

MINUTES OF THE MEETING OF THE HYTHE AND DIBDEN COMMUNITY
ASSOCIATION EXECUTIVE COMMITTEE HELD ON MARCH 23, 1989

- PRESENT: R. Knieriem (vice-chairman) E Bateman (treasurer) R White
(secretary) C. Versey, S. Wade.
- APOLOGIES: S. Brown
- 01/89 Ma RESIGNATION OF CHAIRMAN: A letter was received by the
secretary from Mr. P. Threadgold tendering his resignation
as association chairman. The decision was accepted by the
committee with reluctance. Mr. Knieriem was elected to act
as chairman for the coming year.
- 02/89 Ma TREASURER'S REPORT: Association investment accounts presently
totaled £24,7000. In addition there was a current account
at £1,117 with a further deposit account of £718.
After discussion on the problem of reconciling till takings
with invoices the committee decided to change procedures to
help the treasurer. All office and kitchen volunteers would be
informed of the changes to be implemented on April 1, 1989.
- 03/89 Ma HIRE CHARGES: RESOLVED to raise rental charges by approximately
five percent from May 1, 1989. (list of new charges attached
to these minutes)
- 04/89 ma PHOTOCOPYING: RESOLVED to raise charges for photocopying from
May 1, 9889. New charges are: Members: 6p (A4); 8p (A3). Non-
members: 8p (A4); 10p (A3).
- 05/89 Ma MAINTENANCE: P Threadgold to continue with arrangements for
redecorating of the kitchen. S Wade to repair broken concrete
on front door ramp.
- 06/89 ma BOOKINGS: Office workers to be reminded that all applications
for hall and room bookings must be cleared with Mr. Armitage
before confirmation with applicants. Only Mr Armitage should
enter details in the green forward planner.
- 07/89 Ma VAT REGISTRATION: The treasurer to arrange meeting with VAT
officials (R White attending) to clarify situation over
VAT registration.
- 08/89 Ma REBUILDING OF CENTRE: RESOLVED to submit application for
outline planning permission to re-build a community centre on
present site in Brinton Lane.
- 09/89 Ma CANTEEN MANAGEMENT: RESOLVED to ask Mr Armitage to continue to
arrange for canteen supplies and stocking.
- 10/89 Ma HELPERS DRAW: RESOLVED to continue arrangements made by 1988
executive regarding draw among centre helpers.
- 11/89 Ma AUDITORS: Due to size of association's income and expenditure
the treasurer was instructed to investigate desirability of
engaging professional accountants for annual audit.

- 12/89 Ma SALARIES: Resolved to increase the cleaner's remuneration from May 1, 1989. (Details see attached sheet)
- 13/89 Ma TELEPHONE ALLOWANCE: RESOLVED to offer telephone rental allowance of centre's-paid arden.
- 14/89 Ma AUDITOR'S REPORT: A satisfactory report was received from the auditor, except for one unidentifiable payment made during the tenure of a previous treasurer. Resolved to take no action.
- 15/89 Ma TRAVEL ALLOWANCES: RESOLVED to make payment of 15p per mile for car travel undertaken at the express request of the executive committee.
- 16/89 Ma WARDEN ALLOWANCES: Resolved to continue payment of £5 to wardens asked to man centre Saturday night or Sunday.
- 17/89 Ma CANTEEN SUPPLIES: Treasurer to investigate possibility of alternative supply service and report back to committee.
- 18/89 Ma INVENTORY: Secretary to undertake inventory of present centre assets.
- 19/89 ENTERTAINMENT AND LOTTERY LICENCES: Secretary to investigate requirements and act accordingly.
- 20/89 Ma GARDENING: Volunteers needed to cut grass on regular basis and tidy up centre grounds not covered by the Walkers and gardening volunteers.

The meeting closed at 10.10 pm.

NEXT MEETING: Thursday May 11, 1989, at 8 pm.