

MINUTES OF THE MILNER INSTITUTE COMMITTEE

Wednesday 26th October 2016

Apologies: Joan Hughes, Julie Priestner, Hazel Harkin, David Felix

Present: J Cornish, P T Floyd, Di Ross, S Leitch, Jane Pocock, L Hankey, T Rossmueller

1. Welcome/Apologise – Pam Taylor Floyd welcomed all to meeting advised will chair the meeting for foreseeable and David Felix will attend when can.
2. Minutes from Meeting dated 31st August 2016 all okay and passed.
3. Matters arising – Sylvia has been in contact with Fire Brigade, We can have 100 in the building seated comfortably, need emergency lighting which needs checking by electrician. Jemima confirms Haliburtons, been contacted we use them as they have own scaffolding. Jemima to contact to ensure work can be carried out especially outside lights as now getting dark early. Extra Luminars needed in little room. Fire extinguishers need to be checked – Jemima will contact to see who does them at church. We also need Fire Risk Assessment for the building and also for each individual groups – Jane will look into this and devise based off nurseries.

Music group still have outstanding bill of £600, they have now made regular bookings so can have the regular booking fee as agreed at previous meeting. Jemima's pay review has been done

Weeds and gutters – Jemima to speak to Colin regarding this.

Pam TF spoke to caretaker at Moore School regarding floor, he will try and come and look and speak to David. Di and Sylvia are going to look at alternatives and speak with Jemima on this.

4. Treasurers' Report:

Balance In our current a/c is £1700.

Balance in 50/50 is £1500 end of September
COIF £860 and COIF £3400

Delighted to say I am now online and authorised to make payments. Film bank have been paid on line so no more posting cheques. Also I will be able to pay others like C Gandar directly.

I propose closing the 50-50 account and transferring the balance to a new Lloyds account which can be managed on line, along-side our current account. There would still be a cheque book requiring two signatures etc. The only difference is that we can access our balance immediately and make

transfers on line between accounts. Could you vote on this, if it passes I can start the paperwork?

Any news of recouping some of our boiler costs?

Many thanks Joan for above report

It was agreed that we should change the 50/50 account and open one at Lloyds so Joan to proceed with paperwork. Also agreed to transfer £1000 from COIF account to current account.

No news on boiler costs

4. Hall Managers Report - Most covered in matters arising, Jemima confirmed that her operation is set for 7th November, Elsie will do her job for her and hopefully Jemima will only be off for 2 weeks. Any problems during this time contact Jemima.

It was also noted that a user had commented on people coming into the large hall whilst being used consider some signs that say "hall in use please do not enter" or something along these lines.

6. Films - Films are continuing to do well, it was noted that the chip van in the car park on Friday means some people can't park therefore they don't stay which is lost revenue. Alternatives discussed and Jemima is going to speak to chip van and ask that the first Friday in month they do 5:00 till 6:30 so clear of car park by 7pm. Also asking them for donation for using the car park!

Despite equipment being cleaned films still have outline/shadow – Contact with Roy to get equipment checked/serviced.

7. A.O.B – No other business

8. 50/50 Oct – 1st -141 Craig Moore

2nd – 70 Di Ross

3rd – 60 Peter Priestner

4th – 81 R & C Spencer

Nov 1st – 218 Barry Steel

2nd – 173 Doug Johnson

3rd – 18 Barbara Rudd

4th – 149 – Jocelyn Squires

Dec 1st – 186 Emily Lewis

2nd – 21 Audrey Lee

3rd – 100 Hilda Knight

4th – 226 Edward Greenhaulgh

9. Date Of Next Meeting – Tuesday 10th January 2017 at 7:30pm at Milner Institute.