



# Silverdale Village Institute

Established 1908

Registered Charity No. 1014665

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

## Institute Committee Meeting

7<sup>th</sup> August 2014

Apologies, Andy Fletcher, Terry Bond. Angela Woods, Alex Finch, Mike Woodbridge, Amy Burrows

Committee administration

1. Minutes of previous meeting.

Agreed and seconded by Tim Stothert and Shelly Hackett

2. Matters arising therefrom

Key safe – It was noted that the addition of a key safe would allow for better access to the groups booking the Institute. This shouldn't impede current holders of keys to the building who will still be able to gain access in the usual manner – Patsy Stothert to look at cost/fitting.

Collation of ideas from open day – The open day was a great success with thanks going to Andy, Shelley and all those who put their effort into this. The flipcharts were written up and have been circulated and made available publicly online. Many of the ideas were made part of the village wide questionnaire to be distributed, See agenda item 1.

Jim Bolton has provided access to the bell ringers hut. He has asked for the Institute to help spread the word on new recruits especially younger people. Offer to increase ground rent to £100 pa. Andrew Bodenham has been in contact and agreed with the idea of moving the bell ringers to the parish hall – with a notional reciprocated movement of Scout activities to SVI. Request to hold this item over to the next SVI meeting so that further consultation could be had as Jim Bolton wasn't sure what had been agreed.

Dog problem – Sign says no dogs. Some people had been seen exercising their dogs on the field. If you see this please point out the signs and ask them to desist.

Email address – now sorted. The first provisional email address is no longer active. The web site now has a 'click-through' link and although the address is still quite long should only require a single click to initiate.

3. Treasurers report

JH gave overview of June and July's reports. Overall trend is there have been some 'one-off' outlays.

June – Payments for Insurance, Arthur Graves settled historic bill.

July – Further one-off expenditures, Land Survey. Open Night (Still pending receipts from AF). Tree removal. Toddlers shed (will be reimbursed) – Electricity and Gas bills, Gas and Electricity meters had not been read for >12 months. JH has negotiated with suppliers - reduced cost per unit of gas (in credit now with supplier). Overall income is increased over last 3 months. Revenue has increased thanks to one-off events, with prospective events coming up making the overall financial forecast looking better than previous 6 months.

## Agenda Items

Invitation for members of the public to register wish to comment on any matters

Judith and Graeme (*sorry not sure of surname*) wished to talk about up-coming coffee morning. See item 3 below.

### 1. Parish Survey (Explanation of approach and update)

- a) 5th survey in 12 years. The survey will be distributed over 2 weeks mid-August. Results will be collated as quickly as possible after the final submission date. The institute will hold an open meeting to present results. Those results will then be used as a basis for the scheme to upgrade the facilities for both field and buildings.

### 2. Field (Current status & pressing issues)

- a) The cypress tree by the gates was in a dangerous position and research showed it to be a 'non-native ' tree without a Tree Preservation Order (TPO) on it and 12 Trustees signed and agreed on the 3rd July 2014 to have it felled, it was officially taken down on Friday 4th July. Subsequently - Lancaster City Council put a TPO on the tree dated 9th July, they have now accepted Tim Stothert's explanation of the outcome and have closed the matter.
- b) Communication with the Community Payback unit has brought to light that there is manpower available for cutting back of vegetation around the periphery of the Institute field and its nearby surroundings. They are also looking for projects that involve indoor work after October and painting of Kitchen & Toilets was suggested. Cost of materials would need to be covered by SVI.
- c) Allotments – The Parish Council have been trying to find sites for allotments in the village either permanently or temporarily and this was an item suggested on the open evening consultation. A Community garden was thought to be a better possible alternative fitting with ethos of the institute. Also a discussion of an orchard to shield view from the field had been suggested. The matter will be reviewed further in the light of to Franny Truscott's prospective plans and survey results.

