



## **MINUTES OF THE SOLE TRUSTEES OF THE CONONLEY VILLAGE INSTITUTE & CONONLEY VILLAGE PLAYING FIELD, 13 FEBRUARY 2024**

### **CONONLEY VILLAGE INSTITUTE (CVIAC)**

#### **1. MINUTES OF PREVIOUS MEETINGS**

Minutes of the previous meeting of the Sole Trustees of Cononley Village Institute were approved as a correct record of the following:

- Meeting of the Sole Trustees of the Cononley Village Institute held 09 January 2024.

#### **2. RECEIVE UPDATES FROM CVI REP**

Cllr Dracup did not provide an update.

#### **3. ANY OTHER BUSINESS**

##### **a. Funding Bid**

Mr R Woolf, Treasurer of CVIAC, attended the meeting to discuss this item.

Mr Woolf gave the Sole Trustees a report on the background of the funding bid. He thanked Becky and Mark for their hard work in collecting quotes for the proposed works to improve the energy efficiency of the CVI.

The proposed works include:

- Solar panels with battery
- Double glazed windows
- Asbestos removal in clocktower
- Lighting replacement
- Thermal blinds
- False ceiling in back room
- Insulate clocktower
- Underfloor insulation & new carpets

Mr Woolf explained that 2 quotes were required in order to apply for the funding, many quotes were received. The funding bid requires 20% match funding, CVIAC will be providing £10,000 towards the works which will come from the Development Fund. The General Reserves will be used to pay the VAT element of the works, this will be reclaimed and returned to the Reserves.

The works are planned to take place over the summer holidays.

RESOLVED: The Sole Trustees approved the funding bid in its entirety.

RESOLVED: The Sole Trustees approved the use of the £10,000 from the Development Fund.



RESOLVED: The Sole Trustees approved the use of the General Reserves to pay the VAT element of the works.

**4. NOTE THE FINANCIAL REPORT AND APPROVE PAYMENTS**

The Financial Report was noted.

Mr Woolf presented the Annual Report to the Sole Trustees.

RESOLVED: The Sole Trustees approved the Annual Report. This was signed by Cllr Powell as Chair of the meeting.

No payments required approval

**5. APPROVAL OF INVOICES**

No invoices to be approved.

**CONONLEY VILLAGE PLAYING FIELD (CVPF)**

**1. UPDATE FROM FRIENDS OF CONONLEY PLAYING FIELD**

Cllr Clark reported that the gala will not be going ahead this year in its usual format. A children's sports day may replace the Gala in June.

**2. NOTE THE LENGTHSMAN'S MONTHLY INSPECTION**

The Monthly Inspection report provided by the Lengthsman was noted.

**3. RECENT MAINTENANCE UPDATES**

**a) Mulch levels under zipline**

The Sole Trustees will wait until the Annual Inspection Report comes through in the coming months and decide on further action regarding mulch based on that report.

**b) Bin worn through**

The Clerk will ask the Lengthsman to replace the damaged part of the bin.

**c) Crack in the roof of the tall structure**

The Clerk will ask the Lengthsman for more information regarding this.

**d) Other maintenance matters**

The Clerk will ask the Lengthsman for a timescale for treating the tops of the wooden posts with cuprinol.

The Clerk will ask the Lengthsman about the condition of the sports pitch to assess the suitability for the proposed sports day.

**4. NOTE THE FINANCIAL REPORT**

The Financial Report was noted.



Mr Woolf presented the Annual Report to the Sole Trustees.

RESOLVED: The Sole Trustees approved the Annual Report. This was signed by Cllr Powell as Chair of the meeting.

**5. APPROVE PAYMENTS**

A payment of £87.50 to the Lengthsman for maintenance work in January was approved.

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**(Chair)**

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**(Date)**