

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 10th JANUARY 2005 AT 7.30PM

PRESENT: CLLRS M J PORTER (VICE-CHAIRMAN), R BAKER, MRS A BEADLE, J D DAY, A R MULCUCK, MRS J PETTS & MRS A THROSSELL
MRS M GRANTHAM (COMMUNITY CENTRE ADMINISTRATOR)
MRS A PAGE (ADMINISTRATIVE ASSISTANT)

466. **OPENING OF MEETING**

The meeting was opened at 7.30 by the Vice-Chair in the absence of the Chairman. Cllr Porter welcomed Mrs A Beadle and Mrs J Petts to their first meeting of the Community Centre Committee.

467. **APOLOGIES**

Apologies previously notified were **RECEIVED** and **ACCEPTED** from Cllrs Mr J DeSave and Mrs J DeSave.

468. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

469. **FINANCE**

[a] **Community Centre Accounts Paid in December**

The following accounts paid during December were **READ** and **NOTED**:-

Allday-Allnight Plumbing:	Repairs to Wash Basin –Don Carman	87.00	
.23		Vat <u>15.23</u>	102
Chubb Fire Systems:	Reset of Alarms	97.00	
.98		Vat <u>16.98</u>	113
Cleanaway:	October Refuse Collection	174.65	
.21		Vat <u>30.56</u>	205
Gala Lights Ltd:	Snowflake Christmas Lights	290.00	
.75		Vat <u>50.75</u>	340
Gasforce:	Reset Clocks-Office/Bar	65.00	
.38		Vat <u>11.38</u>	76

	Initial Textiles Services:	December Towel Rental	55.80	
.57			Vat <u>9.77</u>	65
	Kent County Council:	Refill Fire Extinguisher	69.95	
		Knives, Cleaning Materials & Name badges	<u>269.78</u> 339.73	
.19			Vat <u>59.46</u>	399
	Poyntell Limited:	Repairs to Locks in Centre/Bar	67.50	
.31			Vat <u>11.81</u>	79
	<u>Deposit Refunds</u>			
	06.11.04	Mr D Rose, 1 Chilmington Bungalow, Great Chart, Ashford, Kent	10.00	
	13.11.04	Malling Lions, 17 Holtwood Avenue, Aylesford, Kent ME20 7QH	125.00	
.00	13.11.04	Mrs J Stout, 54 Acorn Grove, Ditton, Aylesford, Kent		50
.00	18.11.04	Inner Wheel, 28 The Grove, Sidcup, Kent DA14 5NQ		50
.00	20.11.04	Mr Warner, 63 Primrose Drive, Ditton, Kent		50
.50	21.11.04	Shree Jansari Mandall, 9 Ryan Drive, Bearsted, Kent		69
.00	21.11.04	Mrs Stewart, 69 Bell Lane, Ditton, Kent		50
	22.11.04	Kent County Ladies Golf, 5 St Giles Close, Farnborough, Kent BR6 7DT	50.00	
.00	27.11.04	Ditton Dog Training, 42 Victoria Road, Capel Le Ferne, F/Stone CT18 7LT	50.00	
.00	27.11.04	Mrs C Yearsley, 27 Ragstone Court, Ditton, Aylesford, Kent		50
.00	04.12.04	1 st Ditton Scouts, 1 Gorse Crescent, Aylesford, Kent		50
	05.12.04	Mrs J Baker, 95 Recreation Way, Sittingbourne, Kent ME10 2TG	50.00	
	[b] <u>Bar Accounts Paid in December</u>			
	The following accounts paid during December were READ and NOTED :-			
	DCC Bar Imprest A/C: November Expenses			
		Wages	107.57	
		Licences	10.00	
		Petty Cash	71.59	
		Polo Shirts	225.25	
.66		Statement Fee	<u>3.25</u>	417
	Emprise Services PLC:	November – Keyholder	30.00	
.25			Vat <u>5.25</u>	35
	Kent County Council:	Cleaning Materials	60.94	

.60			Vat <u>10.66</u>	71
	Adrian Mecklenburgh:	Post Mix Wine & Syrup	538.02	
			Vat <u>94.16</u>	632
.18				
	Silver Spring:	Soft Drinks	79.04	
			Vat <u>13.83</u>	92
.87				
	Walker Snacks:	Bar Snacks	170.91	
			Vat <u>25.52</u>	196
.43				

