

KENN CENTRE MANAGEMENT COMMITTEE

Minutes of a meeting held Thursday 23rd October 2014 at 7.30 pm

NO	MINUTES	ACTION
1.	<p><u>Attending:</u> Peter Vickery (Chairman), Howard Milton (Vice Chairman), Elizabeth Harman (Treasurer), Kathy Gilbert, Peter Phillips, Jackie Sands, Neil Woodward</p> <p><u>Apologies:</u> Ruth Bradford and Simon Preece</p>	
2.	<p><u>The minutes of the Meetings</u> were agreed by the Committee and signed by the Chairman as a true record, subject to the amendment to 4(b), changing Sealey to Seaton.</p>	
3.	<p>Matters Arising</p> <p style="padding-left: 40px;">There were no matters arising which were not covered later in the agenda.</p>	
4.	<p>Correspondence</p> <p style="padding-left: 40px;">(a) A letter has been received from Grantscape, informing the Committee that the final part of the £20,000 grant has been paid to the Centre's account.</p> <p style="padding-left: 40px;">(b) A letter has been received from Ugbrooke Environmental Ltd, from whom the Centre has received two significant grants, informing the Committee that the UEL Trust is closing and all further contact should be with Viridor Credits Environmental Company.</p> <p style="padding-left: 40px;">(c) A series of e-mails have passed between the Chairman and the Environment Agency clarifying the situation viz a viz the completion of the EA's flood prevention project.</p>	

5.	<p>Treasurer's Report</p> <p>The Treasurer reported as follows;</p> <p>(a) For the period ended 22nd October 2014, income stood at £24,658, with expenditure at £16,347, giving an operating surplus of £8,310.</p> <p>EH confirmed that there has been a drop in bookings, partially due to the effect of the EA project.</p> <p>£3,500 has been designated for agreed schemes (floor cleaning machine £600, replacement acoustic screens £1,550).</p> <p>(b) Other Financial Matters - There were no additional financial matters.</p>	
6	<p>Fire, Health and Safety</p> <p>(a) Accident Book - There have been no entries since the previous meeting.</p> <p>(b) Training Updates- There was nothing additional to report.</p>	
7	<p>Upkeep of the Hall</p> <p>Decoration / Maintenance and Repairs -</p> <p>(a) The Chairman reported that The Environment Agency Engineer had forwarded a copy of the Hydrographic report pertaining to the Kenn Parish area. The report suggests that the problem of erosion of the river bank at the rear of the Centre is not related to the work which was carried out, by the Highways Agency, on the A38, a few years ago. In view of this, the Committee decided to seek the opinion of a Civil Engineer, in order to find a solution to the problem.</p> <p>(b) HM informed the Committee that the problems in the Ladies WC, which were partially due to vandalism, have been rectified.</p> <p>(c) It was agreed to ask Ben Stretton to redecorate the lower half of the Milford room walls.</p> <p>(d) It was also agreed to approach Wannells to service the emergency light system and to effect the necessary repairs to the external lights.</p>	HM

8	<p>General Reports</p> <p>(a) Future Capital Schemes -</p> <p>Milford Room Resurfacing and Additional Storage - This project is in its final phase, with work on the PA system cupboard almost complete.</p> <p>Fence and Gate at side of Centre - HM reported that this project has been completed.</p> <p>Reception Area - The Contractors have been given the project brief. The final price was agreed by the Committee and a start date is expected in due course.</p> <p>Acoustic Screens - These have been ordered.</p> <p>(b) Website - The web site continues to operate effectively.</p>	
9	<p>Any Other Business</p> <p>PP informed the meeting that Kenn Parish Council has a computer which is surplus to requirements. This has been offered to the Centre and has been gratefully accepted.</p>	
10	<p>Date of Next Meeting</p> <p><u>Thursday 27th November 2014, at 7.30 pm, at the Kenn Centre</u></p>	All

Signed: _____

Date:
