

Minutes of the MSC Management Meeting held on Monday 2nd April 2012

Meeting opened at 2.30pm

Present

Julia Walker, David Turner, Gladys Alexander, Barbara Merritt, Steve Taylor.

Minutes of the 6th February 2012 management committee meeting

There were no matters arising from the February 2012 Minutes that are not referred to in the agenda. The Minutes were signed off as satisfactory.

Reports

<u>Treasurer:</u>	Barclays:	£33,567.93
	HSBC:	£466.11

	Total:	£34,034.04

Outstanding cheques, issued but not yet cashed, amount to £928

A Council Tax demand has been received by the MSC. No Council Tax, has been paid by the MSC in previous years. The demand arises due to the proposed removal of the discretionary element, which nullified the payment due. The meeting was informed that within the Council, the removal of the discretionary arrangement was yet to be formally discussed and/or agreed. The demand for the period 2012 to 2013 is in two parts:

Buildings... £375.56; Field... £54.96

It was speculated that as the recreation field is open for permissory public use, the Parish Council might be prepared (if legally permitted), to pay the 'field' part of the Council Tax. A letter is to be sent to the PC for information. Meanwhile it was agreed that, pending a more certain position regarding the Council Tax to be paid by community centres, no payment would be made at this time. This situation remains under review and will be an agenda item at the next Trustee meeting (Monday 14th May 2012).

Bookings:

Copies of the latest (2/4/2012) bookings summary sheet were distributed for information. There was nothing unusual to report.

To eliminate a problem encountered by the Badminton Group it was agreed to store the trestle tables in the storeroom in the space made available by the recent storeroom clearout and reorganisation.

An access key has been broken. If a regular Thursday evening hirer requires access to several areas of the premises, it might necessitate a new general access key being obtained.

Secretary

There has been no progress on identifying a suitable location for a Jubilee Tree. David and Steve will meet with members of the Parish Council Estates Committee to try to find a suitable location.

The radiant heating is working satisfactorily. It has been little used in recent weeks.

The admin filing cabinet has been relocated into the storeroom.

Following further tests, the Electrical Certification has been uplifted to 'satisfactory'.

To save future costs, the secretary will purchase a bulk supply of 2nd Class postage stamps before the imminent price increase. The Treasurer has sufficient supply for the present.

Correspondence has been received from the Borough Council regarding their 'Vision 2031' consultation. It was agreed not to circulate this correspondence as the developments envisaged have little or no effect on the MSC. It was noted however that the proposed development of the fields opposite the cemetery, will lose any future organisers of a summer show the use of the field as an overflow car park, and this is Minuted for future reference.

The Suffolk ACRE membership certificate for 2012-2013 has been received and is now filed in the folder located on the foyer notice board.

Pavilion toilets and suspected leak

John Crysell has been contacted and will make recommendations regarding the Pavilion toilets and will investigate the suspected leak.

Recreation field ownership

David has given further information to Roger Medley. It is hoped this will be sufficient for the proof of ownership required to help the PC obtain grant awards.

Main Hall refurbishment

The pelmet woodwork is now being removed. After the cleaning work it will be necessary to hold liaison meetings between the contractors undertaking the refurbishment work.

Laptop donation

The donation by Patrick Colvill of a limited-facility laptop, to the Centre Café volunteers, for playing music at the Farmers Markets, was received with appreciation and thanks. A letter of thanks is to be sent to Patrick.

Security Workshop

The hiring of the hall by Jane Midwood to promote improved premises security was noted.

Kitchen upgrade

Although it is not guaranteed that the kitchen upgrade will go ahead, it was agreed that consultation should start by gathering as many users' requirements as possible. A start will be made by inviting input to the design of possible layouts to accommodate fittings and furniture on blank floorplans. A blank floor-plan will be distributed at the Trustee meeting on Monday 14th May 2012.

Dulcie Smith Room

The extractor fan has been re-connected and the window reveal cleaned. A letter of thanks is to be sent to Bob Cross.

A.O.B

1. The former Community Association electronic organ, which has been removed from under the stage, has been advertised in the Scene, but there has been no interest shown. It is to be offered at auction on eBay.
2. It was reported that the clothes bank is full. This is to be reported to the relevant people.
3. Jim Field is to be asked if the tennis club members are still able to undertake the filling of the potholes in the track.
4. Taking advantage of the daylight, the condition of the paths around the building was investigated by the committee. It was resolved to seek quotes to repair and level the existing paths, to provide a safe tarmac area outside the kitchen and changing room doors and, as a separate quote, provide a path alongside the car park vehicle area to reduce the problem of dirt being walked into the building. If thought appropriate, path repair and provision can be put to the Trustees as projects.
5. With no prospect of a Jubilee committee being formed, the hope that a new portrait of the Queen might be donated to the hall appears forlorn. Purchasing a new portrait is being investigated.

Next meetings

The dates of the next meetings were agreed and noted:

Trustees: Monday 14th May 2012 at 7.30pm

Management committee: Monday 11th June 2012 at 2.30pm

The meeting closed at 4.30pm

Signed

Date