

ADDERBURY PARISH INSTITUTE MANAGEMENT COMMITTEE

MINUTES OF MEETING HELD ON 17 July 2019 at 8.15pm at Adderbury Parish Institute

Present:

Diane Danton		DD
Anne Davies		AD
Dawn Govier		DG
Andy Green		AG
Joel Greenberg		JG
Ann Lyons	Trustee	AL
Rachel Meyrick		RMe
Rachel Moffat		RMo
Stuart Phipps		SP
Lucy Roberts	Hall Manager	LR
 <i>Sandra Larner was present as retiring Treasurer</i>		 SL

Item	Discussion	Action
1	<p>Apologies for Absence</p> <p>Chris Roberts - CR</p>	
2	<p>Overview of Committee Function for new members</p> <p>AG explained how the day to day operation of the Institute was overseen by a contracted Hall Manager. He talked through bookings and the elements that need to be referred to the Committee, such as licencing matters and where concerns were raised about bookings.</p> <p>LR gave an overview of the risk assessment, H&S document and fire safety policies she had created as Hall Manager.</p> <p>SL gave a brief overview of the insurances in place.</p>	
3	<p>Appointment of Chairman</p> <p>AG appointed to chairman – nominated by JG seconded by DD</p>	
4	<p>Appointment of Treasurer</p> <p>CR appointed to treasurer – nominated by DD seconded by AD</p>	
5	<p>Appointment of Secretary</p> <p>DD appointed to secretary – nominated by AG seconded by RMo</p>	
6	<p>Minutes of last meeting</p> <p>Minutes of the meeting of 8 June were accepted as a correct record.</p> <p>4/5 – High caretaking costs due to inclusion of maintenance items. LR confirmed this had been addressed.</p> <p>5 – ATW two week stage request. Users had been consulted and were not happy to support the request and ATW were informed of the decision.</p>	

	<p>5 – Damage deposits system – ongoing</p> <p>7a – Kitchen units doors had been replaced.</p> <p>7a – Further toilet door damage including disabled toilet support bar - ongoing.</p> <p>7a – Floor improvements in back upstairs room – ongoing.</p> <p>7a – Asbestos removal – now commissioned.</p> <p>9 – AGM plans had been successfully actioned.</p> <p>10 – Risk Assessment review awaiting completion of removal of asbestos – on going.</p> <p>10 – Grant application for wet/dry vacuum. The grant had been successful. The equipment was yet to be purchased.</p>	<p>AG</p> <p>AG/LR</p> <p>AG/LR</p> <p>LR</p> <p>LR</p>
7	<p>Current Projects</p> <p>AG also listed the current projects including:</p> <ul style="list-style-type: none"> - Replacement of damaged and old toilets doors - Re-installation of the disabled toilet safety bar - Storage cupboards under the ladies toilet sinks - Motion sensing lights - Main exit button - Floor repairs in the main hall - Stripping the backroom floor to its original state - Boxing off the back room electrics - Asbestos removal in the back room (underway) - Decoration following asbestos removal - Upstairs room blind, archive pictures and floor - Gardening to the front and rear. - 	
6	<p>Any Other Business</p> <p>Coventry Building Society trustee account – It was agreed that a change could be made to the signatories for this account</p>	AL/SL
11	<p>Date of Next Meeting</p> <p>Wednesday, 2nd October 2019, 7.30pm in the Institute.</p>	ALL