Communities in Cumbria and other bodies and it is felt that the Institute charity constitution is not appropriate for 2021. Levens Institute Charity is unincorporated meaning that the trustees are personally liable. The formation of a Charitable Incorporated Organisation (CIO) means that Levens Village Hall itself has liability. As previously, Trustees are bound to conduct matters relating to the Levens Village Hall for the benefit of the community.

The CIO had taken over 9 months to set up. The Charity Commission has a standard CIO constitution, but John explained that the trustees wanted a number of changes to this to better reflect the existing Levens Institute constitution, including the important requirement of public consent, should the trustees ever wish to dispose of the permanent endowment (ie the Institute building/land).

It was expected that the Charity Commission might take many months to approve the proposed constitution for the CIO. However, in the event John submitted the paperwork on 19 December 2020, and Levens Village Hall CIO was added to the Register of Charities on 30 December 2020.

John explained that the Parish Council acted as Custodian Trustee for the Institute building/land at that this would be transferred to the new CIO. However, legally this counts as a disposal of the permanent endowment of Levens Institute charity and so

the transfer must be approved by three quarters of the people present at the Special General Meeting.

John Watson asked about the relationship between the Parish Council and new charity. John said there was no connection.

At this point the Chairman of the Parish Council, Roger Attfield, briefly confirmed the Parish Council's approval for the Levens Institute to become Levens Village Hall CIO, including the relinquishment of the PC's role as Custodian Trustee.

Ian Hodkinson raised a point about the agreement that the Institute had in supporting LAFS financially through the Institute's account. John confirmed that the change in status would not affect its support. Hugh confirmed past surpluses for LAFS and that as for the Tuesday Club, there would be no changes with the move to the CIO.

John then explained that the next step would be for the Institute Committee to formally adopt the ACRE Vesting Declaration to enable all of the assets of Levens Institute to be transferred to Levens Village Hall CIO. John and Alan would then sign this on behalf of Levens Institute and Ian Hodkinson had kindly agreed to witness this, on Wed 17 Feb 2021 in the garden of Sea View (Covid compliant!).

Resolution.

The trustees of The Levens Institute (charity number 223443) are authorised to transfer the ownership of the Levens Institute building and land, as detailed in the Schedule to the Governing Document of the Levens Institute dated 15 March 1978, to Levens Village Hall (charity number 1192940).

The resolution was proposed by Fiona Sanders and seconded by Steve Bavin.

Fiona asked for those against or abstentions; there were none. Resolution passed unanimously.

Fiona thanked everyone for their attendance and Lorraine Smyth (ACTion with Communities in Cumbria) for her guidance with these matters. She then closed the SGM

Following the AGM and SGM the guest speaker, Councillor Roger Mason gave an update on the Levens Community Project, including the new Village Hall and the provision of affordable housing. A request for further information was asked and Roger agreed to send to Alan to circulate to zoom attendees.

The public meeting finished at 9.00 p.m.