

# KENN CENTRE MANAGEMENT COMMITTEE

Minutes of a meeting held Thursday 27th November 2014 at 7.30 pm

NO	MINUTES	ACTION
1.	<p><b>Attending:</b> Peter Vickery (Chairman), Howard Milton (Vice Chairman), Elizabeth Harman (Treasurer), Ruth Bradford, Peter Phillips, Neil Woodward</p> <p><b>In Attendance:</b> Brian Bradford</p> <p><b>Apologies:</b> Kathy Gilbert, Simon Preece and Jackie Sands</p>	
2.	<p><b>The minutes of the Meetings</b> held on the 23rd October 2014 were agreed by the Committee and signed by the Chairman as a true record.</p>	
3.	<p><b>Matters Arising</b></p> <p>There were no matters arising which were not covered later in the agenda.</p>	
4.	<p><b>Correspondence</b></p> <p>(a) A letter has been received, from St. Andrew's Church, thanking the Centre for taking part in the World War One commemoration. The Chairman agreed to thank Les Seaton for his fantastic effort on the Centre's behalf.</p>	PV
5.	<p><b>Treasurer's Report</b></p> <p>The Treasurer reported as follows;</p> <p>(a) For the period ended 27th November 2014, income stood at £28,237, with expenditure at £19,204, giving an operating surplus of £9,032.</p> <p>Debtors stand at £730, but EH does not foresee any risk of non-payment.</p> <p>(b) <b>Other Financial Matters</b> - The PRS licence for the coming year has risen to £360.</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) As agreed at the previous meeting, Ben Stretton has been approached regarding the decoration of the Milford Room. The work will commence shortly.</p> <p>(b) There have been problems with the heating system but these have been rectified.</p> <p>(c) The Centre's wireless connection has been re-set. It remains unclear how it became un-connected.</p>	
8	<p><b>General Reports</b></p> <p>(a) <b>Future Capital Schemes -</b></p> <p><b>Milford Room Resurfacing and Additional Storage -</b> Following a suggestion by BB, there was a discussion regarding the positioning of the PA set up. It was agreed to maintain the status quo for the time being.</p> <p><b>Reception Area -</b> This project will commence on the 5th January and will last for approximately 10 days.</p> <p><b>Acoustic Screens -</b> These have arrived and are proving popular.</p> <p>(b) <b>Website -</b> The web site continues to operate effectively.</p> <p>(c) <b>Staging -</b> The Chairman suggested that a quotation should be sought for additional staging, now there is storage capacity to hold it.</p>	HM
9	<p><b>Any Other Business</b></p> <p>(a) PP agreed to pass on the Committee's thanks for the gift of the lap top computer.</p> <p>(b) PP also agreed to remind Phil White of the need to re-site the Sandbag store.</p> <p>(c) RB informed the meeting that there had been some confusion, between the Isca Allemanders and the WI, regarding booking dates for Christmas functions. EH stated that this will be resolved by the WI changing its day next year.</p>	
10	<p><b>Date of Next Meeting</b></p> <p><u>Thursday 15<sup>th</sup> January 2015, at 7.30 pm, at the Kenn Centre</u></p>	All

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