



# Silverdale Village Institute

Established 1908

Registered Charity No. 1014665

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

## Minutes for Institute Committee

10<sup>th</sup> October 2016

Present: Andy Fletcher, Angela Woods, Alex Finch, Graham Orr

Apologies: Phil Craxford, Amy Burrow, Mike Woodbridge, Chantell Greenall

Committee administration

### 1. Minutes of Last Meeting

Alex clarified the procedure for bringing new members onto the committee.  
Alex agreed to keep website updated.

### 2. Treasurer's Report

As of September Alex Finch and Phil Craxford are signatories on the account. The totals for the 2 accounts we hold are: £2,296.50 in the current account and £7,323.39 in the business reserve which means a combined balance of £9,619.89. We spent £72.51 on heating and light and £6.97 on other utilities. We are currently owed £45.00 in unpaid fees and are holding a float of ~£140.00 from the S4W event ready for the next.

It is my idea to complete this year's accounts in the paper format that Jeanne had kept so well but would like to move to an electronic version for ease and speed in the next financial reporting year. This will be able to be printed into the format currently submitted to our auditors.

I have also been researching a 'start to finish' electronic booking system. I.e. being able to book the space and pay online. The commercial services are either feature limited or cost around £50.00 per month. I believe we can use Google's online services of calendar and PayPal to create our own system. There would be the usual PayPal fees (3.4% + 20p) to pay for each transaction. I would be interested to hear the committee's views. £2296 + £7323

Committee supported PC recommendations to set up an electronic system for the payment of booking etc. PC report costs to next meeting

### 3. Accident Book

No items since last meeting

### 1. **Committee membership**

Graham Orr has joined Committee as Snooker Club rep. All present welcomed Graham.

### 2. **Drains**

Andy F confirmed that the drains had been repaired at a cost of approx £900. Payment is still to be made to the contractor; **Phil C to arrange payment**

### 3. **Cleaner**

Agreed that SVI should look to engage a permanent cleaner/maintenance man – to ensure that the hall would be suitably prepared when being hires and that high standards would be maintained.

**Graham O** to contact a Silverdale resident who he believes will be willing to take on this role. If necessary we would ask for voluntary basis – but if necessary payment will be considered

### 4. **Payment for Grass Cutting**

D Hackett has been cutting grass throughout summer. **Angela W** to ask DH what payment he is due.

Committee agreed that in the future we would look for an external contractor to provide services – as there are costs to be inured in maintaining the current equipment. Accordingly, the temporary arrangement in place with DH would be ended. DH is thanked for his commitment and great work done in cutting the grass.

**Graham O** to invite tenders for provision of grass cutting from local providers.

### 5. **Tree Planting**

SVI to engage with school and youth groups with a view to planting trees and wild flowers at the south end of the field – to improve view and to shield properties. **Graham O** to source funding and establish engagement with Jeanne Holding re school children getting involved.

### 6. **Halloween**

Plans in place for the Halloween event planned for 31<sup>st</sup> October. Thanks to members of public who have committed time and effort is appreciated.

## 7. AOB

1. **Chairman** to invite Terry Bond to undertake walling repairs for the SVI.
2. Much work has been done internally in the building – with the installation of equipment provided from Leeds Holiday Camp. Provision from members of the public in providing this is appreciated. **Chairman** to send thank-you letter to LHC
3. **Andy F** to discuss with LHC what is process for using the SVI as a facility for weddings.
4. Andy F reported that the 'music team' have set up a contract with Lancashire Highlights for the provision of Performing Arts and Recreation events throughout 2017; all events will be underwritten to ensure no loss is incurred.
5. 'Something for the Weekend' music nights have proved successful – having ran 3 events to date. All events have been very well attended and have provided charitable donations; full programme planned for 2017. Phil C/Andy F
6. **Andy F** to produce a 2016 newsletter to keep members of public informed of facilities and the ongoing events and improvements.
7. All agreed that the SVI should be offered to the 'Save the Library Group' as a realistic alternative – should it be required. Mrs Macintosh to be informed by **Chairman**.
8. Steve Holden to be asked to erect a notice board (internal) and a towel dispenser in the kitchen. **Graham O**
9. Starting 4<sup>th</sup> November – Friday Afternoon Coffee sessions will begin – led by the Silverdale Ladies. This will be 10 am to 2pm. The SVI Committee welcomed the involvement of the Silverdale Ladies and is committed to providing resources such that there plans and aspirations can be met. Welcome ladies and thanks for your support.
10. Graham O has agreed that he will take responsibility for SVI maintenance/upkeep.
11. 'Young Offenders' to be contacted – to invite cleaning up brambles etc from the building. In addition the provision of painting of the internal roof should be explored. **Graham O**
12. **Phil C** to arrange for License for sale and provision of alcohol.
13. Front door is sticking – **Graham O** to arrange for improvement.
14. Heating timer to be reset to ensure building is warm for user groups. **Graham O**
15. The painting of the internal walls within the SVI to be discussed with Debbie Cropley with a view to 'brightening up' the drab internal décor. **Andy F**
16. **Chairman** to provide a list of meeting dates – such that these can be established well in advance and persons can plan accordingly.