

THE WEST DEAN CENTRE

The Parish Office, West Dean Centre, High Street, Bream. GL15 6JW

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Minutes of a meeting of the West Dean Centre Management Committee held on Tuesday 2nd April 2019 at 7.00pm in the Parish Office.

Present: Councillors, B Evans, B Gayler, F McGuinness.

Users: W Kear, J Hutchins, C Harrison. Clerk: P Jones Administrator.

1. Apologies: P Dunford, M Costley
2. Declarations of Interest: None
3. Adoption of Minutes of last meeting 4th December 2018 attached. Minutes adopted.
4. Finance
 - a) Receive the up to date 2018/19 expenditure against budget and balance sheet. PJ went through the financial papers. Overall expenditure is within budget and the balance sheet shows £65,160 in the cheque account.
 - b) Agree the 2019-20 Budget, attached. The budget for 2019-20 was agreed which shows a projected surplus of £5,400.
 - c) Approval of cheque payments - list attached. The cheque payments were approved and signed by the chairman.
5. To consider the request from the Forest of Dean Dog Rescue to run a small fun dog show in the car park, if adverse weather, to use the Witherby Room. They would bring cleaning kit and clear up after as necessary. It was agreed that the dog show could take place in the car park. However, in adverse weather the show could not be moved into the carpeted Witherby Room. It could however, be moved into the main hall if decided by the dog rescue group.
6. Maintenance & Improvements:
 - a) Fitting of blackout curtains/blinds. These have now been fitted, one repair carried out free of charge to blind in hall.
 - b) Fire Risk Assessment Update. Following the fire risk assessment, all recommended work has been carried out including PAT testing.
 - c) Refurbishment of car park gates Update. One of the hinges to the gates to the car park had rusted through, this has been repaired. As part of the refurbishment the gates will be removed, blasted and powder coated. The company doing the work are busy at the moment and can't give a firm date when this can be carried out.
 - d) Additional CCTV camera for the West Dean Centre. FMcG has agreed to fit these cameras. Additional cameras will be fitted to the passage to the WC looking up to the car park. Two additional cameras over the centre entrance door.

Other items: It was agreed that the end wall of the Witherby Room should be painted, and the windows cleaned inside and out throughout the Centre. It was also agreed that a heating engineer should be asked to see if a solution can be found to provide a heating solution to the Witherby Room to decrease the noise from the radiator fan. FMcG will try and find some tape to highlight the walkway from the rear passage to the entrance lobby through the café.

7. Meeting Dates for 2019: 25th June 2019 – AGM, 12th November 2019.