***LEVENS INSTITUTE MANAGEMENT COMMITTEE***

***MINUTES***

***Monday 30 November 2020, 6.40pm (Zoom problems )(Meeting via Zoom) 1 & 2***

1. *Present: Alan Miller, Fiona and Keith Sanders, High Connor, Chris Riley, Mary Orr (2) Sheila Watson John Wood & Susie Bagot*
2. *Apologies: Helen Miller & Wendy Mobbs*
3. *Minutes (amended) of meeting 19 October 2020 had been sent out. These were Approved.*
4. *Chair report. As in the agenda*
5. *Secretaries report.*

*Alan quickly reported that a) The Toddlers were now meeting Mon and Thu a.m.*

*b) The P.O. was running Mon Wed Fri satisfactorily*

*c) Castle Fire had issued a fire certificate*

*d) Business “workspace” some interest nothing firm.*

1. *Treasurers report*

*John had e mailed the details Barclays £3,978.35*

*COIF £4,133.84*

*Teachers £20,100.89*

*Cambridge £30,596.71*

*Total £58,809.76*

*Johns minute also reported that the 2-year bond with Cambridge & Counties matures on 17 Dec 2020.He requested that we agree to move the balance to the Teachers account unless the existing bank offer a better deal. This was agreed to let John act in the best interest of the Institute.*

*Electricity Account. EON had increased their prices dramatically and he was looking at alternatives. British Gas Light being a contender. Can the committee agree for John to go ahead with a suitable switch?*

*Covid 19 Grants. John had looked at the new criteria from SLDC but the Institute did not qualify*

*Fiona asked John if he could estimate what income the Institute had lost with Covid shut down. John thought total assets at the moment (not including the £10,000)were about £1000.00 lower than they were at the start of last year .usually we make a surplus of around £3000.00 a year.*

*. Bank Accounts. Some banks had stopped opening new accounts for charities John had asked ACT and had been given TRUDOS and Unity Trust as an alternative (although they had a monthly fee)*

1. *Hugh raised a point about a WI FI clause in the booking form with regards to workplace use. Fiona asked Alan to inform her if any one enquired and she would add the clause. John suggested we use ACRE booking form. Alan to look at.*
2. *ACT Ion Cumbria Community Building Register. Hugh had attended several ACT zoom meetings and Levens was not on the register. Being on the register would enable users to check first if the facilities suited their needs. The register would need to have. photographs of rooms etc and it would be need a contact name. . Fiona asked Alan if he would agree to his name being used. He agreed.*
3. *CIO agreement. John had sent several e mails regarding the CIO and he was nearing completion of the document. John went through the clauses that needed agreeing*

*Clauses 10.1The 3-year term x 3 times. Much debate followed including the topic of “Governance Code” . John draft was agreed by all.*

*Clause 10 3. Many committees/trustees were made up of user of the hall.*

*Both Chris and Susie pointed out that in order to maintain a balance you would need people with broader skills for specific areas. e.g. finance and organisation skills who may not be a user of the hall. John draft clause was agreed by all.*

*Chris raised a point about being a committee member but not a trustee this matter was discussed.*

*Clause 14 Agreed*

*Clause 15.3 Expenditure. Hugh suggestion was adopted. Johns draft agreed.*

*It was agreed that, with these amendments included, this version of the CIO draft constitution, dated 30 November 2020, would be submitted to the Charity Commission for the registration of Levens Village Hall CIO.*

*John hoped to have the final document ready very shortly.*

*Fiona asked that a vote of thanks for Johns work should be recorded.in the minutes.*

*Fiona asked if everyone was happy being put forward as a trustee. She would write to those not present but on the list. It was at this point Helen Golding Miller asked to be removed from list of Trustees. Fiona mentioned that Wendy Mobbs had asked to be taken off the list as trustee and toddlers rep. Fiona added that she would contact Wendy to clarify the situation. It was agreed that a rep from the toddlers was important especially with the safe guiding ACT policy.*

*Fiona wondered if having alternative earlier times for committee meetings may help for those with families.*

*2nd Zoom*

1. *ACT zoom meeting .Hugh reported on this meeting . Safeguarding being a major area covering children and adults,,. The institute had a policy regarding children but perhaps it needed updating using the ACT nodule.. Alan mentioned Jane Cushnie who was involved with the Brownies. .Fiona asked Hugh and Chris to look at policy and John offered to assist.*
2. *John asked if the committee would approve a letter he intended to write to the Parish Council. This was to ask the PC to commission the building of a village Hall and then pass to the Institute Charity. This would save 20 % of VAT..Hugh asked if the JVA did not cover this. John explained that the JVA covered the building being passed to the Institute charity but this element was to do with HMRC. On this explanation the committee agreed for john to send the letter.*
3. *New Village Hall Layout. Alan reported he had replies from , The Tuesday club The history group The artist group. Points raised including :- the size of the meeting rooms,(Sheila )the kitchen facilities extra sinks for cleaning brushes electrical points and projection equipment arrangements Alan thanked Hugh who had replied to the history group regarding their concerns*

*. Hugh would report back to the project committee*

1. *ZOOM lost connection. No new meeting date set*
2. *Fiona thanked everyone for their attendance.*