## KENN CENTRE MANAGEMENT COMMITTEE

## Minutes of a meeting held Thursday 7th December 2017 at 7.30 pm

NO	MINUTES	ACTION
1.	Attending: Peter Vickery (Chair), Elizabeth Harman, Peter Phillips, Simon Preece, Jackie Sands, Sue Westwood, Neil Woodward. <u>Apologies</u> : There were no apologies	
2.	The minutes of the Meetings held on the 12 <sup>th</sup> October 2017 were agreed by the Committee and signed by the Chair as a true record.	
3.	<ul> <li>Matters Arising         <ul> <li>(a) Summerhouse - JS raised the subject of the future of the Summerhouse. It was agreed that, due to lack of use, the Summerhouse could be disposed of but it would be preferable to wait until the better weather to do so.</li> </ul> </li> </ul>	
4.	<ul> <li>Correspondence <ul> <li>(a) A letter has been received regarding Partridge Cycles' plan to develop its large store into office and storage space. It was agreed that the proposed scheme would not affect the Centre and there would be no objection to it.</li> <li>(b) A letter of thanks has been received from the Oesophageal Cancer Support Group. As this group is a regular user of the Centre, the Committee was pleased to receive such a letter.</li> <li>(c) The Rabbit Fanciers group has written to request a reduction in its hire charge. This has already been resolved by NW and the Committee supported his decision not to reduce the charge.</li> </ul> </li> </ul>	

5.	Treasurer's Report	
	EH presented the Treasurer's report as follows;	
	(a) For the period ended 7th December 2017, income stood at £34,846, with expenditure at £28,315, giving a final operating surplus for the year to date of £6,531.	
	Debtors total £245, one of which is a member of the community who has an outstanding charge of £75.	
	<b>(b)</b> EH confirmed that this year's PRS charge will be £747.	
6	Fire, Health and Safety	
	(a) Accident Book - There has been no entry in the accident book since the previous meeting.	
7	Upkeep of the Hall	NW
	(a) Milford Room Blinds - This is yet to be resolved	
	(b) <b>Heating System -</b> Repairs to the thermostat are on- going.	
	(c) PA System - The recent problems were caused by damage to the microphone, which has had to be replaced.	
	(d) Data Projector - It was agreed to purchase a replacement data projector.	
	(e) Rubbish Disposal - Prices have been received from Coastal Waste and Viridor. NW will carry out the necessary comparisons and report back.	NW
8	General Reports	
	(a) Capital Schemes - Emergency Lighting - In the absence of permission from Partidge Cycles, to use the adjacent fence, it was decided to go ahead with the installation of a security light, mounted on the store wall.	PV
	<b>(b) Website and Social Media</b> - There was nothing additional to report.	

9	Any Other Business	
	(a) It was agreed that the surplus furniture, currently situated in the Milford Room store, could be placed for sale.	NW
	(b) SW informed the meeting that the Parish Council had discussed the use of the land adjacent to the Centre, currently owned by Rob and Helen Taverner. The Committee agreed that the only concern would be if access was required via the Centre car park and if any other demands were made on the Centre's facilities. It was agreed to wait until further details were available.	
	(c) EH and NW drew the meeting's attention to a recent increase in late cancellations by hirers. After a discussion, it was agreed that the Centre's hire agreement documentation should be altered to reflect that cancellations within 2 weeks of the hire date would incur a charge of 50% of the hire charge; cancellations within 3 days would incur a charge of 100% of the hire charge.	ΡV
10	Date of Next Meeting <u>Thursday 8th February</u> 2018, at 7.30 pm, at the Kenn <u>Centre</u>	All

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

\_\_\_\_

Date: