

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 4th December 2018 at 7.00pm in the Parish Office.

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

Users: W Kear. Clerk: P Jones Administrator.

1. Apologies: J Hutchins.
2. Declarations of Interest: No declarations of interest.
3. Adoption of Minutes of last meeting 14th August 2018 attached: Agreed and signed.
4. Finance
 - a) Receive the up to date 2018/19 expenditure against budget and balance sheet. PJ went through the papers; the centre is on target to stay within budget. The expenditure was agreed.
 - b) Approval of cheque payments - list attached. Cheque payments were approved and signed. PJ highlighted the balance adjustment which was due to double counting of an invoice payment from West Dean Arts.
5. Maintenance & Improvements:
 - a) Fitting of blackout curtains to all meeting rooms. The decision was confirmed to go ahead with the installation of new blackout blinds in the main hall and Witherby Room. The work will be undertaken by Calico from Coleford and should be installed on the 17th December. Part of the cost will be met by the Friends of the Centre. Total being £2,699.
 - b) Fire Risk Assessment Report – 5th September 2018 Storage cupboards in Witherby Room. PJ went through the recent fire risk assessment, overall there was little to be done. Mainly moving of library filling cabinets, additional car park line painting, some replacing of damages signage. There was concern expressed about the number of additional cupboards and cabinets appearing in the Witherby Room. PJ will try and establish ownership and contact the relevant organisations to remove or move them.
 - c) To consider refurbishment of car park gates. A quote was obtained from M & H spraying in Bream. The cost of painting the £750, this was agreed and PJ asked to arrange for the gates to be refurbished.
 - d) Arrange installation of additional CCTV camera and fit replacements as required. Frank to resolve. FMcG will carry out the refurbishment of the cameras and add new ones to the rear walkway, parish office end and entrance area.
6. Meeting Dates for 2019:
12th March 2019
25th June 2019 – AGM
12th November 2019