

## ABINGTON VILLAGE INSTITUTE – EXECUTIVE GROUP

Minutes of the meeting that was held on Tuesday 16<sup>th</sup> November 2021

### **Present –**

Bernie Talbot, Dianne Dawson, Richard Smith, John Ellis (via telephone) and Chris Adomeit

<b>1.</b>	<b>Apologies –</b> Jade Ooi	<b>Action</b>
<b>2.</b>	<b>Matters arising –</b> The meeting room chairs had been cleaned. Lee had also been asked to attend to the foyer chairs.	
<b>3.</b>	<b>Covid update –</b> The COVID situation was discussed. It was noted that some user groups were going beyond what is reasonable in terms of ventilation resulting in attendees being uncomfortably cold. Bernie agreed to try to find a quote from the official guidance that could be sent out to user groups clarifying the need for ventilation without discomfort.	<b>BT</b>
<b>4.</b>	<b>Booking report –</b> Booking remained steady with some private bookings along with regular users. The new mobile telephone was in place and the number available to enquirers.	
<b>5.</b>	<b>Financial position –</b> Jade was unable to get to the meeting but had sent out information and had reported that the finances were as expected with no need for any concern.	
<b>6.</b>	<b>Film Nights –</b> Bernie had contacted someone who may agree to head up the film night at some stage. Dianne had also identified a possible person. It was agreed that there was no possibility of resuming films due to the state of the pandemic and that the situation would be reviewed in the spring.	

7.	<b>Changing room ventilation –</b> Contractors were lined up to do the work as soon as the extractors became available. Bernie agreed to chase up both contractors again.	<b>BT</b>																								
8.	<b>Meeting room electronics –</b> A quote had been obtained and was discussed. It was noted that the quote was quite high. Bernie agreed to try to identify another provider to approach.	<b>BT</b>																								
9.	<b>Bike parking area –</b> A contractor had not been found to quote for the work. It was agreed that Bernie would approach the Bearded Builders.	<b>BT</b>																								
10.	<b>E-Bike project phase 2 –</b> It was reported that this project was held up by supply issues.																									
11.	<b>Section 06 funds –</b> There had been no further progress in getting the 106-agreement variation. Other parties were being pressed to get the variation signed off.																									
12.	<b>Heating system –</b> John had done a lot of work on the system. It was noted that the radiator valve in the Terrace needed changing. John and Bernie would liaise on this.	<b>JE/BT</b>																								
13.	<b>Website –</b> The Parish Councils had not progressed with establishing their websites and the takeover of the Abington website was still awaited.																									
14.	<b>Improvement projects –</b> A report had been circulated and was discussed.																									
15.	<b>Maintenance review –</b> Bernie agreed to explore a remote control, to be used with laptops, when making presentations in the main hall.	<b>BT</b>																								
12	<b>Dates of meetings</b>  <table border="0"> <tr> <td><b>Full Management</b></td> <td><b>Tuesday</b></td> <td><b>25 Jan</b></td> <td><b>at</b></td> <td><b>7.15</b></td> <td>Terrace</td> </tr> <tr> <td>Executive Group</td> <td>Tuesday</td> <td>5 April</td> <td>at</td> <td>7.15</td> <td>Meeting room</td> </tr> <tr> <td><b>AGM/Full Management</b></td> <td><b>Tuesday</b></td> <td><b>26 April</b></td> <td><b>at</b></td> <td><b>7.15</b></td> <td>Main Hall</td> </tr> <tr> <td>Executive Group</td> <td>Tuesday</td> <td>7 June</td> <td>at</td> <td>7.15</td> <td>Meeting room</td> </tr> </table>	<b>Full Management</b>	<b>Tuesday</b>	<b>25 Jan</b>	<b>at</b>	<b>7.15</b>	Terrace	Executive Group	Tuesday	5 April	at	7.15	Meeting room	<b>AGM/Full Management</b>	<b>Tuesday</b>	<b>26 April</b>	<b>at</b>	<b>7.15</b>	Main Hall	Executive Group	Tuesday	7 June	at	7.15	Meeting room	
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