**KENN CENTRE**

**MANAGEMENT COMMITTEE**

**THURSDAY 8th May 2014 immediately following the AGM.**

**KENN CENTRE, KENNFORD**

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| **NO** | **MINUTES** | **ACTION** |
| 1. | **Attending: Peter Vickery (Chairman), Howard Milton (Vice Chairman), Elizabeth Harman (Treasurer),Ruth Bradford, Kathy Gilbert, Jackie Sands, Peter Philips, Neil Woodward**    **Apologies: Simon Preece**  **In Attendance: Brian Bradford** |  |
| 2. | **The minutes of the Meetings** held on the 20th February 2014 were agreed by the Committee and signed by the Chairman as a true record. |  |
| 3. | **Matters Arising**  5(b) The Chairman announced that a further £500 has been donated by the Ley Arms Boxing Day Auction Committee, making a total of £1,000. It was felt that this was in response to the loss of the PA speakers. |  |
| 4. | **Correspondence**  No correspondence has been received. |  |
| 5. | **Treasurer’s Report**  Prior to the Treasurer’s report, the Chairman raised the subject of the Treasurer’s post. As no one came forward, at the AGM, to take on the responsibility of the Treasurer’s role, the Chairman and Vice Chairman put forward the suggestion that the Committee engage EH in her professional capacity, using the funds set aside for the Treasurer’s honorarium. This would not only maintain the current high standard of financial control which the Centre enjoys, it would also give continuity to the role.  The suggestion was accepted unanimously.  **The Treasurer reported as follows;**   1. EH presented the figures for the period ended 7th May 2014. Income stood at £11,943, with expenditure at £7,812, giving an operating surplus of £4,131.   EH also produced a draft budget for the year 2014/15, based on the experience of the past year plus expectations of the coming year. The budget was accepted unanimously.   1. **Other Financial Matters –** HM reported that the Kenn and Kennford Art Group has donated £1,100 from the proceeds of the recent Art Show. The Chairman agreed to acknowledge the receipt of this donation. HM also confirmed that the Villages In Action team has donated £70 from its recent concert.   EH informed the Committee that the recent insurance claim, following the theft of the PA speakers, has resulted in the receipt of a cheque for £700. After some discussion it was agreed to contact the Boxing Day Auction Committee to see if they would like the Management Committee to return the additional £500 donation. |  |
| 6. | **Premises –**  As discussed at the previous meeting (10c), the fencing at the side of the Centre, requested by the Tots group, will be erected in the near future. | **HM** |
| **7** | **Fire, Health and Safety**   1. **Accident Book** – There have been no entries since the previous meeting. 2. **Training Updates–** There was nothing additional to report. 3. **Health and Safety Review –** NW presented a report of his recent check of the whole Centre. No major problems were discovered and NW effected some minor repairs. There is a requirement for some additional signage and the floor in the Milford room requires attention. This latter point has already been costed. |  |
| **8** | **Upkeep of the Hall**   1. **Decoration / Maintenance and Repairs –** The repairs to the floor of the Milford Room will be carried out during the week of the 28th July.   HM is arranging for Phil White to repair the doors to the Summerhouse. | **HM** |
| 9. | **General Reports**   1. **Flood Emergency –** The fund has not been closed due to a residual £999 remaining following returned cheques. This matter will be passed to the Flood Fund Committee for action. 2. **Future Capital Schemes –**   **Milford Room Resurfacing and Additional Storage –** The Kenn Parish Council has turned down the request to be a third party contributor for this project. This has resulted in a rearrangement of the Centre’s bid for grant funding, which has been accepted by Grantscape. The Chairman will be meeting Grantscape, at the Centre, in the near future.  It was noted that Staceys, the firm who’s tender to carry out the work for this project was accepted by the Committee, is no longer trading. However, a group of Staceys staff has guaranteed the existing contracts at the agreed prices.   1. **Website –** The web site continues to operate effectively. | **EH**  **PV** |
| 10. | **Any Other Business**   1. BB suggested that a cupboard be created, in the Milford Room, to give access to the PA system. This would negate entry to the store each time the system was needed and would facilitate improved security. It was agreed to investigate this further. 2. HM asked the Committee to consider ways in which more support could be given to the Villages in Action group, as the Centre was always a recipient of some, if not all, of the profits. This was agreed unanimously. | **HM**  **All** |
| 11. | **Date of Next Meeting**  **Thursday 19th June 2014, at 7.30 pm, at the Kenn Centre** | **All** |

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