

# LEVENS INSTITUTE MANAGEMENT COMMITTEE

## MINUTES

**Wednesday 7 July 2020, 6.30pm (Meeting via Zoom)**

1. Present: Alan Miller, Sheila Watson, , Susie Bagot, Fiona and Keith Sanders, High Connor, Chris Riley, & Bridget Barton
2. Apologies: Helen Miller, Stephen Read Mary Orr & John Wood
3. Alan welcomed and thanked them for attending
4. Minutes of zoom Meeting held on 10 June 2020: Agreed by all
5. Matters Arising: Covered in agenda
6. Chair's Report: None
7. Secretary's Report

He had an enquiry/booking from one of the music groups. Alan explained Institute closed until procedures completed

He confirmed Kathleen Dawson had stood down from the committee (health)

8. Treasurers Report

John away details as before. £50 received from LLHG regarding WW1 exhibition

.

9. Joint Venture Agreement (JVA)

Awaiting reply from solicitors

10. Levens Community project, Charity Commission and LVI Constitution (CIO)  
Progressing

11. ACRE and plans for re-opening Institute

Alan opened the meeting explaining that ACRE had guidance regarding: -Corvid 19, reopening of halls, users agreements, hirers responsibilities and templates. Hugh was familiar with ACRE having attended previous meetings. Hugh had kindly e mailed the Corvid 19 check list for reopening. 18 bullet points were shown

and the through discussion people were allocated duties to enable a structured re-opening plan

1.ADVISE THE HALL INSURERS	JOHN WOOD
2.CHECK THE SECURITY CODE OR KEY LOGS	ALAN MILLER
3.IF PRESCHOOL	WENDY MOBBS
4.CARRY OUT COVID 19 RISK ASSESSMENT	ALAN M & KEITH SANDERS
5.CONSIDER ADDITIONAL CLEANING	ALAN & KEITH
6.DISCUSS WITH CARETAKER	“ “
7.ENSURE CARETAKER CLEANER PPE	“ “
8. FLUSH WATER SYSTEM	“ “
9.CARRY OUT ROUTINE HEALTH CHECKS	“ “
10.FIRE SAFETY RISK ASSESSMENT	“ “
11.PRIVIDE HAND WASH ECT	“ “
12.CONSIDER ENGAGED VACANT SIGNAGE	HUGH /CHRIS
13.PROVIDE SIGNAGE	HUGH/CHRIS
14.THINK ABOUT SOCIAL DIST	HUGH/CHRIS
15.PREPARE SPECIAL HIRE CONDITIONS	JOHN WOOD FIONA SANDERS
16.IDENTIFY SPECIAL SPACE FOR COVID 19 SUS	?
17.CONSIDER MARKETING COMMUNICATIONS	ALAN AND JOHN
18. REVIEW BUDGET	JOHN WOOD

On the topic of cleaning Sheila had kindly contacted several “contracters” and a deep clean of all areas plus utensils etc. This would not be cheap possibly £2000.00. Discussions followed with the consensus being yes to get the hall cleaned but sometime in August. No decision was made on costs, but it was pointed out that we had received £10,000 from the Government Cleaning could be booked for August when hopefully the situation would be clearer and new procedures in place. Several comments were made about the users. Alan had contacted most users who had no plans to re-open soon. Many did not have August meetings so generally September would be the target date. Comments were made that we should not let all users return all at once so a trial run might be an idea. This was looked on favourably. Alan to contact the user groups.

12.Any other Business:

Alan had spoken to Frank (no computer at present) and he had offered to stand in as Chair. This led to a brief discussion in which someone (sorry cannot remember who) suggested Fiona take the chair (This had been suggested previously) She said she would and so the formal vote would be at the next meeting. Having run over the 30-minute meeting by half an hour Alan brought the meeting to a close. Zoom meeting have a free and paid set up it may be that we need to discuss a contract with zoom? Thanks to all for your input.

13.Date of next meeting: Zoom meeting ended Tuesday 21 July 6.30 p.m...