**KENN CENTRE MANAGEMENT COMMITTEE**

**Minutes of a meeting held Thursday 3rd September 2015 at 7.30 pm**

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| **NO** | **MINUTES** | **ACTION** |
| 1.  | **Attending: Peter Vickery (Chairman), Elizabeth Harman (Treasurer), Ruth Bradford, Peter Phillips, Simon Preece, Jackie Sands, Sue Westwood, Neil Woodward.****Apologies: Howard Milton****In Attendance:**  **Brian Bradford** |  |
| 2. | **The minutes of the Meetings** held on the 16th July 2015 were agreed by the Committee and signed by the Chairman as a true record.  |  |
| 3. | **Matters Arising**9(a) The Chairman confirmed that he, and HM, had met with representatives of the Parish Council regarding the lease of the land on which the Playbox building stands. The meeting had been positive and productive and the next step would be to engage legal representation. | **PV** |
| 4. | **Correspondence**No correspondence has been received. |  |
| 5. |  **Treasurer’s Report****The Treasurer reported as follows;**1. For the period ended 3rd September 2015, income stood at £17,322, with expenditure at £16,869, giving an operating surplus of £453.
2. The above figures gave rise to a discussion about the Centre’s income. It was decided to discuss the possibility of increasing the hire rates at the next meeting.
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| **6** | **Fire, Health and Safety**1. **Accident Book** – There have been no entries since the previous meeting.
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| **7** | **Upkeep of the Hall****Decoration / Maintenance and Repairs –** 1. NW reported that he had received details from Build Base about a top of the range 30 ltr carpet machine, for £229. He stated that he would continue to search for a more suitable machine.
2. The plaque for the Jubilee tree will be fitted within a week.
 | **NW** |
| **8** | **General Reports**1. **Capital Schemes –** The Chairman reported that he has approached Alpha Vae to provide a quote to install motion sensor lighting in the agreed areas.
2. It was unanimously agreed to request a deposit from hirers wishing to hold a party at the Centre, who are not known to the Management Committee.
3. **Website –** Peter Holwell has asked for help in updating the website.
 | **PV** |
| **9** | **Any Other Business**1. Following a request from the Vice Chair of the Parish Council, it was agreed to waive the hire charge, for the Council’s use of the Centre, until further notice.
2. BB reported that the Isca Allemanders cupboard had been forced on a number of occasions. He felt that this had been done by other Hirers looking for an extension lead. It was agreed to purchase additional extension leads.
3. EH enquired whether the agreed Honorarium, for the Booking Clerk role, was being claimed. It was unanimously agreed that it should be.
 | **NW** |
| **10** | **Date of Next Meeting****Thursday 29th October 2015, at the Kenn Centre** | **All** |

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