

ABINGTON VILLAGE INSTITUTE – EXECUTIVE GROUP

Minutes of meeting held on Monday 19th September 2016

Present –

Bernie Talbot, Dianne Dawson, John Ellis, Derek Patten, Paul Pritchard and Chris Adomeit.

1.	Apologies – John Ellis had sent his apologies	Action
2.	Matters arising – No issues were raised that did not appear on the agenda	
3.	Booking report – a) Dianne reported that things were going quite smoothly b) Baby yoga starting again for a limited period c) Issues with football club now resolved.	
4.	Clearing up after private bookings – It was agreed not to put a formal arrangement in place but to leave it to individuals to come to an agreement with Lee.	
5.	Financial position – Paul circulated a position report. It was noted that although there had been significant capital expenditure in the first half of the year the underlying trend was still healthy.	
6.	Institute charges – Paul circulated a paper suggesting a small increase for private bookings but no increase for regular user groups this year. The proposal was agreed. It was also agreed that the prices for user groups would be increased by a small amount from April 2018. Bernie would make sure it was on the agenda for the executive meeting in June 2017. Paul agreed to email a copy of the paper to John.	BT PP
7.	WiFi charges – Paul was still in the process of researching an alternative rate or supplier.	PP
8.	Earmarking of funds – Paul was still in the process of developing a proposal for earmarking funds within the Institute’s reserves.	PP

9.	<p>Boiler replacement – Jimmy Lawrence had replaced the boiler. He had reported that he believed there was leakage within the tank between the heating system and the hot water system. It was agreed to go ahead with the replacement tank and for Bernie to phone the supplier regarding the possibility that it might be covered by a guarantee.</p> <p>It was noted that the oil level gauge was difficult to read due to its location. It was agreed to try to relocate it.</p>	BT BT
10.	<p>Smoke detector outside the changing room – Briar security had visited and cleaned out the sensor. If the fault recurs it can be replaced with a heat sensor. Changing room users should let the management team know if the alarm goes off again.</p>	
11.	<p>Blinds – P and B had attended and fixed the blind slide on the front door.</p>	
12.	<p>Phantom weeding – Bernie had been informed that the weeding had been done by David Pimblett. The meeting agreed that this was a useful contribution and thanked him for helping to keep the place looking nice.</p>	
13.	<p>Improvement projects –</p> <p>a) Velux in Main Hall – the work had been completed. It was agreed that the blind needed to be changed for a darker one.</p> <p>b) Ceiling fans – these were scheduled to be installed in October</p> <p>c) Decking at rear of building – Further repairs scheduled to be completed in mid November. The cost may be more than the original estimate as the railings need work to strengthen them.</p> <p>d) Corridor flooring – It was agreed to try a steam cleaner on the flooring. Chris would loan his machine for a trial.</p> <p>e) Changing room flooring – As above.</p> <p>f) Foyer flooring – Chris agreed to pass details of a contractor to Bernie</p> <p>g) Main hall and Terrace flooring – Replacement of these floors remain on the long term programme of improvements.</p>	BT BT BT CA CA

14.	<p>Maintenance review –.</p> <p>a) Main hall curtains were discussed. It was agreed to defer replacement until next year.</p> <p>b) Agreed to organise a volunteer event in 2017 to mark 10 years since reopening</p>	<p>DD</p> <p>BT</p>
15.	<p>Dates of future meetings</p> <p>Full Management Monday 17 Oct at 7.30 Executive Group Monday 21 Nov at 6.00 (Followed by GAPC)</p> <p>Full Management Monday 9 Jan at 7.30 Executive Group Monday 27 March at 6.00 (Followed by GAPC)</p> <p>AGM / Full Meeting Monday 24 April at 7.30 (Main Hall) Executive Group Monday 19 June at 6.30</p> <p>Full Management Monday 10 July at 7.30 Executive Group Monday 18 Sept at 6.00 (Followed by GAPC)</p> <p>Full Management Monday 16 Oct at 7.30</p>	