



THE LEINTWARDINE CENTRE

The High Street, Leintwardine, SY7 0LB



MINUTES

Date and Time: WEDNESDAY 11 JANUARY 2017 at 19.30

Venue: Reading Room, Leintwardine Centre

Present:

Chair: Harvey Vallis (HV)

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

Treasurer: Rob Cock (RC)

Secretary: Terry Clough (TC)

Observer: Paul Kennedy

Absent: Naomi Vera-Sanso.

1. Apologies for absence

Apologies received from Richard Sudworth

2. Minutes of meeting held on Wednesday 7 December 2016

The minutes of the meeting of 2 November were proposed for approval by KF, seconded by SN. 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.

3. Matters arising

Response to letter to Mr. Dodd (bellringers) re damage (TC)

No reply has been received. The Committee decided not to send another letter. Instead, HV will raise the matter with Mr. Dodd.

4. Finance

- General review

Outgoings exceeded income in December by £1890, mainly due to the payment of the insurance premium. The centre is likely to be down on the forecast by approximately £2800 by the end of the financial year.

- Telephone and broadband charges

Having examined offers from Zen and BT (EE declined to make an offer), the Committee agreed to take up the offer from Zen, which provides high speed broadband for approximately the same price (£58.20) as the Centre is paying now for normal speed. RC suggested capping the data download on the RR line at 50GB, given that it is used far less frequently, thereby making a small saving. **[Action: RC to contact Zen]**

- Insurance: Additional requirements

The brokers have sent a 14-point list of requirements and guidance notes. RC read the list out to the Committee, which took due note. Contact details for the officers will be forwarded to the brokers and will be put on the website. Inter alia, the inventory will need to be revised and the roof and fixed electrical installations inspected. Details of the policy will be posted in the lobby of the Main Hall and communicated to all trustees.

KF requested a modification to the hiring document to the effect that damage caused by hirers will be noted by the booking officer and then referred to the Committee for further action. **[Action: TC to amend the hiring document]**

5. Accident and incident report

Nothing to report.

6. Reports from sub-Committees

a) Maintenance and Equipment

Electrical repairs/exterior lighting

All electrical repairs have now been completed. It was suggested that a floodlight should be fixed to the outside wall to illuminate the car park. **[Action: MT to contact Richard Parker-Morgan].**

It will also be necessary to carry out at least a partial check of the fixed installations for insurance purposes. The Committee agreed that a partial check should be carried out, as long as this provides a certificate meeting the insurance obligation. PAT testing is due in April 2017. **[Action: RB to investigate]**

Blinds for Main Hall windows

The aim is to have blackout blinds so that it is no longer necessary to close the curtains. To be discussed at the next meeting. **[Action: KF and EE to check prices]**

Disposal of paint

Most has already been removed. KF will look at the remaining stock to see if it can be used to refurbish Room 8. It may also be used for event signs.

KF raised the question of the dead tree adjoining the butcher's yard, which is a potential risk. The butchers are willing to remove it. **[Action: Officers to ascertain whether permission is required]**

b) Catering

Redesign of kitchen

To be discussed at the next meeting. KF observed that as the kitchen is used so rarely, there seems little point spending money on it.

c) Events

EE will send a revised list to the events organisers. HV, MT, RC and TC will help set up for the Murder mystery on 21 January.

The LYG's "Community Event" is scheduled for 13 May. A first co-ordination meeting is to be held on 16 January. The Committee agreed that as KF would be present, the centre did not need to be otherwise represented at this stage.

d) Entertainments

- Pentabus: alternative dates for new performance (MT)

The Pentabus production "As the Crow Flies" has been booked for 30 April.

Peter Forshaw has made the arrangements for the performance of "Dearest Girls" on 4 February

7. Primary School building (Coracle workshop)

- Progress report

The most attractive quote (£1800) for preparing the specifications for the works has been received from TSR, who carried out the initial survey. On the basis of a proposal from MT, seconded by TC, the Committee agreed to accept this quote. Once this document is complete, it will be possible to apply for grants.

- Text of "What's On" flyer

HV will prepare a text for inclusion in the February "What's On" announcing that the Infants School building will be open for visits from 10-12 on Saturday 4 February (First Saturday).

Mr. Faulkner has again inquired about temporary use of the building. HV will inform him that it is available for 4 weeks, after which it will have to be vacated.

8. Use of the Reading Room

MT raised the question of the under-use of the Reading Room, citing the decline in the number of regular bookings. Acknowledging the problem, several members of the Committee were of the opinion that the key to increasing bookings was better, more specific promotion, possibly including advertisements in local and regional newspapers. It was suggested that an article in Leintwardine Life could be useful. Also, the website could better highlight the facilities on offer. It was agreed that the building needed a "champion" to promote it, perhaps as a conference facility. The Committee agreed to return to the question at its next meeting in the context of a discussion about revenue generation.

9. Recruitment campaign

With regard to recruiting new members to the Committee, 4 elements of the campaign have been identified so far.

- a flyer in "What's On"
- an interview with the officers of the Committee in the next Leintwardine Life
- posters at First Saturday and other events.
- an announcement at all events. This has already been arranged for the Murder Mystery and the quiz night.

10. Points from the Chairman

11. Other business

- Website

The LCC website crashed shortly before Christmas when support was withdrawn from the Word-press “theme” on which it was based. It has now been provisionally restored with the assistance of Stacie Jones but will require some work to make it fully operational and to ensure the online book- ing functions properly **[Action: TC to revise all pages]**

- Bequest of paintings by David Donne

A large number of paintings has been given to the LCC by the family of the late David Donne. It was suggested that they be exhibited in the Reading Room meeting room at the March First Sat- urday. This event will need to be publicised. Jane Wells will be asked to advise on pricing.

EE and KF pointed out that the ladies’ toilet in the Main Building has not been cleaned in over two weeks. **[Action: HV to speak to Mrs. Galliers]**

12. Date of next meeting: Wednesday, 1 March 2017.

As agreed at the December meeting, the Officers will meet at the end of January.

The meeting ended at 20.50

Signed:

H. Vallis, acting Chairman