**KENN CENTRE MANAGEMENT COMMITTEE**

**ANNUAL GENERAL MEETING**

**THURSDAY 6th April 2017 7.00PM**

**KENN CENTRE, KENNFORD**

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| **NO** | **MINUTES** | **ACTION** |
| 1. | The Chairman, Peter Vickery, welcomed those attending the Annual General Meeting. |  |
| 2. | **The minutes of the Annual General Meeting** held on 2nd June 2016 were agreed by the meeting and were signed by the Chair as a true record. |  |
| 3. | **Chair’s Report**  Peter Vickery, the Chair of the Management Committee presented the following report;  As the Treasurer’s report would show, hire income had exceeded expectations, which was testament to the excellent way in which Neil Woodward has managed the bookings. Additional bookings had led to greater pressure on the Treasurer role which Elizabeth Harman had managed in a professional manner, keeping the Committee informed with high quality financial data and advice throughout the year.  The major task this year has been the completion of the lease agreement, between the Centre and the Parish Council, for the Playbox site. This matter has taken months to complete but had been finalised. All expenses have been covered by the Parish Council.  The only major capital scheme has been the change of the lighting system, in the Milford Room, to LED’s, which will reduce maintenance and running costs.  He stated that the Management Committee had delivered its responsibilities to the local community, by maintaining the Kenn Centre as a widely available community facility, to a good standard. He added that he felt the Centre was in good hands going forward into the next year given that the current Committee members intended to continue in post.  The only potential problem could be a reduction in hire requests from Devon County Council due to budget pressures. He suggested that the Centre may need to consider discounted rates to regular users if this happens.  This year has seen the Centre move into the realm of Social Media, with a Facebook page which joins our website as a means of communication with our users. A vote of thanks was given to Mark Dowse and Peter Holwell for their hard work in this area.  He completed his report by thanking all Committee members for their efforts during the year. |  |
| 4. | **Treasurer’s Report and Presentation of Accounts**  Elizabeth Harman presented the Treasurer’s Report as follows;  Income increased , from £30,208 to £37,145, this was beyond expectations. Operating expenditure was up, from £29,841 to £30,090 which was a lower percentage increase than the income.  Gifts and donations totalled £1,175.  Funds at the 31st January 2017 stood at £22,278, of which, £5,000 is the Centre’s operating reserve and £7,000 has been designated to cover the lighting scheme.  A more detailed version of this report is available, on request, from the Kenn Centre.  A vote of thanks was given to Andrew McKean for giving his time to carry out the audit of the Centre’s accounts.  **The acceptance of the accounts was proposed by Peter Phillips, seconded by Jackie Sands and approved by the meeting.** |  |
| 5. | **Election of Chair and Vice-Chair**  Peter Vickery had agreed to stand for re-election as Chair. There was no other candidate.  **Proposed by Peter Phillips and seconded by Neil Woodward and approved by the meeting.**  **Peter Phillips was nominated, for the post of Vice-Chair, by Neil Woodward, seconded by Elizabeth Harman and approved by the meeting.** |  |
| 6. | **Election of Treasurer**  It was unanimously agreed that the current arrangement of employing Elizabeth Harman to look after the Centre’s finances on a formal basis was extremely successful. The Chair proposed that this arrangement should continue for a further year.  **Proposed by Peter Vickery, seconded by Neil Woodward and approved by the meeting.** |  |
| 7. | **Election of Secretary**  In the absence of anyone willing to take on the role of **Secretary**, the Chair agreed to continue carrying out the required duties until a suitable alternative comes forward. |  |
| 8. | **Election of Committee Members**  The following Committee members have agreed to stand for the coming year: Carol Lockton (Isca Allemanders), Peter Phillips (General Member), Simon Preece (St. Andrews Church Parochial Parish Council), Jackie Sands (General Member), Sue Westwood (Kenn Parish Council), Neil Woodward (General Member).  **Proposed by Peter Vickery and approved by the meeting.** |  |
| 9. | **Any other business**  There being no further business, the meeting closed at 7.45 pm |  |

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