

LEVENS INSTITUTE MANAGEMENT COMMITTEE

MINUTES

Wednesday 19 October 2020, 6.30pm (Meeting via Zoom) 1 & 2

1. Present: Alan Miller, Fiona and Keith Sanders, High Connor, Chris Riley, Mary Orr Sheila Watson John Wood & Susie Bagot
2. Apologies: Helen Miller & Bridget Barton
3. Minutes of meeting 17 August had been sent out. These were Approved.
4. Secretaries report.

Alan pointed out that his note about using the institute as post office when the Methodist church have a new kitchen was a little premature as no decision made yet

5. Treasurers report

John had e mailed the details	Barclays	£4,105.68.
	COIF	£4,133.27
	Teachers	£20,100.89
	Cambridge	£30,596.71
	Total	£58,936.55

6. Chairs report. Fiona had raised several points for discussion
7. Keith Sanders terms of cleaning conditions

Keith had forwarded to the treasurer the rate of £9 per hour after discussion it was confirmed that normal weekly hours would be 2 hours but up to 4 per week if agreed with treasurer anything above 4 hours to be brought to the committee. Keith explained that as well as cleaning they maybe maintenance jobs, painting etc.. Can it be agreed that he can proceed with these without reference to all committee but to treasurer re hours and expenses. This was agreed by all

Hugh raised a point about COVID 19 extra cleaning that a record be kept to show compliance by the Institute. John said that he would keep a record from Keith worksheet of COVID 19 cleaning.

Fiona asked Hugh to update the committee on current position. Hugh pointed out new regulations were coming through daily Hugh had printed out and laminated Appendix C poster (information for users) and re-posted so that the cleaner can write in the date of the last cleaning with a felt tip .he has also posted the unlaminated QR Removing old ones. Chris pointed out that some people's phones were not capable of registering however if a record of visitors/users to the

hall was kept this was acceptable. John pointed out the problem with people being able to see personal information (TEL.NO.) by the next people who visited. Alan agreed and was taking away the copy before the next group arrived. A record of those using hall to be kept in the diary. John also confirmed that only the event organiser needs to fill in the sheet as it was there responsibility to keep records of those attending. Fiona confirmed this and asked if Hugh could underline this in any correspondence / notice that went out if not already clear. Hugh explained records only need to be kept for three weeks.

8. JVA Charity Commission & LVI constitution

John then explained the CIO updates that himself Fiona and Alan had been working through the document was brought up on screen and the relevant paragraphs were pointed out with J F A opinions on them. Particular attention was given to: -

Selling off LVH and money used for other purpose

Trustee Liability

Quorum numbers

Terms of office for individuals.

Chris Raised a point about the make up of the committee as the majority were users. The wording of the document mentioned skills and competence. .Susie explained that you needed a good balance of people including those who had the qualities and skills of management in many areas in order to operate satisfactorily

John said he would be forwarding the amendments and queries raised with Lorraine Smyth and would report back.

Alan thanked Fiona and John for their efforts with this legal document.

9. After a break, the second zoom started

Hugh had raised points about. the new village hall plans previously. The site at Lowgate showed an internal plan of the new village hall and John was able to show this on screen. Much debate ensued especially regarding the main kitchen Among the topics discussed: -

The need for an Industrial dishwasher, wine cooler, the logistics of people entering and exiting the kitchen as there did not seem to be a hatch. Previously users had been asked what needs they had for the hall. Storage changing facilities etc. Sheila said she had written to the project committee on several occasions regarding suggestion of layout etc she was happy to pass these to Fiona. Fiona said she would contact Toddlers and LOLS if Alan would contact the other users. Matters then turned to the upper hall and it was understood that several changes

were in progress. Chris raised a point about not just children but adults using the changing room facilities This was noted.

John (Who is on the project committee) reminded us that although the village hall was a major project the sale of land for building properties and replacement of the institute for 3 flats was an important factor in the overall plan. He kindly gave an update on the sale of Sizergh Fell, the felling of trees and planned culvert opposite Boxtree for self build. The 2 of 3 sites at Church Road and the Underhill land. The 5-year clause would begin once work on Sizergh had started.

10. AOB Nothing
11. Date of next meeting: 30 November 6.30pm on Zoom
12. Meeting closed 7.50
13. Fiona thanked everyone for their attendance.