**KENN CENTRE MANAGEMENT COMMITTEE**

**Minutes of a meeting held Thursday 2nd June 2016 immediately following the AGM**

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| **NO** | **MINUTES** | **ACTION** |
| 1. | **Attending: Peter Vickery (Chair), Elizabeth Harman (Treasurer), Mark Dowse, David Linnell, Simon Preece, Jackie Sands, Sue Westwood, Neil Woodward.**    **Apologies: Howard Milton, Peter Phillips** |  |
| 2. | **The minutes of the Meetings** held on the 7th April 2016 were agreed by the Committee and signed by the Chairman as a true record. |  |
| 3. | **Matters Arising**  **Playbox Lease:** PV reported that the Charity Commission survey has been completed and a copy has been forwarded to the Centre’s Solicitor, who will contact the Parish Council’s Solicitor with a view to bringing this matter to a conclusion. |  |
| 4. | **Correspondence**  No correspondence has been received. |  |
| 5. | **Treasurer’s Report**  **The Treasurer reported as follows;**   1. For the period ended 31st May 2016, income stood at £11,921, with expenditure at £5,383, giving an operating surplus of £1,247. 2. It was noted that the higher than expected electricity charge was probably due to an estimated meter reading.   It was also noted that Devon County Council was a debtor of more than one month. EH is chasing payment on a number of invoices. |  |
| **6** | **Fire, Health and Safety**   1. **Accident Book** – There have been no entries since the previous meeting. |  |
| **7** | **Upkeep of the Hall**   1. **Decoration, Maintenance and Repairs –** Following a discussion regarding the future maintenance of the Centre, both DL and MD advised that a Premises Plan should be created which would ensure that any future routine maintenance could be properly planned with funds allocated.   NW reported that the Centre’s current Gardening contractor did not have Public Liability Insurance. It was agreed to seek an alternative contractor.   1. **Purchase of Consumables –** It was agreed that, in order to take this matter forward, Donna should be asked to provide a list of regularly used cleaning consumables so that quotes could be obtained from potential suppliers. | **NW** |
| **8** | **General Reports**   1. **Outside Lighting –** PV agreed to confirm with Alpha Vae regarding the installation of outside lighting at the rear of the Centre plus an electronic alarm for the oil tank. 2. **Website –** MD agreed to investigate various ways in which social media could be used to publicise the Centre. | **PV**  **MD** |
| **9** | **Any Other Business**   1. **Villages in Action –** JS reported that VIA was experiencing funding issues. It was agreed that the Centre would continue to underwrite VIA projects as this would be in keeping with its community support agenda. 2. PV informed the Committee that the Centre’s constitution does not allow Members, or Trustees, to receive any financial rewards from the Centre. This is at odds with the Management Committee’s practice of offering honoraria for the Treasurer and Booking Clerk roles. He further explained that paying honoraria is acceptable, within the Charity Commission regulations, provided the number of members in receipt of such payments does not exceed 50% of the Committee’s membership.   It was agreed to alter the Centre’s constitution to allow for such payments to be made. | **PV** |
| **10** | **Date of Next Meeting**  **Thursday 28th July 2016, at 7.30 pm, at the Kenn Centre** | **All** |

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