### 3. Hall (Current status & pressing issues)

- a) Fire Safety Inspection, Electrical Safety are in hand with Andy Fletcher. Andy will contact the necessary parties to arrange these on his return.
- b) Boiler Service (Actioned already – Thanks to AF)
- c) 2 Frames of documents regarding SVI (Presented in 2011 History Weekend) are now unaccounted for. It was shown that these are temporarily moved for scanning and are still in the Institute building.
- d) Snooker / other bookings possible clash on use of space. It was felt that casual use of the building by snooker clubs members might not fit with other groups booking the hall when using the whole space. In order to give a better indication of when those times might be the display of bookings (wall chart) in the Institute building would be useful. It was thought a monthly schedule would be the most suitable time period along with a notice if there is complete booking of the hall. An online version may also be useful. Patsy Stothert will look into this.
- e) Coffee morning Judith & Graeme – 11 - 1 pm Lots of support – 9.00 am to set-up – Advertised on Facebook, on SVI Web via email.
- f) A cleaner has been employed – Clare Kettlewell on a 1 hour per week basis although Clare has spent more time initially to help bring the facilities up to a standard.

#### 4. Liaison with other Silverdale entities

- a) The Gaskell Hall are looking for the Institute to put forward a representative. Ideally this would be a single individual to help communication on orchestrate activities and concerns where this is advantageous. To be held over to next meeting when more representatives are present.
- b) Parish Magazine– Are we calling it the ‘stute’? the ‘tute’? Chantel will continue to write up on happenings on the Institute page in the magazine. Please forward contribution and ideas to Chantel.
- c) Rural Arts Lancashire rep visit (Andy Fletcher has been in contact with them). Hold over to next meeting when Andy can give us a fuller report

#### 5. Upcoming events

- a) Street party bash – Representatives and members though about money making ideas? Ask Harriet’s dad to do Punch and Judy. Andy Fletcher’s Band, Shelley’s band. Clog Dancers? Felt other musicians and performers with a local focus would be preferential. Entrance fee – Supply of Tea’s Coffee & Cakes but with a BYO food policy thought to be best. Bucket collection and raffle to gather extra funds. Sunday 14<sup>th</sup> Sept – Tim & Patsy will co-ordinate.
- b) History Weekend (Last week 09/14) - Held over to next meeting

#### 6. Legal and general admin

- a) Ratcliffe & Bibby communication over bill for purported legal advice provided to SVI committee members. Tim Stothert re-capped on recent communication over this matter. Noted that a letter (read out at this meeting) will be sent to John

Walley, David Sandiford, Kelvin Mashiter & Brian Suthers to notify them of their liability on decision to seek legal advice that was independent of and not sanctioned or approved by the committee.

## 7. Any other business

- a) Thanks for toddlers groups all those involved. Excellent work to get it going in such a short space of time. Concern to ensure H&S was observed and that we were mindful of potential hazards.
- b) Mobile phone mast? Positioning it on the SVI site 'potential' for long term revenue. SVI site is prime location. Requires planning permission. TS will look into it. Link into Hyperfast broadband scheme. Use of grounds possible to link up properties with spin off of free connection for SVI building.
- c) Cycling Event - cycling 'Criteriums'. Idea of a sponsored event. 'Circuit of Silverdale' - Kermesse road race – Combine with a wider bike weekend (stunt riders / BMX other novelty cycling events) that could be an annual event. It was felt to need village wide participation to attract top flight riders/teams – SVI at centre of event. Graeme to liaise with Tim Stothert(SVI) and Tony Houghton (Parish Council).
- d) Does gate at far end need revising at a future date? Incorporated as part of revision by Franny Truscott's ongoing work.
- e) Cigarette ends – please ensure they are picked up and binned.
- f) Scheme of original constitution (1992) governing the Charity – TS will speak to draughtsperson about revising as user group reps have all changed.
- g) Letter from Mr Michael Bolton of the Silverdale Handbell Ringers nominating Mr James Bolton and their representative. Thanks to both gentlemen and the Handbell Ringers for their continued support.
- h) Letter from Silverdale Toddler Group nominating Hayley Moorcroft as representative to sit on the committee. Thanks and welcome.

Next meeting date 4th Sept 14 @ 19.00

4th September

Items to include:

Gaskell Hall Rep.  
Rural Arts Lancashire.  
History Weekend.