



THE LEINTWARDINE CENTRE

The High Street, Leintwardine, SY7 0LB



MINUTES

Date and Time: WEDNESDAY 8 JUNE 2016 at 19.45

Venue: Main Hall, Leintwardine Centre

Present:

Chair: Harvey Vallis (HV)

Members: Roger Blake (RB), Karen Foote (KF), Stephen Nockolds (SN), Richard Sudworth (RS),

Treasurer: Rob Cock (RC)

Secretary: Terry Clough (TC)

1. Apologies for absence

Apologies received from Elisabeth Egelund, Malcolm Turner and Naomi Vera-Sanso

2. Minutes of the meetings held on Wednesday 11 May and Thursday 26 May 2016

The minutes of the meeting of 11 May were proposed for approval by KF, seconded by RS. The approved minutes will be published on the website together with the Treasurer's report. A copy of the minutes will be sent to the LGPC. The minutes of the meeting of 26 May will be circulated at a later date.

3. Matters arising

- Electrician (fitting of dusk sensor) (TC)

A suitable sensor has been identified and an electrician has been contacted. Reply awaited.

- Overhead projector settings (TC)

RC and TC have reconfigured the projector. As the problem identified by the LHS appears to be due to using a variety of laptops with different display settings, it has been decided to upgrade one of the LCC's laptops for permanent use with the projector (done). **[Action: TC to test laptop with projector]**

4. Finance

- General review

A deficit is forecast for the end of the year, due mainly to the likelihood of significant expenditure on the Primary School building. The Committee approved the report, which will be published on the website.

Following extensive contacts with a number of suppliers, RC concluded that the present supplier made the best offer, which entails an increase of 2% in the unit rate. The Committee endorsed the Treasurer's proposal to remain with the current supplier for the next 12 months. The Chairman thanked RC for his perseverance in prospecting for new suppliers.

RC again reminded members to indicate clearly on their expenses claims what the refund was being claimed for.

5. Reports from sub-Committees

a) Maintenance and Equipment

- Seat in disabled toilet (RS)
Done
- All tables have now been cleaned. RS pointed out that this needed to be done regularly.

b) Catering

- Future arrangements for catering sub-committee

With the departure of two members of the catering sub-committee, the link between the LCC Committee and the catering volunteers will need to be re-thought. This will form part of the general review of the LCC committee's structure and procedures (see below). In response to a question from SN, it was confirmed that the role of the Committee is to manage the kitchen facilities and to arrange catering for LCC events.

- Rearrangement of kitchen

Postponed pending the arrival of the new oven.

c) Events

- Open Gardens (SN)

Preparations are well advanced, with the signs about to put up at the entrances to the village. A photograph has been sent to journalists for publication but SN appealed to members to send him any images of past open gardens events. Information has also been sent to local radio stations. A thirteenth garden has now been added. This will be advertised only in the other gardens on the day as the flyers and brochures have already been published.

d) Entertainments

- Pentabus ("Here I Belong") (MT)

Postponed in the absence of MT

6. Primary School building (Coracle workshop)

- Update – contacts with potential occupants – next steps

The building is almost empty and could now be inspected. Mr. Faulkner will be invoiced for part of the time the building was being emptied. No new tenant has come forward. HV suggested the building might become a community craft studio in which the space could be shared by a number of artists. **[Action: HV to collect the keys and arrange for the building to be inspected]**

7. "Chairman's tasks"

- Conclusion of discussion

Postponed until the next meeting in the absence of 3 Committee members

8. Update of the business plan

The current business plan expires this year. It was generally agreed that the 2013-16 plan is still relevant but requires updating. **[Action: Officers to review the plan and report at the next meeting]**

9. Points from the Chairman

- HV announced that the Tuesday morning café will cease operations at the end of July owing to poor patronage.
- Frequency of meetings and
- Committee recruitment

It was generally agreed that the Community Centre was now being run more like a business, an inevitable development given the size of its budget. This had changed the nature of the Committee meetings, making them generally less attractive (which probably accounts for some of the resignations at this year's AGM). Another important factor is that a significant part of the day-to-day business can now be transacted via e-mail. It was therefore suggested that full Committee meetings might be held every other month, with the 3 officers (the "troika") meeting in the intervening months.

RS observed that there was a tendency to call in, and hence pay for, professionals to carry out tasks which would hitherto have been done by groups of volunteers. He felt that the related team spirit and element of fun, which was one of the attractions for the volunteers, had been lost and that the LCC was ceasing to act as a voluntary organisation. This gave rise to a discussion of the structure of the Committee and whether a "liaison person" should take the place of some of the current sub-committees, their task being to function as the link with the various groups of volunteers.

The Committee agreed to return to this topic at its next meeting **[Action: TC to prepare draft paper on structure and operation of the Committee]**

- Deep cleaning contract
Following a description by KF of the work involved, RS pointed out that this was the kind of task that could be carried out by a working party. HV agreed, provided the required standard was clearly defined and that a working party of volunteers was able to meet it. He also noted that the Committee had been obliged to call in professionals on more than one occasion because no volunteers had been forthcoming.

10. Other business

- A potential tenant has been found for the Greenwood Room. TC observed that as the business was internet-based (voice over internet protocol) it would be advisable to verify the contract with BT to ensure that there was no limit on broadband use and to monitor usage for a time. **[Action: KF to communicate details of tenant to TC. TC to draw up rental contract,]**
- RB has taken over responsibility for certain aspects health and safety fire extinguishers, emergency lights etc). The Committee agreed to pay for him to attend a course to qualify as a PAT tester.

11. Date of next meeting: Wednesday, 6 July 2016.

The meeting ended at 20.50

Signed:

Harvey Vallis, Acting Chairman