**Minutes of Levens Institute Wednesday 11 July 2018**

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

**Apologies:** Helen Miller & Mary Orr.

**Minutes:** The minutes of the meeting of l6 May 2018 were approved as drafted. matters arising are listed on the agenda with the exception that Mr Peter Smith had declined the offer of joining the committee but asked if he could be a signatory for cheques for the draw.

**Chair’s report**

.Stephen asked again if people could look at the village website in order to add or delete items.

**Secretary’s report**

Jane Park the PCSO had been in touch following a request by Alan regarding the break in at a neighbouring Institute. Jane explained that it was probably a one off but strongly advised that no cash should be left on the premises. Regarding a sign outside saying this she said it was up to us but did not feel it was necessary.

**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 £7,616.21

Teachers account £5,000.00

COIF £33,991.27 (June) e-mail 15.7.18 (So we had£34.72 interest for three months.

Monthly Draw £1,236.00

Moving Money Discussions were open as to moving other money to the COIF property fund. John would discuss this with the interested parties with a possible suggestion next meeting.

The music licence had been paid and regarding the Discretionary relief /council tax the trustees had been updated

**Joint Venture Agreement and Levens Community Project**

Stephen reported there has been no further development with regard to the Joint Venture Agreement.

P.A.System

Hugh explained that Paul Jones had recommended three P.A.systems that could be used at the current Institute and also would be suitable for the new village hall.

**Turbo £150**

**Yamaha £798**

**Alto TS3 £578**

Papers were passed around.

Hugh explained the differences and would e mail those parties interested also he would check if Paul could visit the next meeting. It was agreed that the inclusion of a loop system for the hard of hearing was a requirement of any system selected.

**A.O.B.**

Hugh had been reviewing the “alcohol” licence with the SLDC

It cost £21 each licence and we had 5 last year A premises licence would be £100 plus an annual fee of £70. in addition, two named committee members as reference.

After a discussion it was agreed to leave matters as they were.

**Damp Wall (lower stairway)**

It was brought the committee attention that paint was coming off the wall on the lower hall staircase. This was due to damp. A general debate was forthcoming with the outcome being that estimates would be needed. The Institute policy is to maintain the building but not to incur major expense.

**Storage of archival material.**

It was agreed that a facility of one of the cupboards be used for archival Institute papers. This should be able to be locked.

Stephen thanked everyone for their time and contribution.

**Meeting closed at 19.30**

**NEXT meeting WED 19th September 2018 at 18.30 at the Institute.**