Minutes of Levens Village Institute Wednesday 14 March 2018

**Present** Stephen Read, Alan Miller, Kathleen Dawson, Chris Riley, Sheila Watson, John Wood, Wendy Mobbs and Frank Routledge

**Apologies** Susie Bagot, Hugh Connor and Helen Miller

**Meeting 10 January 2018** the minutes had been viewed and were approved.

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

**Election of officers** (AGM)

Stephen explained that no other candidates had come forward so Stephen Read as Chair Alan Miller as secretary and John woods as treasurer were all proposed for re-election. This was passed by the committee en bloc.

**Chairs report.** Stephen then relayed the circumstances surrounding the fitting of new emergency lighting and replacing the strip lights with LED lights in the hall; the emergency lights were not operating correctly and the efforts by Alan, Sheila and John Watson to correct the problem were unsuccessful. It was necessary to get an electrician in as a matter of urgency to keep the Institute open. There had been several requests for better lighting in the main hall, notably at the AGM, and as the electrician happened to have suitable new LED lights in his van, and could set the system up at the same time as fixing the emergency lighting, it was agreed to install these following an urgent meeting at the Institute between Stephen Alan and Sheila. An invoice had been received at £450 for all the work done, which compared well with a previous estimate of £400 just for the change in lighting. Stephen asked for retrospective approval for this expenditure, which was given by the committee. Chris Riley wished it to be noted that in earlier minutes it was agreed not to spend money on lighting without the committee’s approval and hoped this incident would not set a precedent for future expenditure, which was duly noted.

Stephen had received a complaint regarding heating. In most cases heating was put on before a meeting. It seems that on that particular day the doors were left open to enable trades people to carry out their duties.

**Secretary’s Report**

Alan continued the theme of electrical work explaining that “ARC” had PAT tested on 28 February the Institute equipment and their certificate was on the notice board. John Wood believes that a 12-month test is not obligatory, which he will check and report to the committee. This point was accepted, but it was generally believed that annual checks were needed to conform with insurers’ and safety requirements. The insurance company’s requirements need to be investigated.

**Treasurers Report** John reported

Current Account £10,636.85

Monthly Draw £565.10

COIF £33,929.91

There then followed a discussion regarding different rates available within the charity commission approved accounts and for alternative current accounts. It was proposed that a Teachers Building Society account (currently paying 1.1%) should be opened with the sum of £5000.00 from the current account. This was approved with the signatories for the new account being Stephen, Sheila and John. The current COIF account would remain open but John will consider splitting it to maximise the return.

**A.G.M.** Stephen thanked everyone for their attendance and input to the AGM.

**G.D.P.R.** Stephen had sent out a 19-page guidance document upon Data Protection for Village Halls and Community Buildings. The new legislation would affect all involved in the running of the institute plus the users of the hall. However, the new law was not onerous provided we have policies in place. It was noted that we hold personal information in the form of old documents, current paper documents (booking forms and accident book), in the digital booking system, and perhaps through the Facebook page administered by Naomi and the 200 Club administered by Peter. The practical effect on this committee is; -

All personal information, including paper documents, as well as electronic data, must be kept secure in either a locked cabinet or a password protected computer.

Permission must be obtained in writing from the individual user that they agree to us holding their personal information for our purposes, e.g. to contact them about their booking or to notify them of our events. That information must be destroyed after a reasonable time (say 12 months) after it is needed to meet the user’s need. The information held for the 200 Club needs to be assessed.

A privacy statement needs to be drafted for our webpage to confirm our policy.

Much debate ensued with regards to the requirements and implementation and the steps taken by other organisations. Hugh Connor had already written to LAFS customers. A decision will need to be made about what other steps are necessary, but an amended booking form is essential. Further details will be circulated by email for final consideration at our next meeting.

**A.O.B.** Alan reported upon an incident that has been recorded in the accident book. Briefly Mr A. Brown (Direct Beds) had hired the Institute for the sale of beds etc. This was during the bad weather and his grandson, who was assisting him, on exiting the main hall, had not used the hooks to keep the doors fixed open, but instead, and while carrying goods, had pushed the door open with his foot. Unfortunately, the door had swung back, trapping his finger. His father was called and took him to A & E. where treatment was required. Mr Brown accepted that it was his and the boy’s fault.

**Date of next meeting** 11 April 6.30 Institute.

**Meeting closed** **at 7.50 p.m.**

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