

# KENN CENTRE MANAGEMENT COMMITTEE

Minutes of a meeting held Thursday 8th February 2018 at 7.30 pm

NO	MINUTES	ACTION
1.	<p><b>Attending:</b> Peter Vickery (Chair), Elizabeth Harman, Peter Phillips, Simon Preece, Jackie Sands, Neil Woodward.</p> <p><b>Apologies:</b> Sue Westwood</p>	
2.	<p><b>The minutes of the Meetings</b> held on the 8<sup>th</sup> February 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) Both the Chair and EH have been contacted by a tele-sales organization offering cheaper energy to charities. EH has confirmed that the Centre is not eligible for this type of reduction.</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 31st May 2018, income stood at £13,525, with expenditure at £11,604, giving an operating surplus for the year to date of £1,884.</p> <p>There had been a number of significant expenses including the safety light in the car park, new mugs for the kitchen, door blinds for the Milford room and a new water boiler.</p> <p>(b) EH raised the subject of the Bar, with particular reference to the bar provision for the two Jive clubs which use the Centre on a regular basis. There is a variance in the hire rates paid by the clubs and this is exacerbated by additional charges made, by the Kennford Stores, for running the Bar.</p> <p>After a lengthy discussion it was agreed to standardise the hire charge to each club and to suggest that they operate without a Bar.</p> <p>PV and NW agreed to approach Adam Milton regarding the future of the Bar provision.</p>	<p>PV/NW</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>Milford Room Blinds</b> - These have been fitted and have already been damaged. PV suggested that the blinds should be kept in the raised position as much as possible in order to reduce the possibility of further damage.</p> <p>It was also decided not to replace the blinds in the Clifford and Norman Family rooms for the time being.</p> <p>(b) <b>Rubbish Disposal</b> - The large rubbish container is now in situ. It was agreed to approach Coastal Waste about a lock.</p> <p>(c) <b>Acoustic Tile</b> - The loose tile in the Milford room has been repaired by Nashco Systems.</p>	
8	<p><b>General Reports</b></p> <p>(a) <b>Capital Schemes - CCTV</b> - PV informed the meeting that four local firms had been invited to tender for the supply and installation of a CCTV system at the Centre. Three firms have responded and two have submitted tenders.</p> <p>After some discussion it was agreed to accept the tender from Southwest CCTV as it most closely reflected the Centre's requirements.</p> <p>(b) <b>Website and Social Media</b> - There was nothing additional to report.</p>	

9	<p><b>Any Other Business</b></p> <p>(a) NW reported that the Bird Fanciers club had asked if it could store its staging at the Centre. It was agreed that this could be possible, for a suitable charge.</p> <p>(b) JS asked about the position regarding the summerhouse. It was agreed to use social media to seek offers once the problem of the lock have been resolved. PV agreed to approach Exeter Locksmiths.</p>	<p>NW</p> <p>PV</p>
10	<p><b>Date of Next Meeting</b></p> <p><u>Thursday 2nd August 2018, at 7.30 pm, at the Kenn Centre</u></p>	<p>All</p>

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