



THE LEINTWARDINE CENTRE

The High Street, Leintwardine, SY7 0LB



MINUTES

Date and Time: WEDNESDAY 14 SEPTEMBER 2016 at 19.30

Venue: Reading Room, Leintwardine Centre

Present:

Chair: Harvey Vallis (HV)

Members: Roger Blake (RB), Karen Foote (KF), Stephen Nockolds (SN), Malcolm Turner (MT).

Treasurer: Rob Cock (RC)

Secretary: Terry Clough (TC)

Absent: Naomi Vera-Sanso

1. Apologies for absence

Apologies received from Elisabeth Egelund and Richard Sudworth

2. Minutes of meeting held on Wednesday 6 July 2016

Approval postponed until the October meeting. The Treasurer's report will be published on the website.

3. Matters arising

Clean-up of outside spaces (MT)

Done. The Committee expressed its thanks to KF and Jordan Buffon for their work.

Laptop/projector test (TC)

The laptop has been tested and can now be used for displays using the overhead projector. It will be left in the Main Hall. TC noted that Andrew Boulton (sound engineer) will attend the next meeting of the LHS to observe the use of microphones.

4. Finance

- General review

July and August were quiet months. Revenues exceeded expenditure

- WDS Green Energy contract

The Committee agreed with RC's proposal, seconded by HV, to renew the maintenance contract for the heat pump beneath the Main Hall at a cost of £300 including VAT. As well as regular servicing, the contract provides priority on call-outs and a discount on any spare parts.

- Telephone and broadband charges

In view of recent developments, notably the arrival of high speed broadband in the village, the Committee agreed to investigate the potential for less expensive broadband and telephone services in the Centre. **[Action: RC and TC to research offers]**

- Water consumption

Water consumption in the public toilets has risen noticeably compared with the previous year. The Committee agreed to keep consumption under review.

5. Reports from sub-Committees

a) Maintenance and Equipment

- Re-hemming of curtains in the Main Hall

EE has confirmed that she will do the work as soon as she is able.

- Electrician: Pull-switch for cooker fan/ light on rear courtyard wall/ atrium light

Several electrical faults require professional repairs. **[Action: TC to contact an electrician]**

- Miscellaneous repairs – RS list

The committee took note of the list of repairs drawn up by RS (kitchen door closing mechanism, front door closing mechanism). **[Action: HV to contact the front door installers]**

b) Catering

- Cleaning of kitchens

The deep clean was carried out satisfactorily and will need to be repeated regularly. The Committee agreed to budget £30 per month for deep cleaning wherever required. KF will maintain the cleaning log.

c) Events

- Open Gardens – debriefing meeting (EE)

In the absence of EE, SN reported on the meeting, which took place on 20 July. The main conclusions were:

- New gardens will be needed for 2017. Perhaps the area could be extended to Walford etc. SN question whether it should be an annual event. MT replied that if the LCC did not organise the event, which is a major fund-raiser, other groups in the village certainly would.
- The signage needs to look more professional. Signs could be put out for all events. The Committee agreed to re-visit this question before the end of the year. Relations with the press – from “What’s On”- type leaflets to local newspapers and radio – need to be intensified. This applies not just to open gardens but to events generally. **[Action: SN and RB to look at signage options]**

d) Entertainments

- Pentabus (“Here I Belong”) (MT)

The publicity material has arrived. Cabaret seating, Tickets £10. 7.30 start.

6. Primary School building (Coracle workshop)

Surveyor’s report on primary school building – next steps

HV is preparing a draft proposal for the future use of the building, taking into account the findings of the surveyor’s report (circulated before the meeting). This will be presented at the October meeting and is

intended to be the starting point of a discussion. Several members noted that the repair costs given in the report were surprisingly reasonable.

7. Lettings and rentals

- Update – new model contract

The Committee agreed to purchase for £35 the model contract proposed by Community First as it covers also broadband use. The contract can then be used for the new tenant in the Greenwood Room

- Contacts with potential tenants.

None of the potential tenants have followed up on the initial contacts.

- Little Fox Clothing – internet connection

The problem appears to have been solved by installing a hard-wired connection **[Action: TC to check]**

8. Points from the Chairman

- Setting-up, October First Saturday

HV will provide a list of tables. KF, MT, RC and TC will set up.

- Update of the business plan

An updated business plan will be presented before the end of the year

- Possible short rental of Primary School building

Mr. Peter Faulkner has asked to rent the primary school building for a few days for £50. The Committee has no objection, provided his attention is drawn to the safety hazards now present following the opening up of the floor, and the room is cleaned up afterwards.

- New members/ officers

The Committee is in need of new members, not least to replace the three officers who have all indicated that they will be stepping down in the next 12 months. **[Action: the officers will prepare a proposal for a new method of working and structure for the committee, designed to make it more attractive to potential members]**

- Post office

It would seem that the LGPC has arranged for a dedicated BT phone socket to be fitted to the outer wall of the Main Hall, for use by a mobile post office. The Committee regretted that it had not been informed of this development. **[Action: HV to ask LGPC for more information]**

9. Other business

- RB will be attending a PAT testing training course, as already agreed. He noted that the testing equipment costs approx. £250. The Committee authorised him to spend up to £250 if equipment is on offer at a special price in connection with the course.

- Following an incident in which the hall was not cleaned up after the event by the hirers, the Committee agreed that KF, in her capacity as bookings officer, should charge a £50 deposit at her discretion, particularly to first-time hirers. KF has revised and updated the hiring documents. **[Action: TC to update the documents on the website]**

10. Date of next meeting: Wednesday, 5 October 2016.

The Meeting ended at 20.45

Signed

Harvey Vallis, Acting Chairman