

ABINGTON VILLAGE INSTITUTE MANAGEMENT COMMITTEE

Minutes of meeting held on Monday 8 January 2018

Present	Sheena Fraser Gaynor Farrant Sylvia Gilmour	Mary Miles Derek Patten	Bernie Talbot (Chair) Christine Talbot (Sec)
1.	Apologies Charlotte Adams, Dianne Dawson, John Ellis, Anne Hall, Jennifer Hirsh, Dave Pimblett, Gill Smith, Carol Thexton, Den Tiplady and June Waring		
2.	Minutes a. Minutes of the Institute meeting held in October were approved. b. Minutes of the Exec meeting held in November were approved.		
3.	Matters arising There were no matters arising.		
4.	Institute charges Bernie reported that a small increase had been put in place for regular user groups from 2018. Private bookings had been increased in 2017 and would be increased again in 2019.		CTx
5.	Administrator's report Dianne was absent but had left information with Bernie. Bookings remained constant. User groups were reminded to insure the times of their bookings were correct as these are used to control the heating of the room for their booking.		All
6.	Treasurer's report In Carol's absence Bernie reported bank balances were little changed.		
7.	Café Gaynor gave a report. There are now two external thermometers on the fridge and freezer. The big Christmas breakfast was well supported and took £110. Prices need not be increased at present. The café would be opened for a special on Pancake Day afternoon.		
8.	The Abington Lunch Sylvia gave a report. A well-attended AGM was held in December. Officers remained the same apart from Sue Toates who was made honorary chairman. New tablecloths had been bought. Three lunches had overspent but a surplus was made over the year.		
9.	Film Nights Two films were scheduled for January.		

10.	<p>Heating controls John Ellis had finalised the heating controls. User groups had been asked to inform Dianne or John if they wished for any variation in the temperature set for their sessions. The Yoga group reported the hall was lovely and warm for their sessions.</p>																						
11.	<p>Maintenance issues</p> <ul style="list-style-type: none"> a. Strip light in kitchen needed attention to fixing. b. The external lights on the back of the institute were faulty. c. Some people were still experiencing with the front door catch and it was agreed that Derek would obtain a new one. d. Samples had been received from GoPak for material to replace some of the pads on the chairs. As it is different from the existing material it was agreed to purchase sets of both back and seat pads. e. Quotes and samples of stud-resistant flooring for the corridor and terrace had been received. The cost of this could be paid for by section 106 money. The kitchen floor could also do with replacing. Other quotes were needed. f. Some of the blinds in the building, especially the doors, needed replacing as do the hall curtains. Some quotes were in hand. g. The terrace screen walling needed to be replaced and options were being investigated. UPVC had been recommended as soft wood would not last and hard wood was cost prohibitive. A quote had been received for £13,600 but more quotes would be sought. h. The terrace decking needed reinforcing and quotes were required. i. It was suggested that the whole terrace space could be redesigned and replaced. j. It was agreed that Cambridge Audio should be asked to come and look at the sound system. k. Meeting room screen. Bernie reported that he and John planned to meet in January to agree on what equipment was needed. 	<p>BT BT DPn BT BT/JE BT BT BT BT BT/JE</p>																					
12.	<p>Any other business – The defibrillator needed new pads, and these had been ordered. It was also asked if a refresher session could be held on its use. The first aid box also needed refreshing. The control of keys held by people who no longer used the institute was raised. It was agreed that a check should be made of the keyholders and maybe the system tightened up.</p>	<p>GF GF BT/DF</p>																					
13.	<p>Dates of future meetings –</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Executive Group</td> <td style="width: 33%;">Monday 26 March at 6.00</td> <td style="width: 33%;">Terrace</td> </tr> <tr> <td>Annual General / 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 6.30</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>		Executive Group	Monday 26 March at 6.00	Terrace	Annual General / Full Meeting	Monday 23 April at 7.30	Main Hall	Executive Group	Monday 18 June at 6.30	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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