

LEVENS INSTITUTE MANAGEMENT COMMITTEE

MINUTES

Wednesday 17 August 2020, 6.30pm (Meeting via Zoom)

1. Present: Alan Miller, Fiona and Keith Sanders, High Connor, Chris Riley, Mary Orr & Wendy Mobbs
2. Apologies: Helen Miller John Wood, Susie Bagot Bridget Barton & Sheila Watson
3. Alan said the zoom was only 40 minutes. The chair suggested we deal with the cleaning and re-opening first and then return to agenda if time allowed, this was agreed.
4. Cleaning and re-opening

Keith began by confirming that Thursday 20th August was the cleaning date.

He confirmed he had purchased sanitiser paper towels and other materials to conform with Corvid 19 requirements.

Hugh Chris Keith & Alan to meet at Institute 10 Mon 24th August to organise layout.

Fiona had drafted up a questionnaire and booking form to be sent to the users with a covering letter explaining new Corvid 19 rulings. Fiona asked someone to view the new documents and Mary Orr offered her help. Hugh John and Alan would also review.

Fiona intended to get these document out soon (25) and get a reply by return. Furthermore, an offer of a Zoom meeting by users to be offered on Thurs 27 if required. The committee could then gauge on how many users wished to return. Chris explained the dance group would be having a zoom meeting shortly and would be taking Govt guidance regarding dance groups.

Keith raised the point about a time gap between one group leaving and a new group starting. It was agreed this could be a problem especially with cleaning to take place between each meeting. It was felt that only 3 meeting upstairs per day Morning afternoon and evening this could be reviewed as required. Previously meeting could finish at 7.15 pm and another group start at 07. 30pm. Several people emphasised the need that users must follow Corvid 19 guidance. Possible check list.

Fiona asked Wendy if she could visit the institute on Wed 25 to view the Covid 19 set up. Wendy said OK but it would be evening time.

Fiona said we would have to see what groups wanted to use the hall and then decide or perhaps have a dry run to see how it worked.

Alan explained that we had 27 plastic chairs so had deferred buying 10 new chairs as per last meeting.

Fiona thanked everyone for their input regarding cleaning and suggested 1 Sept re-opening

5. The minutes for 3 August had been sent out and were approved.
6. Chair Report: Dealt with in the meeting
7. Secretary's Report

Ian Jones of Levens Choir had made an enquiry to view the hall Also the surgery at Park View were considering using the institute for flu consultations

8. Treasurers Report

Barclays £4,956.86

COIF £4,133.27

Teachers £20,200.89

Cam & C £30,596.71

TOTAL £59,887.73

Monthly draw £700

9. JVA Charity Commission & LVI constitution All on going.

10. Any other Business:

Hugh raised a point about the new village hall plans and that the LVI committee should be able to view and comment on them. Fiona said she had received an email from Roger Mason. Review at next meeting.

11. Date of next meeting: No definite date made in view of all changes.
12. Meeting closed 7.10 p.m...