



THE LEINTWARDINE CENTRE

The High Street, Leintwardine, SY7 0LB



MINUTES

Date and Time: WEDNESDAY 2 NOVEMBER 2016 at 19.30

Venue: Reading Room, Leintwardine Centre

Present:

Chair: Harvey Vallis (HV)

Members: Roger Blake (RB), Elisabeth Egelund (EE), Karen Foote (KF), Richard Sudworth (RS), Malcolm Turner (MT).

Treasurer: Rob Cock (RC)

Secretary: Terry Clough (TC)

Prior to opening the meeting, the Chairman welcomed Ms. Jenny Nichol, who was attending as an observer.

1. Apologies for absence

Apologies received from Naomi Vera-Sanso and Stephen Nockolds

2. Minutes of meeting held on Wednesday 5 October 2016

The minutes of the meeting of 5 October were proposed for approval by KF, seconded by RB. The approved minutes will be published on the website together with the Treasurer's reports. A copy of the minutes will be sent to the LGPC.

3. Matters arising

- Repair of front door – contact with installers (HV)

The replacement parts are on order and should be fitted in the coming weeks. **[Action: HV to send a letter of complaint to the company regarding the failure of the installation after only 5 years]**

- Signage (RB, SN)

It is proposed to create permanent signs for regular events (quiz, open gardens). KF and SN have the parts to make the signs

- Grass cutting payment (RC)

The grass has been cut but not added to the invoice

4. Finance

- General review

Although the month was better than expected, with “Here I Belong” producing a very satisfactory result and with several invoices arriving together, RC did not propose to change the forecast for the year. Full details are to be found in the Treasurer’s report on the website.

- Telephone and broadband charges

RC and TC have prospected the market for high speed broadband services for the centre. Clearly, the higher the speed the more expensive the service. The Committee agreed that an advertised speed of 38Mbps was sufficient. **[Action: TC and RC to contact EE and Zen for more details of tariffs]**

It was agreed that the new router should be installed on the landing in a secure cupboard to prevent tampering, not in the Greenwood Room where access is difficult.

5. Reports from sub-Committees

a) Maintenance and Equipment

Email from Andrew Boulton (TC)

Andrew Boulton (former professional sound engineer) has examined the Main Hall’s AV equipment and concluded that a PA system would be more suitable. **[Action: TC to contact Mr. Boulton for further discussions]**

Several electrical problems need attention. The electrician regularly used by the centre is currently unavailable. The Committee confirmed that a budget of £250 has been set aside for the work.

[Action: Committee members are asked to make inquiries about a replacement electrician]

KF proposed installing a floodlight on the patio to provide better illumination for outdoor activities. LYG would contribute to the cost.

b) Catering

Catering for November quiz night

EE and Jacqui Vallis will provide the meal

RB will henceforth be responsible for the wine and beer stocks at Centre-organised events

Kitchen: redesign?

The cooker promised by Judy Morris is defective and has been scrapped. KF felt this offered an opportunity to re-think the kitchen layout. **[Action: KF to speak to users and prepare a proposal for the January 2017 meeting of the Committee]**

c) Events

“Community event” Spring 2017 (KF)

LYG has received a grant to help stage a “Community event” to show how the various elements in the community work together. The Committee supported the event in principle and suggested it might be held in March so as not to conflict with Lionstock in May. HV proposed that given the nature of the event, the hall hire fee might be waived. However, KF pointed out that a part of the grant was explicitly intended to cover such fees.

First Saturdays first half of 2017

A rota has been agreed for the first half of 2017: January – HV, February – KF, March – RC, April – to be decided, May – RB.

d) Entertainments

- Feedback - Pentabus ("Here I Belong")

The performance had been a great success, both artistically and financially. HV wished to place on record the Committee's appreciation for the work done by MT. **[Action: TC to write thank you letters to Debbie Whittle (ticket sales) and John Ball (bar)]**

- Pantomime (EE)

EE has had a meeting with Patrick Orton of the Players. The performances will take place on Friday evening, Saturday afternoon (matinee) and Saturday evening (9 and 10 December). It was confirmed that the LCC will man the bar and provide ice creams, especially for the matinee. The possibility of providing coffee and biscuits at the matinee will also be explored. The pool table will be removed by 2 December and put in storage until 12 December.

The Committee agreed that there should be a "public service announcement" at the interval of each performance, inviting people to help run the Centre. A similar announcement will be made at the interval of the quiz.

The maintenance team will decorate the halls in time for the December First Saturday.

- Murder mystery

The date is confirmed for 21 January 2017. The catering arrangements are already in place.

- Flicks in the Sticks

Patrick Orton plans to revive the programme in the New Year. He has asked for assistance in selecting films

- Open Gardens

SN has volunteered to organise the event in 2017. It will be held on the weekend of 17-18 June.

6. Primary School building (Coracle workshop)

Primary school building – chairman's document - potential sources of funding.

After a brief discussion of the Chairman's paper, the Committee agreed that an extraordinary meeting should be held to take matters further. **[Action: TC to convene a meeting on 17 November. It will be chaired by RC].**

7. Committee structure and working methods

TC gave a short description of his paper (to be circulated after the meeting with a view to a decision at the December Committee meeting). The main innovation is that the full Committee would meet only every other month, beginning in February 2017, whereas the officers' sub-committee will continue to meet every month.

8. Points from the Chairman

Update of the business plan

The business plan has now been updated and will be posted on the website.

9. Other business

Mr. Faulkner has asked to rent his former workshop for a week. The Committee has no objection, subject to the provisos expressed last time (see minutes of October meeting).

10. Date of next meeting: Wednesday, 7 December 2016.