



Silverdale Village Institute

Established 1908

Registered Charity No. 1014665

Spring Bank, Silverdale, Carnforth, Lancashire, LA5 0TE

Minutes of Meeting

24th April - 2017

Apologies: David Sandiford, Chantel Greenall.

Present: Alex Finch, Andy Fletcher, Graham Orr, Angela Mason, Amy Burrow.

a) Committee administration

Terry Bond co-opted to the committee – Recommended Alex Finch, Seconded Andy Fletcher.

Ruth Redmond co-opted to the committee – Recommended Terry Bond, Seconded Graham Orr.

Chantel Greenall has confirmed to Amy Burrows the presumed choice to stand – Elected in absentia at AGM.

Assignment of key Roles –

Terry Bond - Chairman
Alex Finch - Treasurer
Philip Craxford - Secretary

Recommended Angela Woods, Seconded Andy Fletcher

b) Previous meetings minutes and matters arising

The previous minutes were reviewed and matters arising are listed below.

a) CCTV dummy cameras have been removed – New functional system is now installed. Concern over issues around toddlers being able to be viewed remotely. Unplugging of camera in room when Toddlers present. Need to inform groups how to turn-off when required.

b) Toys been sorted and those unneeded disposed.

- c) Arts trail ongoing. Angela Mason is coordinating.
- d) Plug sockets are fixed. Further order of kitchen sockets to be undertaken. PAT test required for kitchen equipment when sockets fitted.
- e) Drain work has now been completed and signed off.
- f) Heating. Now thought to be adequate. Graham advised that repairs and current working state will need improvement in the future and the expense of this should be prepared for.
- g) B4Ys – Still Work in progress ducting to be fitted
- h) Payments to Institute – The Institute has scope to waive hire charges in lieu of other fundraising methods. Lady's coffee morning group will help with reimbursement of specified costs or purchases. Phil to update Ruth on costs so far met by the Institute and liaise with Graham Orr for funds that need raising re: heating.
- i) Tree planting - Graham Orr has sorted
- j) Dance night now not happening
- k) Andy Fletcher will sort works required for the management of trees along Springbank – Proposed walling repair work will need to occur after the trees have been dealt with. 3 – 4 months before a suitable time of year to undertake work due to nesting etc.
- l) Grass cutting - Andy Fletcher has obtained quotes and will pass on for decision by the committee. Current cost - £90.00 per cut. A second option to fettle mower and employ Martin Kettlewell as he has the relevant competencies. £30.00. The grass will need to be cut before the field day. Graham Orr will speak to city council to see if they can offer a service (one stop shop). Terry Bond, Graham Orr and Andy Fletcher to liaise.
- m) Green sticker has arrived and will be fitted to bins.
- n) Discussion around break in – Ruth recounted the sequence of events. Ruth found the building had been broken into and been vandalised. Ruth then contacted the Police directly and then informed Andy Fletcher. Crime Scene Investigation closed down the building whilst they collected evidence.

Subsequently, the Police Community Support Officer has informed us that the culprits have been identified.

Claire Kettlewell will be thanked by the committee as she pulled out all the stops to get the building back in to service.

Costs to will summed by Alex Finch and a further list of actions from PCSO will passed to Terry such as revising the lock on door which has been troublesome. Noted that Toddlers & Tai-Chi equalled 2 weeks lost in booking. Action Graham Orr and Alex Finch to get costs.

Need for primary contact with users was highlighted. An up to date contact list should be compiled so that users can be notified more quickly.

- o) Running track will need to be laid out – Institute should meet that cost or a proportion of it (50%) if other groups are willing to contribute.

p) Arts trail – Angela Woods will be liaising after 29th May 17.

10: Other Business.

- a) David Sandiford asked via email about the method of communication within the committee. In discussion members felt current arrangements were satisfactory and that decisions are accomplished in an appropriate manner.
- b) Sports group who wish to use the field have been told they can use it – There was a suggestion that they could be given use of hall due to inclement weather – Further discussion was needed to resolve where kit needed might be stored – Insurance should be provided by them. As the field is not normally hired in isolation it was requested that a contribution was made to the Institute.
- c) Gazebo – outside – will store Mic and Oven off site
- d) It was thought that Mr. Sandiford might be able to contact the hand bell ringers. There was a suggestion that he might be able to liaise with them as there are actions and suggestions within which they should be included. It was thought he is already probably in touch.
- e) Banner for Music Night – It was noted that way directions to events at the Institute might increase footfall. SVI Events could be publicised by a banner at the end of Springbank. Phil & Andy to action.
- f) The requirement for outside funding to improve the fabric of the building was required. Mr David Brown was identified as a local expert who knows how to raise money as he is aware of grants sources. Andy Fletcher to suggested we also looked at further fund sources.
- g) Painting – A repaint and general brighten up and ‘jollification’ of the rooms was thought to be a good idea. Andy Fletcher to speak to Jeanne Holden about possible source of labour as Jeanne had organised this previously.
- h) Constitution update now needs to be formalised with amendments or new version. Terry Bond and Alex Finch to follow up.
- i) Vision meeting – decided to be held over until next meet. Consensus that the committee (and the inclusion of other) should consider short, mid and long term strategies. Communication with the wider neighbourhood thought to be key. Formation of sub group to push ahead with the planning a series of actions to accomplish common vision.
- j) Regularise of frequency of meetings – currently 8-week frequency was thought to be best mix of often enough. Meeting date before the art trail

Next meet -Thurs 8th June