



THE LEINTWARDINE CENTRE

The High Street, Leintwardine, SY7 0LB



MINUTES

Date and Time: WEDNESDAY 11 MAY 2016 at 19.30

Venue: Reading Room Meeting Room, Leintwardine Centre

Present:

Chair: Harvey Vallis (HV)

Members: Elisabeth Egelund (EE), Angela Ellis (AE), Karen Foote (KF), Peter Forshaw (PF), Stephen Nockolds (SN), Richard Sudworth (RS), Malcolm Turner (MT), Naomi Vera-Sanso (NVS)

Secretary: Terry Clough (TC)

Absent: John Ball, Jonathan Catling

1. Apologies for absence

Apologies received from Roger Blake, Rob Cock and Judy Morris.

2. Minutes of meeting held on Wednesday 6 April 2016.

Proposed for approval by RS, seconded by KF. The minutes were approved and 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

- Room 8 lock (RS/MT)

New lock fitted

- Dusk sensor for ramp lights (TC)

A suitable sensor is available from Screwfix for £13.99. The Committee agreed that a sensor should be purchased and installed. **[Action: TC to contact an electrician to inquire about fitting]**

4. Finance

- General review

In the absence of the Treasurer, the Committee took note of the monthly report circulated before the meeting.

5. Reports from sub-Committees

a) Maintenance and Equipment

The repairs to the windows are now complete. Work on the wall between the Centre and Harborne House will commence in the next week or so.

The seat in the ladies' toilet has been repaired.

The overhead projector in the Main Hall malfunctioned at a recent event. **[Action: TC to check projector settings]**

The seat in the disabled toilet in the Main Hall is in need of repair. **[Action: RS to check]**

b) Catering

The kitchen will require rearranging, preferably before the new cooker arrives. **[Action: Catering Committee to examine and redistribute contents of cupboards].**

The new freezer is already installed.

The Committee agreed to the purchase of storage boxes for the glasses.

c) Events

- General review and update (EE)

The Craft Show (28 May) is on schedule

- Open Gardens (SN)

There will be 11 gardens in all, 6 of which are new. The school garden will also be open. KF and EE will serve teas in the Main Hall, there will be Pimm's and games at the Bingham's and a plant stall at the Pease-Watkins'. A tour of the church will take place at 12.00. **[Action: SN to send preliminary programme to Committee]**

- Arts Alive and Pentabus (MT, EE)

The Pentabus play "This Land" (7 May) made a loss of £60. The Committee acknowledged that this was an aberration, caused mainly by the absence of many of the regular attendees and agreed to book a new Pentabus production "Here I belong" for 22 October. Another production will be booked for February on a date still to be fixed. **[Action: MT to book production].**

6. Primary School building (Coracle workshop)

Update

HV received a letter from Mr. Faulkner on 22 April and has since spoken to him. Although there is still a lot of material outside, the building itself should be cleared by next week, after which a survey can be arranged. There has been no further news from the person who expressed an interest in taking over the workshop. **[Action: RS to contact the potential occupant]**

7. "Chairman's tasks"

Conclusion of last month's discussion.

Since several Committee members have already announced their intention to step down at the AGM, the Committee agreed to defer this item until the June Meeting, when the final composition of the Committee for 2016-2017 would be known.

8. Creation of an Entertainments sub-Committee (MT)

An Entertainments sub-Committee has been created, consisting of MT, RC and EE. **[Action: TC to add a new sub-heading to the item "Reports from Sub-Committees"]**

9. Replacement of notice board outside the Main Hall (RS)

The old board has been taken down. It will be photographed prior to disposal so that there is a record of the design. Although the original was paid for by the LGPC, any replacement is likely to have to be funded by the Centre.

10. Recycling policy (MT)

The Committee agreed to the purchase of an additional black wheelie bin to facilitate the separation of recyclable and non-recyclable wastes. A notice will be put up in the kitchen for the guidance of users.

11. Points from the Chairman

- Cleaner's contract

Following discussions with Mrs. Galliers, a new contract has been agreed to clearly set out the limits of her responsibilities. She will continue to work 8.5 hours per week, to be determined at her convenience. The salary has been increased in line with the minimum wage. Since the contract does not provide for deep cleaning of the kitchens, it may be necessary to engage a professional cleaning company to carry out a thorough cleaning once every 3 or 6 months. KF observed that the offices will also require regular cleaning. The Committee agreed to return to this question at its June meeting.

- Letter to porch/main door installers

The letter has been sent. A reply is awaited.

12. Other business

- Committee's representation at the Living in Leintwardine Celebration.

It was agreed that a poster and leaflets will be prepared for display in the church, setting out the Committee's responsibilities and activities and that Committee members would be on hand to answer questions. **[Action: TC to prepare poster and leaflets]**

- IT grant (TC)

The Parish Council has applied for a technology grant for the purchase of a display screen and ancillary equipment for the Reading Room meeting room.

- HV will give a short presentation to the Parish Council AGM (12 May) on the activities of the Centre and its future. He will also raise with the PC the question of responsibility for the "Leintwardine on Line" website

-The Committee agreed to move its June meeting to 8 June. As this date is likely to clash with a meeting of the PC, the venue will be confirmed in due course.

13. Date of next meeting: Thursday 26 May (immediately after the AGM).

Signed:

Harvey Vallis, Acting Chairman