

MINUTES OF THE COMMUNITY CENTRE COMMITTEE MEETING
OF KEMPSEY PARISH COUNCIL HELD ON
24th OCTOBER 2013 AT 1.00 p.m. AT KEMPSEY COMMUNITY CENTRE

Present: - Cllr Geens (Chair), Cllr Blackwell & Cllr Gerard.

In Attendance: - Mr D Bevan & Mr B Bowley

1. Apologies: Cllr Hart (personal reasons) accepted
2. Declarations of Interest
 1. Register of Interests: Councillors were reminded of the need to update their register of interests.
 2. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature - None.
 3. To declare any Other Disclosable Interests in items on the agenda and their nature – None.

The meeting was adjourned for Public Question Time, notes of which are appended to these minutes
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3. Minutes: The minutes of The Community Centre Committee of 29.05.13 were signed as a true and correct record.
4. Matters arising –from minutes
 - Fire Escape Obstruction – As this does not comply with fire regulations Cllr Geens will request the nursery day beds to be removed.
 - Signage – “Slow Down Children” – Cllr Blackwell will obtain some prices for signage to be erected to the entrance/exit of the car park
 - Cllr Geens to fit the grill to the cellar door.
 - Memorial Bench in memory of County Councillor Mr Bullock – this item is to be referred back to full council for further consideration.
 - The Committee suggested as a safety precaution the key to operate the fire alarm should be housed in a glass box to be used in cases of emergency, as opposed to leaving the key in the control panel.
 - The nursery lease is almost ready for signing.
 - It was confirmed there were still some outstanding utility bills that still needed paying from tenants.
5. Plan for reading meters and invoicing correctly. Cllr Geens has devised a meter reading chart and organised a system to enable the utility meters to be read and charges calculated for each user. Cllr Bevan and Cllr Blackwell offered to read the meters in Cllr Geens absence.
6. Cllr Geens investigated installing separate electricity meters for tenants. The Committee agreed they do not favour individual metering and will continue with the existing arrangements.

Cllr Geens highlighted that the fuse panel for the building is located in the nursery. He will investigate the costs involved in moving this panel into the corridor so access will not be required via the nursery.
7. Cllr Gerrard confirmed she had obtained three quotations for new advertising labels for plant displays at the front of the Community Centre.. A proposal will be presented at the November agenda.
8. To report on maintenance/works carried out. – Reference was made to the Planned Maintenance Report where members identified works that had been carried out against those that still needed implementing.

9. To action any planned maintenance/works still to be undertaken. - A Working Party (consisting of Cllr Geens, Cllr Bevan and Cllr Blackwell) will visually inspect and prioritise what needs to be carried out. They will meet on Thursday 31st October 9.30am.
10. Cllr Geens to seek grant opportunities for replacing the single glazed units to the front window of the nursery.
11. Discuss and check that fire safety procedures are still compliant. Cllr Geens to investigate and compile a list of works required in accordance with the A & E Fire Report.
12. Formulate budget requirements to present at November council meeting. Deferred until the working Party (at item 9) have carried out a visual inspection and prioritized works.
13. Cllr Geens to calculate the running costs of the Community Centre to highlight the viability or loss of running the Community Centre.

Meeting Closed 3.00 pm
Sharon Baxter
Clerk

Public Question Time

Mr Bowley – Kerswell Green

Questioned the committees that Cllr Bevan had already been appointed to.

Cllr Geens confirmed he had invited Cllr Bevan along to this Committee meeting and a proposal will be made on the November agenda to formally appoint him to the Community Centre Committee.