Minutes of Levens Institute Committee held on Wednesday 13 November 2019

Before the opening of the meeting Alan informed the committee that following Stephen Read,s accident and hospitalisation that he was now at home . A card was signed by all present.

**Present** Alan Miller Sheila Watson Mary Orrr Hugh Connor Chris Riley Wendy Mobs Kath Dawson Susie Bagot & John Wood

**Apologies** received from Helen Miller.

It was agreed for Alan to take the chair in Stephens absence

**Minutes 11 September**  These had been sent.however Hugh pointed out two omissions

1. That the COIF account would be reviewed at the November meeting

2)That the booking form would need to be discussed to include the new responsibilities of the new PA system and that no extra charge for its use had been agreed.

Alan apologised for the omission and he would add these points to the minutes and re send for approval.

**Matters Arising.**

John Woods reported that the B4RN cabinet had been fitted on the land adjacent to the Institute and that the system had been “BLOWN” to the cabinet

The information previously issued that the Institute would get free broadband was not correct. The school and church would but the Institute was classed as a commercial building. The connection would be £150 plus £30 per month fee. However negotiations were on going and In fact a £300 voucher scheme run by the Government may be available to the Institute After some discussion on the advantages of broadband and that the flats to be built on the Institute site

It was proposed by Alan Miller that we should go ahead and get connected (which could take 3 outlets ) This was agreed by all.

**Chairs report**. None

**Treasurers report**

Current account £3738.11

Monthly draw £1188.20

Cambs &Counties £30,000.00

Teachers £5039.34

COIF £9110.40

John explained that money could not be moved to Cambridge & County as it was a fixed term contract at 2% until 17 Dec 2020.

The Teachers 90 day account have changed slightly 1.1% 1.2% then 1%

COIF had done quite well giving a return of £42.74 although the next three payment would be at 0.6%

After some discussion John explained it was fairly simple to move some money out of COIF and still have Coif and other money £6, 0000(approx ) should we need to call on it.

Hugh proposed we moved money out of COIF and John suggested £5,000 to the Teachers account this was agreed by the committee.

**Joint Venture Agreement Levens Community Project Charity Commission and LVI**

Alan Had attended The Parish Council meeting (12 Nov) Alan explained that the SLDC had raised the topic of the S106 and the JVA and a suggestion of withholding funds. Susie Bagot explained that there had but some misunderstanding between departments but that matters had now moved on.

John Wood explained that he was now on the PMG committee and that in respect of the JVA of which two variation existed an amalgamation had been drawn up and had gone to the Parish Council solicitor and John Cooke for the Institute. N.B. John Cooke currently having eye treatment)

Updates to follow.

**Constitution**

Hugh pointed out that Stephen had been reviewing the constitution in light of the changes needed now that Sizergh Quarry had been sold.

It was agreed to put on hold for time being.

**Maintenance.**

1. Mr Ted Capstick was looking at one of the Dehumidifiers which needed repair.
2. Broken /uneven area at front of institute near the green railngs could be a health and safety issue should any one fall.This had been repaired previously. Alan to speak to Andrew Mallinson.
3. Overhanging branches and fallen leaves, from trees in neighbouring property. Alan to speak to L Omerod John to speak to North West Electric.
4. Alan reported the PAT test had been carried out.
5. The loop system adaptor had been returned to Paul Jones.

**A.O.B.**

PA system and the booking form. Stephen had been looking at this and Hugh offered to look at it in Stephens absence.

On the subject of the PA Sheila wondered if she could use for the January meeting of Tuesday Club.. Discussion followed about use of a label mike. Hugh owned one and offered one for the January meeting and if successful then the Institute may consider buying one.

Susie reminded members of the security meeting to be held on 22Nov. Alan mentioned the Christmas Fayre on 23rd and could they put the Xmas tree up Hugh pointed out that LAFS had a concert on the 1 Dec and would prefer it if the tree was not left up as room space was at a premium. Alan would mention this to the organisers. Also on the 1 Dec the tree on the green to be lite plus music and refreshments organised by Parish Council.

**Next Meeting** Wed 22 January 2020 at 6.30PM Institute

**Meeting closed** at 7.15 PM Alan thanked everyone for attendance.