



THE LEINTWARDINE CENTRE

The High Street, Leintwardine, SY7 0LB



MINUTES

Date and Time: WEDNESDAY 3 MAY 2017, following the 2017 AGM

Venue: Main Hall, Leintwardine Centre

Present:

Chair: Harvey Vallis (HV)

Members: Roger Blake (RB), Richard Deane (RD), Elisabeth Egelund (EE), Karen Foote (KF), Stephen Nockolds (SN), Janet Rix (JR), Richard Sudworth (RS), Carole Surman (CS), Malcolm Turner (MT),

Treasurer: Rob Cock (RC)

Secretary: Terry Clough (TC)

Observer: Karen Blake

HV welcomed Mrs. Karen Blake, who was attending the meeting as an observer, and the new members to the Committee. In response to a question from RS, he confirmed that he will be stepping down as acting chairman at the end of July and urged the Committee to appoint a permanent replacement. He then invited the two new members present, CS and RD, to briefly introduce themselves. They will be taking over as Secretary and Treasurer respectively in the coming months.

Part I

1. Appointment of the officers of the Committee 2017-2018

The following were appointed by general acclaim

Chairman: Harvey Vallis (Acting - until 31 July)

Treasurer: Richard Deane

Secretary: Terence Clough (until 31 July), Carole Surman (from 1 August)

Part II

1. Apologies for absence

Apologies received from Naomi Vera-Sanso

2. Minutes of meeting held on Wednesday 1 March 2017

The minutes of the meeting of 1 March were proposed for approval by SN, seconded by MT. 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

-

4. Finance

- General review

The Committee took note of the report circulated by the outgoing Treasurer before the meeting. The members thanked him again for the excellent presentation given during the AGM.

- Minimum wage adjustment

As the minimum wage has increased, the cleaner's salary will need to be revised accordingly. The increase is approximately £11.20 per month

5. Accident and incident report

- Location of report book

KF confirmed that the accident report book is in the kitchen by the fire extinguisher

- Report on door accident

KF will prepare a short report to be entered into both the Centre's accident book and the separate LYG book.

No other incidents have been reported

6. Reports from sub-Committees

a) Maintenance and Equipment

- Lockable and fireproof documents cupboard

It was suggested that the cupboard in the entrance hall of the Reading Room would be suitable for keeping the LCC records. **[Action: KF and RC to investigate]**

- Fixed wiring tests

An electrician will visit the premises next week to make an assessment. The tests should be carried out shortly thereafter.

b) Catering

- New cooker for the kitchen

The Committee agreed to grant the Catering Committee a budget of £1000 for the purchase and installation of a new oven. A suitable model has already been identified.

c) Events

- Open gardens / The Great Get-Together – 17 & 18 June 2017

The two activities will complement one another. The Get-Together, which is being organised by a Committee in the village, will consist of a number of events at different locations aimed principally at children and their parents. As it will be held from 10am until 1pm, there will be no clash or overlap with Open Gardens. It is not a fundraising event.

11 gardens will be open. SN would like to have 2 or 3 more, preferably ones which have not shown before, and asked Committee members to spread the word. Refreshments will be served in the Centre and the plant stall will now be located at the Bingham's house in Watling Street. Matthew Lloyd will again supply the artwork for the posters.

d) Entertainments

- Arts Alive event selection

MT suggested two musical events: a folk duo on 11 or 12 November and the Remi Harris trio on 3 or 4 February. This will dovetail well with forthcoming Pentabus productions – a comedy in October and a new production in April 2018. MT asked for a volunteer to take over the liaison work.

Several members felt that Pentabus should have offered a discount on the price of the last production (As The Crow Flies) as the Centre's resources and internet connection were being used to stream it live to an audience in London. It was explained that the London "audience" were not being charged – it was an opportunity for people to see the production with a view to booking it for their own venues. However, the Committee agreed that the question should be raised with Pentabus in the event of another streaming, particularly if the remote audience is being charged.

MT reported that Flicks in the Sticks is currently dormant in the absence of an organiser.

7. Infants' School building

- Progress report

The work, as defined in the Schedule of Works, was put out to tender, with 7 contractors being contacted. Three bids were received, all of which were above the rough estimated cost of £30,000. The cost of the professional survey was justified by the fact that it provided an accurate and detailed basis for comparison of the very wide-ranging bids, the highest being almost double the lowest. The Steering Committee is currently analysing the bids and has contacted one of the bidders for clarification. Dave Tristram, the funding advisor at Herefordshire Council will be visiting the building in the coming week to discuss possible sources of funds. Mr. Nigel Offer has agreed in principle to act as contract administrator, with RC continuing as "project manager".

8. New Committee arrangements

- Secretary and Treasurer – transitional arrangements

RD will take over as treasurer with immediate effect. CS will replace TC beginning on 1 August. TC will continue to manage the LCC website.

- Appointment of a new events co-ordinator and volunteers manager

With the departure of EE from the Committee, a new events co-ordinator and volunteers manager will be needed. EE described the functions and suggested they could be separated. She will prepare a handover file. The Chairman asked Committee to reflect until the next meeting on 12 July, when a replacement (or replacements) will need to be designated.

9. Points from the Chairman

- removal of table tennis table

It was agreed that the table could be temporarily housed in Room 8, which is currently vacant.

10. Other business

RS asked the secretary to circulate an information note from time to time to keep Committee members abreast of developments. TC agreed to do so, providing Committee members in turn communicated the relevant information to him.

It was agreed that RC will hand his master key to RB

11. Date of next meeting: Wednesday, 12 July 2017.

Signed:

H. Vallis, chairman