

# KENN CENTRE MANAGEMENT COMMITTEE

Minutes of a meeting held Thursday 27th September 2018 at 7.30 pm

NO	MINUTES	ACTION
1.	<p><b>Attending:</b> Peter Vickery (Chair), Elizabeth Harman, Peter Phillips, Simon Preece, Sue Westwood, Neil Woodward.</p> <p><b>Apologies:</b> Jackie Sands</p> <p>Prior to the meeting, the Chair welcomed <b>Dom Jinks</b>, who will be representing Kennford Productions on the Management Committee.</p>	
2.	<p><b>The minutes of the Meetings</b> held on the 2nd August 2018 were agreed by the Committee and signed by the Chair as a true record.</p>	
3.	<p><b>Matters Arising</b></p> <p>There were no matters arising.</p>	
4.	<p><b>Correspondence</b></p> <p>(a) A letter has been received from Kenn Parish Council informing the Committee of a donation of 750 pounds towards the cost of the CCTV installation.</p> <p>(b) A letter has also been received from one of the Jive clubs which is a regular user of the Centre. The letter was in response to a note on the flip chart in the foyer, from which the club drew the inference that they had left the Centre in a poor state. They have been assured that this is not the case and the Committee is aware of the efforts this particular club makes to leave the club in a good state.</p> <p>(c) PV reported that there had been an exchange of correspondence with the South West Finch Club, regarding the state in which one of their member clubs had left the Centre. This matter has now been resolved.</p>	

5.	<p><b>Treasurer's Report</b></p> <p><b>EH presented the Treasurer's report as follows;</b></p> <p>(a) EH reported that, for the period ended 26th September 2018, income stood at £26,558, with expenditure at £20,085, giving an operating surplus for the year to date of £6,473.</p> <p>(b) The Centre has received a donation from Mrs Coates for use of the Centre whilst her home was undergoing emergency repairs.</p>	
6	<p><b>Fire, Health and Safety</b></p> <p>(a) <b>Accident Book</b> - There has been no entry in the accident book since the previous meeting.</p>	
7	<p><b>Upkeep of the Hall</b></p> <p>(a) <b>Plumbing Problems</b> - PV reported that the plumbing problems have been resolved by Kennford Carpentry.</p> <p>(b) <b>Milford Room Decoration</b> - PV has asked Ben Stretton to quote for this project. DJ agreed to follow this up.</p> <p>(c) <b>Exterior Beams</b> - This matter remains outstanding. PV agreed to contact Kevin Lovell again</p> <p>(d) <b>Rubbish Bin</b> - The lock for the large rubbish bin remains an outstanding issue.</p> <p>(e) <b>Garden Seating</b> - The seating has been replaced by Kennford Carpentry and is now more robust than previously.</p>	<p>DJ PV</p>

8	<p><b>General Reports</b></p> <p>(a) <b>Capital Schemes -</b></p> <p>(i) <b>High Chairs</b> - PV confirmed that the High Chairs are now available.</p> <p>(ii) <b>Children's Chairs</b> - Following the removal of the small plastic chairs, due to the worn feet damaging the Milford room floor, PV agreed to source a quote for suitable replacements.</p> <p>(b) <b>Website and Social Media</b> - There was nothing additional to report.</p>	PV
9	<p><b>Any Other Business</b></p> <p>(a) JS has contacted the Committee to raise awareness of an upcoming performance, at the Centre, which is being arranged by Maggie Westcott. JS has suggested that Maggie may need some help. Members agreed to respond to any requests from Maggie.</p> <p>(b) It was agreed that the refrigerator in the bar area will only be switched on when the bar is in use. This will reduce electricity usage and the temperature in the bar.</p>	
10	<p><b>Date of Next Meeting</b></p> <p><u>Thursday 8th November 2018, at 7.30 pm, at the Kenn Centre</u></p>	All

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

Date: