

LEVENS INSTITUTE MANAGEMENT COMMITTEE

MINUTES

Wednesday 3RD August 2020, 6.30pm (Meeting via Zoom)

1. Present: Alan Miller, Sheila Watson, , Susie Bagot, Fiona and Keith Sanders, High Connor, Chris Riley, John Wood & Mary Orr
2. Apologies: Helen Miller, and Wendy Mobbs
3. Fiona welcomed everyone for attending.
4. Minutes of zoom Meeting held on 21 July 2020: Agreed by all
5. Matters Arising: Would be covered in agenda
6. Chair's Report: Fiona explained that we must get procedures in place for re-opening plus a date plan. She asked Hugh to explain what he had done.

Hugh gave a comprehensive report and referred to the plan issued to the committee. He had posters on file and had purchased yellow/black floor tape and spray paint for marking out areas.

He was waiting for Alan/Keith requirements for Corvid 19 cleaning products . Alan apologised and said he would send. Fiona suggested a meeting at the Institute of H K A and Wed 5th Aug 9.30 agreed.

Fiona reported that she had sent an e mail explaining other village halls were doing their own cleaning and had any one contacted Andrew Briscoe, unfortunately no one had Keith offered. Many people pointed care had to be taken as to services offered This led to a general discussion as to “deep” clean. The word normally related to an infected area whereas the Institute had been closed from mid March .Professional clean was preferred word to deep clean.

Cloth chairs after much debate is was agreed to cordon off the cloth chairs and purchase 10 new non cloth chairs (Keith ?).

Hugh pointed out that the ACRE guidance said not to share crockery

Keith asked again about a spray that could be used on fabric's. Price to be looked at. (by Keith?). He also gave us information as to what Mountain huts were requiring of their membership in respect to cleaning

The list of items that needed cleaning could be reduced I.e take curtains down or use spray.

The topic then turned to users booking forms and that users should be made aware of their responsibilities. Fiona had been working on these documents and had used Dropbox to store. Perhaps a questionnaire? It was thought a meeting on zoom for users could be arranged Alan to prepare a list of users with e mail. Plus, the users to view docs using drop box. Fiona.to despatch

DROP BOX Fiona offered help to this new system

7. Treasurers report: no change

Barclays £4,381.86

COIF £4,133.27

Teachers £20,200.89

Cambridge £30,596.71

Total £59,312.73

Monthly draw currently £831.00

8. JVA. Signed by all parties. Awaiting final document
9. CIO Draft copy needs a little work. John would send to Alan & Fiona
10. Alan had only booked 40 minutes (Review Zoom) so the meeting quickly agreed
11. Date of next meeting Monday 17 August 2020 at 6.30 pm
12. Meeting closed at 7.05 pm.
13. Fiona thanked everybody for attending and hoped that she could get to know people better once restriction were lifted.

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