

ABINGTON VILLAGE INSTITUTE – EXECUTIVE GROUP

Minutes of meeting held on Monday 20th November 2017

Present – Bernie Talbot, Derek Patten, Dianne Dawson, John Ellis and Carol Thexton.

1.	Apologies – Chris Adomeit	Action
2.	<p>Matters arising – John agreed to help check out PA system and the DVD player</p> <p>Bernie to discuss cleanliness of toilets with LJ</p> <p>John agreed to inform user groups of their charge after the increases</p>	<p>JE/BT</p> <p>BT</p> <p>JE</p>
3.	<p>Booking report – User groups were booking well ahead. Various private bookings were on the calendar. Request for Tai Chi couldn't be accommodated as there was no space. Dianne requested some tweaks to the booking system. John agreed to check it out.</p>	JE
4.	<p>Financial position – Carol reported that £9693 Cambridge Building Society £32,716 Window cleaning. Carol to check out what is expected and speak to Alan</p>	CTh
5.	<p>Heating controls – John gave an update. Last bits had been installed in changing rooms and the system is now fully functional. John will continue to monitor.</p>	JE
6.	<p>Film nights – Dianne reported that the film nights were being well supported. JE and BT to check out crackle in the sound system during film.</p>	JE/BT
7.	<p>Cambs ACRE – Bernie proposed that the Institute should join Cambs ACRE who give specialist support, seminars and training events for village halls. This was agreed.</p>	BT

8.	IT screen for meeting room – Acquisition of equipment was discussed. JE and BT agreed to explore options for siting the screen and research appropriate equipment. Funding could then be requested from GAPC.	JE/BT																								
9.	<p>Other improvement projects –</p> <p>a) Corridor and Changing room flooring replacement – suitable material still needed to be identified. John agreed to look into another material.</p> <p>b) Main hall, Foyer and Terrace flooring refurbishment or replacement – the contractor had still not responded. It was agreed to purchase a new mat for the front door.</p> <p>c) Main hall curtain replacement – Carol had obtained a quote. It was agreed that Derek would seek a second quote from N and P.</p> <p>d) Replacement of blinds – Carol had obtained a quote. It was agreed that Derek would seek a second quote from N and P.</p> <p>e) Terrace decking – It was noted that a steel subframe was a possible solution, but recycled plastic could also be an option. John agreed to do a drawing of what was needed so that quotes could be obtained.</p> <p>f) Terrace fascia – Bernie had met John Start on site to explore options and quotes were awaited.</p> <p>g) Corner protectors for walls was agreed as a way of covering damage and avoiding problems when trolleys hit the walls..</p>	<p>JE</p> <p>BT</p> <p>DP</p> <p>DP</p> <p>JE</p> <p>BT</p> <p>BT</p>																								
10.	Section 106 funds – The possibility of further S106 funds was discussed. It was agreed that funding ideas would be passed to Bernie	All																								
11.	Maintenance review – Front door digital lock needed replacing as it was causing problems.	DPn																								
12.	Maintenance working party – It was agreed to identify an appropriate day when work could be carried out.	DD																								
13.	<p>Dates of meetings</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Full Management</td> <td style="width: 33%;">Monday 8 Jan at 7.30</td> <td style="width: 33%;">Meeting room</td> </tr> <tr> <td>Executive Group</td> <td>Monday 26 March at 6.00</td> <td>Meeting room</td> </tr> <tr> <td>AGM / Full Meeting</td> <td>Monday 23 April at 7.30</td> <td>Main Hall</td> </tr> <tr> <td>Executive Group</td> <td>Monday 18 June at 6.00</td> <td>Meeting room</td> </tr> <tr> <td>Full Management</td> <td>Monday 9 July at 7.30</td> <td>Meeting room</td> </tr> <tr> <td>Executive Group</td> <td>Monday 17 Sept at 6.00</td> <td>Meeting room</td> </tr> <tr> <td>Full Management</td> <td>Monday 15 Oct at 7.30</td> <td>Meeting room</td> </tr> <tr> <td>Executive Group</td> <td>Monday 19 Nov at 6.00</td> <td>Meeting room</td> </tr> </table>		Full Management	Monday 8 Jan at 7.30	Meeting room	Executive Group	Monday 26 March at 6.00	Meeting room	AGM / Full Meeting	Monday 23 April at 7.30	Main Hall	Executive Group	Monday 18 June at 6.00	Meeting room	Full Management	Monday 9 July at 7.30	Meeting room	Executive Group	Monday 17 Sept at 6.00	Meeting room	Full Management	Monday 15 Oct at 7.30	Meeting room	Executive Group	Monday 19 Nov at 6.00	Meeting room
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