**KENN CENTRE MANAGEMENT COMMITTEE**

**Minutes of a meeting held Thursday 31st July 2014 at 7.30 pm**

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| **NO** | **MINUTES** | **ACTION** |
| 1. | **Attending: Peter Vickery (Chairman), Howard Milton (Vice Chairman), Ruth Bradford, Kathy Gilbert, Jackie Sands, Peter Philips, Simon Preece, Neil Woodward**    **Apologies: Elizabeth Harman**  **In Attendance: Brian Bradford** |  |
| 2. | **The minutes of the Meetings** held on the 19th June 2014 were agreed by the Committee and signed by the Chairman as a true record. |  |
| 3. | **Matters Arising**  9(a) BB reported that he had found the Centre unlocked on more than one occasion. It was agreed to prepare a notice requesting users to ensure the Centre is locked if they are the last to leave.  9(b) HM informed the meeting that the organiser of the Tuesday Pilates session has asked for £100 compensation following the double booking incident. After a lengthy discussion the Committee unanimously decided not to offer this sum in view of the fact that this particular group has already received free sessions during its start up period and is only charged local hire rates rather than the commercial rates which could be applied. It was agreed to offer one free session as a gesture of goodwill. | **PV**  **PV** |
| 4. | **Correspondence**  No correspondence has been received. |  |
| 5. | **Treasurer’s Report**  **In EH’s absence, the Chairman reported as follows;**   1. For the period ended 31st July 2014, income stood at £18,928, with expenditure at £12,858, giving an operating surplus of £6,069.   Debtors were £45 but there are no risks in this area.   1. **Other Financial Matters –** Following the discussion at the previous meeting, a further discussion resulted in the decision to increase the hourly rate, paid to the Centre’s cleaners, to £9.00 per hour, to be reviewed at the end of the Centre’s financial year in January. |  |
| **6** | **Fire, Health and Safety**   1. **Accident Book** – There have been no entries since the previous meeting. RB mentioned that no plasters could be found in the first aid box recently. HM replied that this was not uncommon as there have been a number of cases of pilfering from the boxes. (Note: a search of other first aid boxes, after the meeting ,found two boxes of plasters). 2. **Training Updates–** There was nothing additional to report. |  |
| **7** | **Upkeep of the Hall**  **Decoration / Maintenance and Repairs –**Therepairs to the Milford Room store door, and a number of the door sealsare ongoing.  RB reported that there was a fault with the PA system speakers. HM asked him to forward the details by e-mail so that they could be passed to LightFX.  BB also raised a question about the heat in the kitchen. HM replied that the extractors should be able to cope but, failing that, it was a case of opening the rear door.  The Chairman informed the meeting that there was a degree of erosion on the riverbank at the rear of the Centre. He will raise this with the Environment Agency. | **HM**  **BB**  **PV** |
| **8** | **General Reports**   1. **Future Capital Schemes –**   **Milford Room Resurfacing and Additional Storage –** Phase One (the resurfacing of the Milford Room floor) has been completed. Phase two has commenced.  **Fence and Gate at side of Centre –** HM reported that this is in hand.  **Reception Area –** Two drawings, detailing options for this scheme, were shown to the Committee, who were asked to give this matter some consideration, in preparation for discussion at the next meeting.  **Website –** The web site continues to operate effectively. | **ALL** |
|  | **Any Other Business**  There was no other business. |  |
| **10** | **Date of Next Meeting**  **Thursday 11th September 2014, at 7.30 pm, at the Kenn Centre** | **All** |

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