**Minutes of Levens Institute Wednesday 16 May 2018**

**Present:** Stephen Read, John Wood, Alan Miller, Helen Miller, Sheila Watson, Hugh Connor, Suzie Bagot, Kathleen Dawson & Wendy Mobbs

**Apologies:** Chris Riley & Naomi Capstick

**Minutes:** The minutes of the meeting of 19 April 2018 were approved as drafted. All matters arising are listed on the agenda.

**Chair’s report**

Stephen apologised for the late delivery of the previous minutes and supporting documents for this meeting. He had no formal report as all that he had to say could be dealt with under the agenda items.

**Secretary’s report**

Two of the events mentioned in the previous minutes had not gone ahead; Damson Day had been re-arranged so Fiona did not need the Institute and the Pure Challenge cycle event was cancelled. The Kendal AAA will be using using the lower hall on the same night as the Appalachian group is using the upstairs room, but there should be no conflict.

**Treasurers Report.**

John confirmed that the new Teachers Building Society account was now up and running and gave the figures for each account

Current account £11,184.81

Teachers account £5,000.00

COIF £33,956.55 (March)

Monthly Draw £823.00 (sent later by e mail)

A discussion followed as to moving other monies to the Teachers account, or similar, or within COIF. John agreed to make a detailed report upon the options at our next meeting.

**Joint Venture Agreement and Levens Community Project**

Stephen reported there has been no further development with regard to the Joint Venture Agreement and no response from Levens PC or their solicitors with regard to our proposal that we would consider progressing the Agreement at this stage, even though we do not feel it necessary to do so at present, if the PC will indemnify us for our legal fees.

**G.D.P.R.**

Stephen had written the required privacy policy and copies had been sent out for perusal. It was agreed this should cover our G.D.P.R. obligations and it will be added to the documents on our pages on the Levens Village website. (See A.O.B. about the webpages that were discussed under this item.)

Furthermore, and as part of the G.D.P.R. process, Stephen had produced revised “Levens Institute Conditions of Hire”, which had also been circulated. Several matters were raised by the committee and it was confirmed that in future no charges were to be made for room heating. The present arrangements for heating the downstairs room will have to continue, whereby the meter is operated by using old round pound coins, as the new pound coins do not operate it. A small supply of the old coins will be made available in the cupboard.

A general discussion about our potential G.D.P.R risks followed. Hugh raised the grey area of LAFS and the wider Highlights collection of personal information for marketing purposes. Highlights have not yet issued their G.D.P.R. policy. Which will have to be considered by LAFS. It was agreed that LAFS policy of informing their contacts about G.D.P.R. was sufficient to meet our concerns, but that Highlights own decision upon how they collect and use personal information will have to be considered by us at some stage.

One of the key G.D.P.R. checks was for the use of “cookies” linked to websites, which may extract personal information. It is believed that the Village Website may use cookies, but the position with regard to our own Facebook page, run by Naomi Capstick, was uncertain. Further information is needed for discussion at our next meeting.

The 200 Club also must meet G.D.P.R. obligations. Stephen will discuss this with Peter Smith. It perhaps ought to be that the 200 Club organiser for the time being should be co-opted to this committee.

**A.O.B.**

1] Stephen indicated that while discussing our webpages with the Village Website administrators, it had been pointed out that some of our information was out of date. He had asked the to remove the W.I. and K.E.Y.F references, as they no longer met at the Institute, and he asked the committee to view our pages and report back on any errors. In particular our formal statements on Health & Safety, Risk Assessments and Insurance should only have current information. Sheila would also like our photographs to be updated, as they show the meeting rooms before they were redecorated some years ago.

2] Many thanks were expressed for Ted Capstick who had refurbished the two notice boards outside the Institute. A letter of thanks plus a token of our appreciation will be sent.

3] Hugh reported upon his research regarding a PA system and lighting system for the main room. He explained that a compact speaker ‘active’ system, which would ensure the correct balance so that everyone could hear the acts clearly, was available locally at an affordable price, and that Paul Jones had confirmed that it could be ported to the new hall, whenever that is built. Mention was also made of a loop system for people using hearing aids and it may be that this could be added to the system. The general opinion was that making a system available would improve the sound quality in the room and extend the choice of acts and performers to include those without their own systems. It would be of benefit to us.

4] Hugh also mentioned the issue of obtaining individual licences (alcohol) for each LAFS event, as opposed to having one that covered the Institute for all events. He would investigate this and report back.

5] Alan advised that Crosthwaite Institute had had a break-in, but nothing taken. Organisation were reminded not to keep cash on the premises. A suggestion was made to have a notice “No monies of valuables left on these premises” but this was not approved. Alan is to contact Jane Park, the PCSO, for further information.

Meeting closed at 7.25.

Next meeting Wed 11 July at 6.30 pm