

## ABINGTON VILLAGE INSTITUTE – EXECUTIVE GROUP

Minutes of meeting held on Monday 21<sup>st</sup> November 2016

**Present –**

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

<b>1.</b>	<b>Apologies –</b> Dianne Dawson had sent apologies	<b>Action</b>
<b>2.</b>	<b>Matters arising –</b> No issues were raised that did not appear on the agenda	
<b>3.</b>	<b>Booking report –</b> Dianne had sent a report with her apologies. Regular users were being sent a reminder to book 2017 dates. Still quite a few Private Bookings	
<b>4.</b>	<b>Financial position –</b> Paul tabled a report. Bank balances still healthy.	
<b>5.</b>	<b>Earmarking of funds –</b> Paul proposed that an Infrastructure Fund be earmarked within the funds on the principle that £5,000 per year be placed in this reserve for significant infrastructure projects. The initial sum in the pot was agreed at £36,500. The remainder of the bank reserves will remain in the general fund.	<b>PP</b>
<b>6.</b>	<b>Volunteer event –</b> It was agreed to hold a low-key celebration event on Friday 10 <sup>th</sup> February as this is exactly ten years since reopening. Those who have volunteered for the Institute during that period will be invited.	<b>BT/CT</b>
<b>7.</b>	<b>Heating controls –</b> The new boiler was working effectively but it was taking a while to overcome some control issues. Improvements had been made but the control was still problematic. John was in the process of exploring new equipment to control the heating of each room independently. Replacement of the hot water tank was still under consideration.	<b>JE</b> <b>BT</b>
<b>8.</b>	<b>Oil level monitor –</b> Following the failure of the oil level monitor a new power point and level monitor had been installed.	

9.	<p><b>Sound system –</b> Adjustments had been made to the system which had made the sound a bit better. John agreed to have a further look to see if further improvements could be made with the set up.</p>	<b>JE</b>																								
10.	<p><b>Blind for new Velux in Main Hall –</b> A blackout blind had been installed on the new Velux.</p>																									
11.	<p><b>Ceiling fans –</b> Two fans had been installed and should help with air circulation. The controls are situated near the projector controls.</p>																									
12.	<p><b>Decking at rear of building –</b> Remedial work had been completed to ensure the safety of the decking at the rear of the building.</p>																									
13.	<p><b>Other improvement projects –</b></p> <p>a) Corridor and changing room flooring – Still under investigation for the best solution.</p> <p>b) Main hall, Foyer and Terrace flooring – Refurbishment of these floors remain on the long-term programme of improvements. A contractor was due to carry out a test on a small area. Chris agreed to remind the contractor.</p> <p>c) Main hall curtains – Replacement to be considered during 2017</p>	<p><b>BT</b></p> <p><b>CA</b></p> <p><b>BT/DD</b></p>																								
14.	<p><b>Maintenance review –.</b> No other items were discussed.</p>																									
15.	<p><b>Dates of future meetings</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 35%;"><b>Full Management</b></td> <td style="width: 35%;"><b>Monday 9 Jan at 7.30</b></td> <td style="width: 30%;"></td> </tr> <tr> <td>Executive Group</td> <td>Monday 27 March at 6.00</td> <td>(Followed by GAPC)</td> </tr> <tr> <td><b>AGM / Full Meeting</b></td> <td><b>Monday 24 April at 7.30</b></td> <td><b>(Main Hall)</b></td> </tr> <tr> <td>Executive Group</td> <td>Monday 19 June at 6.30</td> <td></td> </tr> <tr> <td><b>Full Management</b></td> <td><b>Monday 10 July at 7.30</b></td> <td></td> </tr> <tr> <td>Executive Group</td> <td>Monday 18 Sept at 6.00</td> <td>(Followed by GAPC)</td> </tr> <tr> <td><b>Full Management</b></td> <td><b>Monday 16 Oct at 7.30</b></td> <td></td> </tr> <tr> <td>Executive Group</td> <td>Monday 20 Nov at 6.00</td> <td>(Followed by GAPC)</td> </tr> </table>		<b>Full Management</b>	<b>Monday 9 Jan at 7.30</b>		Executive Group	Monday 27 March at 6.00	(Followed by GAPC)	<b>AGM / Full Meeting</b>	<b>Monday 24 April at 7.30</b>	<b>(Main Hall)</b>	Executive Group	Monday 19 June at 6.30		<b>Full Management</b>	<b>Monday 10 July at 7.30</b>		Executive Group	Monday 18 Sept at 6.00	(Followed by GAPC)	<b>Full Management</b>	<b>Monday 16 Oct at 7.30</b>		Executive Group	Monday 20 Nov at 6.00	(Followed by GAPC)
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