Minutes of Levens Village Institute Wednesday 9 January 2019

**Present** Stephen Read, Alan Miller, Kathleen Dawson, John Wood, Wendy Mobbs and Susie Bagot

**Apologies** Sheila Watson and Helen Miller

**Minutes** The minutes for the 14 November were approved. The notes of the December meeting (inquorate as only 3 attended) had been previously read.

**Matters arising** would be dealt with on the agenda.

**Chairs report**

**Insurance dilemma** Stephen reported that the insurance company used in the past had ceased to offer cover. The new insurer required a copy of an up-to-date “Electrical Installation Condition Report”. On investigation this was found to be out of date and was therefore needed as a matter of urgency to meet the renewal deadline of 1st January 2019. Stephen procured the services of Simon Clark and arrangements were made for 27 or 28 December, but, unfortunately, this did not happen. While the insurer accepted that we were doing our best to comply, they would only offer temporary cover, extended to mid- January. Simon agreed to attend, but a misunderstanding regarding the length of time to carry out the test when power had to remain off, and the fact that the Institute was in use, meant that Simon could not carry out the test, nor was he available for several weeks.

Coopers electrical were contacted and they carried out the test on the 8th and the test certificate e-mailed to the insurer to meet their criteria.

The report highlights some areas of improvement which will need attention.

Stephen had contacted three electrical firms and the charges for the test were an industry standard of £20 per circuit plus VAT. Coopers expressed surprise that there appeared to be 20 separate circuits in the building, but not all are active.

Had the certificate been obtained when it should have been then these costs would have been about £60 on an annual basis. The renewal of the test needs to be added to the maintenance schedule, although it seems unlikely that the 5-year period will expire.

**Secretary’s Report.** Nothing to report.

**Treasurers Report** An issue with the insurance is its renewal date. Instead of it falling over the Christmas /New year period, which is a busy time for all concerned, it should be moved to March, something the insurers will agree to. He was instructed to do this.

The accounts, now including the new Cambridge County higher interest fund, are: -

Current Account £2,973.07

Monthly Draw £511.80

Teachers £5,000.00

COIF £9,036.86

County £30,000.00

**Joint Venture Agreement** A general discussion and review took place, referencing the notes previously circulated for the December meeting, following the meeting Hugh and Stephen had with John Cooke, our Solicitor. The revised November agreement between the PC, Levens Charity and the Institute committee, still included some elements that Stephen thought unnecessary and whose purpose was unclear. He proposed a simpler agreement to clearly state the Institute’s legal obligations and not to involve us formally with the actual construction of the new village hall and the other elements of the Village Project. He was instructed to send a further note to all committee members setting out his detailed proposal.

**P.A. systems** Paul Jones had forwarded details of his intended purchases. This expenditure was agreed, but Paul should be asked to consider the addition of a loop system.

**Maintenance.** The quotes from A Mallinson and K Thorpe-Monahan were discussed at length and it was decided that the expenditure was not justified at present, but that situation should be monitored.

The U bend leak in the wash area is still not solved. Alan is to contact the plumber again.

**A.G.M.** The date was agreed as Monday 11 February at 19.30. Stephen asked for suggestions for speaker. Several names were mentioned. Wendy thought Richard Parks of Low Sizergh farm might be an option and Stephen is to contact him.

**A.O.B.** Nothing

**Meeting closed at 19.35**

**Next meeting** Tuesday 26th February in the Lower Hall

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