

**MINUTES OF THE COMMUNITY CENTRE COMMITTEE MEETING OF  
KEMPSEY PARISH COUNCIL HELD ON  
TUESDAY 6<sup>TH</sup> MARCH 2012  
AT 7.30 p.m. AT KEMPSEY COMMUNITY CENTRE**

**Present:** - Mr. A Hay (Chair), Mr. K Blackwell, Mr. J Michael, Mrsr. P Gerrard, Mr D.Harrison and Mrs. A Hart

- 1. Apologies for Absence:** Mr J Michael (work commitments) and Mr A Rea ( District Council Meeting) -Accepted
- 2. Declaration of Interest** – None
- 3. Open Forum** – None
- 4. Minutes:** To consider the adoption of the following minutes

- Tuesday 29<sup>th</sup> November 2011

Item 3. amended to be included under item 4. (comments in respect of wall cupboards)

- Tuesday 14<sup>th</sup> December 2011

Having been previously circulated these were signed by the chairman as a true and correct record.

Mr Harrison highlighted that he was pleased that the Fire Risk Assessment had come under budget at £200 rather than £250 confirming it was a very good, informative report.

- 5. Bollard/Parking** – To discuss and agree recommendations to be presented at Full Council

The parking blocks samples were inspected with the general opinion that they were not suitable to meet requirements. Alternative options are to be looked into.

- 6. Fire Safety Risk Assessment** – To discuss and agree recommendations to be presented at Full Council - Mr Hay distributed to all members an extract from the Fire Safety Risk Assessment estimating the risk level. This was indicated as “moderate” with the advice that efforts should be made to reduce the risk at limited cost within a defined time period. Mr Hay also distributed to all members’ recommendations highlighted from the Fire Safety Risk Assessment that required action/attention. Each individual point was analysed with the best cause of action decided upon. (I.e. to deal with in house or obtain quotations).
- 7. Task Allocation** – To identify tasks and duties of the committee and allocate responsibilities – All Annual inspections are to be diarised to include Fire Alarm, Fire Extinguishers, Emergency

Lighting, and P.A.T Testing. In addition site risk assessment and monthly meter readings are to be carried out.

Mr Harrison advised that monies previously agreed at full Parish Council to equip the kitchen had partially remained unspent. (He distributed income and expenditure figures for all members). A discussion took place to establish what further equipment was required. It was agreed to proceed and purchase crockery, cutlery, glasses, t-towels and vacuum flasks up to the value of the unspent monies by the end of financial year 2011/12.

Mr Harrison also highlighted that the kitchen had no First Aid Kit or Fire Blanket. Mr Hay confirmed these should be purchased as Emergency Items as a Health & Safety measure. (Not to be paid for from the Community Centre Budget). Mr Harrison will obtain these items. Mr Harrison will also look into the cost of new toilet roll holders and soap dispensers for the ladies toilets.

Meeting Closed at 8.58pm

Sharon Baxter

Clerk

7<sup>th</sup> March 2012