

**MINUTES OF THE COMMUNITY CENTRE COMMITTEE MEETING OF
KEMPSEY PARISH COUNCIL HELD ON
TUESDAY 29TH NOVEMBER 2011
AT 7.30 p.m. AT KEMPSEY COMMUNITY CENTRE**

Present: - Mr. A Hay (Chair), Mr. K Blackwell & Mr. A Rea

- 1. Apologies for Absence:** Mr J Michael (work commitments), Mr D Harrison (holiday) & Mrs A Gerrard (prior engagement) – All accepted
- 2. Declaration of Interest** – None
- 3. Open Forum** – None
- 4. Kitchen Wall Cupboards for discussion** -. Mr Hay made a proposal for wall cupboards to be installed and this would be presented as an agenda item the next full Parish Council meeting. Comments were received from Mrs Gerrard and Mr Legg (via Mr Blackwell) who expressed concerns with fitting wall cupboards in that the overall appearance would look cluttered and problems could arise concerning storage.
- 5. Sanitary Bins** – It was identified two sanitary bins should be obtained to be located in both the ladies and disabled toilet. Three quotes had been obtained. A recommendation will be put to full Parish Council to accept the lowest quotation.
- 6. Bollards/ Parking** – Mr Rea to obtain prices to present to full Parish Council and obtain a sample on a sale and return basis.
- 7. Update on post box** – This has now been purchased and is awaiting installation.
- 8. Lighting for Kitchen** – Previously a suggestion was made to install a PIR light in the corridor in the kitchenette area. This has now been decided against as this could create problems if someone was using the disabled toilet and was left in darkness.
- 9. Fire Safety** – Mr Hay to make a proposal at full Parish Council Meeting for a Fire Safety Inspection to be carried out at a cost of £250.00. We have a duty of care to make people aware of the fire assembly points and fire exits and what to do in the event of a fire.
- 10. Review**

To review the status of existing projects. Mr Hay distributed a task list for review and

update.

To consider what the committee would like to achieve within the next financial year.

To produce a project list and set costs for each project.

A separate meeting is to be arranged to discuss budget and capital costs.

11. Budget

To review this years budget and set next years budget (subject to F&GP approval).

Mr Hay advised that two expenditure items being cleaning and clerical staff should be transferred to the F & GP Committee Budget. Next years budget will be finalised once costings have been obtained for new capital projects to include:-

- IT Upgrades/Office Computer/Wi-Fi/Security
- New Tables & Chairs
- Cellar Upgrade
- Surveyors Report /Repairs

12. Task Allocation

To allocate tasks and responsibilities to committee members. To be decided upon at a later date.

Meeting Closed 9.12pm

Sharon Baxter

Clerk