



# Silverdale Village Institute

Established 1908

Registered Charity No. 1014665

Spring Bank, Silverdale, Carnforth, Lancashire, LA5 0RJ

## Minutes for Institute Committee Meeting 15<sup>th</sup> May 2014

All committee members present – no apologies.

Committee administration

1. Approval & Adoption of Standing orders

- All agreed

2. Minutes of previous meeting; 3<sup>rd</sup> April, 17<sup>th</sup> April

3<sup>rd</sup> April – Approval, All agreed – Sign of minutes

17<sup>th</sup> April – Approval, All agreed – Sign of minutes

3. Matters arising therefrom

- Building plans for toilets and ramps destroyed
- Outdoor play equipment (2 reps met with) >10K Will fit into old cricket space. All grants will be applied for by providing company. Deferred to survey by TBC committee on field issues. Seek advice for holistic design.
- Voting on of Jeanne Holden as Treasurer.(All agreed at last meeting, As item 5)
- Co-option of Amy Burrows onto committee. (As item 5)

4. Treasurers report (R&B bill)

- Thanks to Mr Sandiford for running previous accounts to a professional standard – Thank you to him for his work and diligence by the chairman and committee.
- Once meeting has agreed minutes – single signature for internet banking. Monthly discussion and statement. £3722.00 per year running costs.

- Jan to contact Halton or Kirkby to find more information on alternative insurance providers
- Bill from R&B Trustees not informed of expenditure with R&B on legality of vote. Breakdown of costs required. No minutes books currently held. Ask if they hold any other documentation. History of communications with R&B.

#### 5. Confirmation of current formation of committee

(See attached document)

### Agenda Items

#### (Chairman's announcement) Trustees / Trustees roles

- List of User groups / trustees.
- Urge Snooker Rep from Club – Further revision on review of constitution
- Request for rep from Parish Council (Invite Tony Houghton?)

Invitation for committee members to register an interest on any item on agenda  
 Invitation for members of the public to comment on any matters

Public guest – Clarification on how new committee was formed.

Public guest – Support of new direction. Advice on status of R&B bill probably not being the responsibility of current chairman or committee as would have been agreed to before their appointment.

Public guest – Request for Board information outside building.

#### 1. Past documentation – deeds, minutes.

- Phil to write to Mr Kelvin Mashiter. Confirm that all docs been passed across. By next meeting. Concern that documentation, deeds and other records were still not forwarded. Timely hand over of documentation is a legal requirement and possibility of prosecution if records are withheld or shown to be wilfully destroyed.

#### 2. Keys & Locks (Key holders) Records of key holders

- Snooker club. No record of who is using. Paid members with keys.
- Jan to show list of receipts from members. List of paid, contact details and need a rep from Snooker Club. Time limit till next meeting – All agreed.
- Unknown quantity of keys.
- Time to change – change of locks due to wear & tear. Safety of building. “Uncopyable” keys. Installation of key safe.
- Suggestion; Look at cost of replacing current system, replacement. Snooker users hold a key – reigning in users
- Alex Finch to action looking at prices

### 3. Bookings sec Signage (removal & putting up contact details)

- Remove signage outside. Gives wrong impression (Possibly needed for insurance. Andy Fletcher to investigate)
- Notice board outside with documentation and proceedings. ( Terry Bond to seek costs)
- Diary, Contact details, Emergency contact. (Terry Bond to seek out costs)
- Bigger 'No Dogs' sign.

Request for Bookings Secretary – Ad in parish mag, post office window. (Tim Stothert to action) In the meantime Tim and Patsy will take the role.

Possibility of a paid officer if required. Employer liability issues (Terry Bond to advise)

### 4. Small sub-committees

*(With so many outstanding issues to resolve and sensed need to move ideas forward to a practicable position 3 sub-committees were formed to identify current problems that need resolution and come up with possible solutions, generate ideas that could be quickly implemented and to also think about the longer term plans i.e. 5 year period)*

#### a) Constitution

- Revision of the constitution. We would like to re-look at this.

Committee: Chantel Greenall, Alex Finch, Shelley Hackett

#### b) Field

- Alex will do the mowing. Volunteered. Thanks from committee.
- Voluntary clear up of field. Put out request to other people/organisations to assist.
- School involvement.
- Junior football (marking of pitch)
- Walls state. Issues of responsibility and boundary ownership (clarification of deeds)

Committee: Mike Woodbridge, Angela Woods, Terry Bond. **Shelley Hackett**

#### c) Building

- Look at issues (asbestos survey)

Andy Fletcher, Amy Burrows, Tim Stothert. (Mike Woodbridge to assist).

### 5. Damage to fabric of building

- There have been a number of acts of vandalism. Blowtorch damage to down-pipes. Culprits were identified and police informed. A number of related events around the village were also noted. Suggestion by TS that those identified could help with rectification of damage. Awaiting communication from **Cumbria View**.
- Damage to letter box.

## 6. Any other business

Access to huts on the field. Importance for fire inspection stressed. Need for inclusion in fire assessment.

The Chairman spoke as his role as Rep for the Youth Group and said that with regards to some Silverdale people thinking they were going to build a large skatepark over the whole of the field. He reassured the trustees that this was not the case, the Youth Group are looking for a 12-20 mtr site to be fabricated in concrete to keep the noise down.

He mentioned the surveys the Youth Group had done and that there was an overwhelming majority of people wanted tennis courts, a MUGA and a skatepark on the field.

The Chairman added that there should be a 'hold' on alterations to the toilets and ramps etc. until we all decided what to do with the Hall 'in the bigger picture. He suggested we should do some superficial painting to freshen it up.

A web site was discussed and suggested that Sophie Fletcher could help and Alex Finch also suggested he could help.

It was noted that Alex Finch's Wife has knowledge of fundraising and would be willing to help

The date of the next meeting was agreed Thursday 12th June at 7pm.  
Date of July meeting Thursday 3<sup>rd</sup> July 7pm

## Notes:

Idea of new snooker club – youth focus

Look at funding and fund raising at next meeting.