

# KENN CENTRE MANAGEMENT COMMITTEE

Minutes of a meeting held Thursday 21st May 2015 at 7.30 pm

NO	MINUTES	ACTION
1.	<p><b><u>Attending:</u></b> Peter Vickery (Chairman), Howard Milton (Vice-Chairman), Elizabeth Harman (Treasurer), Ruth Bradford, Peter Phillips, Jackie Sands, Sue Westwood, Neil Woodward</p> <p><b><u>In Attendance:</u></b> Brian Bradford</p> <p><b><u>Apologies:</u></b> Kathy Gilbert, Simon Preece,</p> <p>Prior to the commencement of the meeting, the Chairman welcomed Sue Westwood to the Committee. Sue is a representative of the Kenn Parish Council.</p>	
2.	<p><b><u>The minutes of the Meetings</u></b> held on the 26th March 2015 were agreed by the Committee and signed by the Chairman as a true record.</p>	
3.	<p><b>Matters Arising</b></p> <p>9(a) PV reported that NW has agreed to become the Centre's Booking Clerk and has already started in the role.</p>	
4.	<p><b>Correspondence</b></p> <p>(a) There has been some e-mail correspondence regarding the party planned by the Kennford Playbox. It is unclear whether the Playbox is fully covered by the Events License it has applied for. HM agreed to liaise with Teignbridge District Council and PV agreed to make further enquiries to the Playbox Committee.</p>	<p><b>PV / HM</b></p>

5.	<p><b>Treasurer's Report</b></p> <p>The Treasurer reported as follows;</p> <p>(a) For the period ended 21<sup>st</sup> May 2015, income stood at £7,682, with expenditure at £7,988, giving an operating deficit of £305.</p> <p>Bookings are down against the same period in 2014 and this is felt to be a factor of the general economic downturn.</p> <p>(b) EH pointed out that, although electricity usage has significantly reduced following the installation of the solar panels, the overall cost of electricity has risen due to increased charges from NPower. It was agreed to continue to monitor the situation for next few months.</p>	
6	<p><b>Fire, Health and Safety</b></p> <p>(a) <b>Accident Book</b> - There have been no entries since the previous meeting.</p> <p>(b) <b>Training Updates</b>- There was nothing additional to report.</p>	
7	<p><b>Upkeep of the Hall</b></p> <p><b>Decoration / Maintenance and Repairs -</b></p> <p>(a) NW is awaiting an update from Bartletts regarding the carpet cleaner.</p> <p>(b) HM agreed to contact Jake regarding the broken gate at the rear of the Centre.</p>	<p>NW</p> <p>HM</p>
8	<p><b>General Reports</b></p> <p>(a) <b>Capital Schemes</b> - There are currently no capital schemes under consideration.</p> <p>(b) <b>Website</b> - Nothing additional to report.</p>	

9	<p><b>Any Other Business</b></p> <p>(a) PV reported that he had been contacted by Ayesha Lovell regarding a meeting, with her, to discuss the matter of a lease for the Kennford Playbox premises. After a discussion it was agreed that any action on this matter should be in response to a formal approach, from the Parish Council, via the PC Clerk. PV agreed to follow this up.</p> <p>(b) Following a discussion regarding the use of the Centre's bins by people using the recycling bins, PV agreed to produce a sign for that area.</p> <p>(c) PP raised the subject of the poor state of cleanliness of the Milford room, on Tuesday mornings, when it is used by two local Pilates groups. HM confirmed that the cleaning programme has been altered to sort this problem.</p>	<p>PV</p> <p>PV</p>
10	<p><b>Date of Next Meeting</b></p> <p><b><u>Thursday 16<sup>th</sup> July 2015, at the Kenn Centre</u></b></p>	<p>All</p>

Signed: \_\_\_\_\_  
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Date: