

LEVENS INSTITUTE MANAGEMENT COMMITTEE

MINUTES

Wednesday 10 June 2020, 6.40 pm (Meeting via Zoom)

1. Present: John Wood, Alan Miller, Sheila Watson, Mary Orr, Susie Bagot, Fiona Sanders, High Connor, Chris Riley, Wendy Mobbs

2. Apologies: Helen Miller, Stephen Read (Zoom via landline did not work)

Following the meeting John received a call from Kathleen Dawson saying that, very sadly, she wished to step down from the Management Committee with immediate effect, owing to health issues.

3. Virtual Meetings: All agreed that the Management Committee could hold virtual meetings and also take decision by email, if necessary.

4. Minutes of Meeting held on 22 January 2020: Agreed by all

5. Matters Arising: None

6. Chair's Report: None

7. Secretary's Report

I. Alan has been calling in the Institute most mornings just to check all in order. He has run the taps and flushed loos re Legionnaire problem of standing water. Plus emptied dehumidifier.

II. Alan has not cleaned but feels a major clean, perhaps professional may be needed before resumption of events (multiple people) at the Institute.

8. Treasurer's Report

John has updated the Charity Commission website to include the details of all current trustees. The Stamp Club have not appointed a successor to Mike Kemp. he has emailed Allan Stewart to ask if somebody else from the History Group will join the Committee to replace Stephen Read (Stephen has also asked his fellow committee members for somebody to replace him).

To ensure that we are GDPR compliant it was suggested that all committee members should be asked to agree in writing/by email before the list of contact details was circulated to the Management Committee.

ACTION: John to email all members of the Management Committee to ask them to confirm that they are happy for their contact details to be circulated to the Committee.

£300 payment has been received from B4RN. This will be paid to the Levens B4RN Group, once work commences on the Levens B4RN scheme. Our monthly payments of £30 pm for the B4RN connection commenced in February.

Insurance renewal with South Lakes Insurance cost £475.16, saving us £86.06 on our renewal quote from Allied Westminster (despite having to pay a £32.11 cancellation fee).

John has suspended the Institute's water account for the duration of the building's closure.

£10,000 grant from the Government Coronavirus Retail, Hospitality or Leisure Grant Scheme was received from SLDC on 15 May and this has been paid into the Teachers Building Society account.

The current balances (at 6 June 2020) are:

| | |
|-----------------------------------|------------------|
| Barclays current account | 4,714.13 |
| Cambridge & Counties (2.00%) | 30,596.71 |
| Teachers Building Society (0.45%) | 20,100.89 |
| COIF Charities Deposit Fund | <u>4,130.71</u> |
| TOTAL | 59,542.44 |

| | |
|----------------------|--------|
| Monthly Draw account | 831.00 |
|----------------------|--------|

9. Appointment of new Chair

John confirmed that Stephen Read has stepped down as Chair of the Management Committee but that Stephen has said that he will continue as a member of the Committee/Trustee until the History Society appoints a replacement.

Nobody stepped forward to take over as Chair. However, it was suggested that perhaps people could do it on a rota basis for six months at a time. The post is really not a particularly onerous one and hopefully committee members will be content with this idea.

ACTION: John/Alan to write to Stephen to thank him for all that he has done as Chair of the Management Committee.

10. Conversion to Charitable Incorporated Organisation (CIO)

The following resolution was agreed unanimously:

Levens Institute Management Committee will convert to become a Charitable Incorporated Organisation (CIO), with the new name of Levens Village Hall.

ACTION: John will contact Lorraine Smyth from ACTion Cumbria, to move this forward. Alan and Fiona agreed to work with John and Lorraine over this.

11. Joint Venture Agreement (JVA)

John explained that the Community Project consists of the new Village Hall, four affordable houses on Underhill and the conversion of the existing Institute building

into three flats. £750,000 has already been paid to the Parish Council for the sale of Sizergh Fell Quarry. A Funding Agreement is being finalised with SLDC to enable the project to receive over £700,000 in grants (Scheme and Infrastructure Grants). SLDC requires the JVA to be in place as part of this Funding Agreement.

At present Levens Institute owns the current building/land and has around £60,000 in cash. When the new village hall has been completed Levens Institute will still have the £60,000 cash and will, in effect, have swapped the existing building/land for the new village hall/land.

The following resolution was agreed unanimously:

Levens Institute Management Committee agrees to sign the Joint Venture Agreement between Levens Institute, Levens Parish Council and Levens Charity, once the Institute's solicitor confirms that he is happy for us to do so.

Hugh commented that there was some potential confusion in the JVA, as it says "Levens Institute owns Levens Institute" in a number of places, but that this would be helped by the new name for the Charity of "Levens Village Hall", when we convert to become a CIO. (Looking at this again the JVA actually says "LI owns Levens Institute", with "LI" defined in Parties (2) as "The Trustees of the Levens Institute" and "Levens Institute" defined in 1.1 Definitions as "the freehold property known as Levens Institute", so it should be OK. John will raise this with our solicitor to check.)

Hugh commented that a document had been previously drawn up outlining the things that the Management Committee would need to do prior to the transfer of the existing building to the Parish Council. This would need updating but would be a useful starting point for our planning.

ACTION: Hugh to update the document as necessary and then circulate it for comment.

12. Section 333 Resolution

The following resolution was agreed unanimously:

RESOLUTION by the charity trustees of the Levens Institute [registered charity number 223443] (the **Charity**).

Pursuant to the power conferred by section 333 of the Charities Act 2011 we, the Managing Trustees and charity trustees of the Charity resolve that:

JOHN WOOD and ALAN MILLER be authorised to approve, sign and execute any document to which the charity trustees of the Charity from time to time are a party with the intention that any document executed under this authority will have the same effect as if executed by all of the charity trustees of the Charity.

13. Institute Cleaning

Keith Sanders confirmed that he would be happy to take on the cleaning of the building once it reopens. He said that the only issue was that he was sometimes away for an extended period. Alan said that he should be able to cover at those times.

ACTION: Alan to draw up a description of the tasks he undertakes and then liaise with Keith in relation to a hand over.

It was also agreed that a deep clean of the whole building should be undertaken once we get to the point of being able to reopen. Anyone with suggestions of a company to use for this is asked to let Alan know.

14. Monthly Draw

The Monthly Draw is suspended at present and Peter Smith has indicated that he does not wish to continue running it. It was agreed that Peter be asked to close the Draw down and either ask people to donate their subscription or give them refunds. It was suggested that the Draw might be restarted once the new Village Hall is nearing completion and Fiona suggested that Keith might be willing to set a new draw up.

ACTION: John to contact Peter to thank him for running the Draw and ask him to close it down.

15. Any other Business: None

16. Date of next meeting: Zoom meeting ended before this was agreed. John/Alan will suggest some dates once there is further progress on the conversion to become a CIO, or any other matters needing attention.

Meeting closed: 7.20pm