[c] Community Centre Accounts For Payment

RESOLVED that the following accounts be **ACCEPTED, APPROVED** and **PAID**:-

J Black:	Window Cleaning Internal & External			60.00
Business Gas:	Consumption to 16 th December 2004		1002.78	
			Vat 175.48	
		Less: Balance in Credit	<u>181.11</u>	997.15
British Telecom:	Booking & Bar Line		216.17	
	Payphone		<u>55.88</u>	
			272.05	
			Vat <u>47.59</u>	319.64
Cleanaway:	November Services		139.72	
			Vat <u>24.45</u>	164.17
Cleanfix:	Repairs and Part for Polisher		93.95	
			Vat <u>16.44</u>	110.39
Ditton Electrical:	Attend to Lights in Oaken Hall		200.01	
			Vat <u>35.00</u>	235.01
Gasforce:	Central Heating Repairs		105.00	
			Vat <u>18.28</u>	123.38
Initial Security:	Annual Maintenance Charge			
	Don Carman Hall		72.00	
	Work to Intruder Alarm – Customer Error		<u>55.00</u>	
			127.00	
			Vat <u>22.23</u>	149.23
Initial Textile Svs:	Charges for 1.1.05 – 31.01.05		55.80	
			Vat <u>9.77</u>	65.57
Kent Co. Council:	Sacks, Barrel Rolls, Ariel, Lenor, Toilet Rolls, Heater, Keysafe, Bleach, Glass Clean, Limescale Remover, Flash		240.74	
			Vat <u>42.13</u>	282.87

Plumbing Technique: To install 2 x Doc 'M' Packs and 3 Blending Valves			564.00
Roger Hyde: Box 10 Red Floor Pads		37.00	
		Vat <u>6.48</u>	43.48
United Balloon: Balloons for Hall, Party & NYE		22.00	
		<u>3.86</u>	25.86
United Flooring: Repairs to Don Carman Hall Floor		90.00	
		Vat <u>15.75</u>	105.75

Deposit Refunds

07.12.04 LARA, 41 Garner Drive, East Malling, Kent ME19 6NF
50.00

10.12.04 Mr Ivens, 44 Orchard Grove, Ditton, Kent ME20 6BY	50.00
10.12.04 Mr Older. 8 Elm Walk, Aylesford, Kent	81.25
11.12.04 TMHA Sports & Social, Basted House, Harrison Rd, Borough Green,	50.00
11.12.04 Mr Kever, 99 Townsend Rd, Snodland, Kent ME6 5RT	73.00
15.12.04 Mr Peach, 52 Greentrees Ave, Tonbridge, TN10 4NE	50.00
19.12.04 M/S Harriers, 34 Cherry Orchard, Ditton ME20 6QS	50.00
29.12.04 Mrs Clarke, 48 Primrose Drive, Ditton, Kent	97.50
29.12.04 Mrs Gray, 46 Orchard Avenue, Aylesford, Kent ME20 7LY	50.00

[d] Bar Accounts for Payment

RESOLVED that the following accounts be **ACCEPTED, APPROVED** and **PAID**:-

DCC Bar Imprest: Wages	270.48		
	Statement Fee	6.50	
	Petty Cash	98.14	
	Licence Fee	<u>10.00</u>	385.12
Astra Security Keys to Office & KB Club Systems:	23.10		
		Vat <u>4.04</u>	27.14
Bickmore Lock & Glass: Hinge Pins to KB Entrance	68.00		
	Repairs to Window – Break In	<u>49.50</u>	
		117.50	
		Vat <u>20.56</u>	138.06
Charus Automatic: Machine Rental to 30.11.04	151.67		
	Repairs to Gaming Machine –Break In	<u>936.80</u>	
		1088.47	
		Vat <u>190.48</u>	1278.95
County Stocktakers: Stocktaking 25/11/04 & 15/12/04	366.00		
		Vat <u>64.05</u>	430.05
Emprise Services PLC: December – Key Holder Service	30.00		

		Vat <u>5.25</u>	35.25
Kent Frozen Food:	Hot Bar Meals		42.75
Adrian Mecklenburgh:	Post Mix Wine & Cordials	492.29	
		Vat <u>86.15</u>	578.44
Nivek Catering Supp:	Kenco I Cup Filters	66.10	
	Dart Flights & Stems	28.86	
	Bucket & Wringer	<u>20.28</u>	
		115.24	
	Less Credit Note	<u>8.70</u>	
		106.54	
		Vat <u>7.08</u>	113.62
Walker Snacks:	Snacks	161.03	
		Vat <u>16.09</u>	177.12

[e] Account paid between Meetings – Community Centre

The following cheque drawn between meetings was **READ, ACCEPTED** and **APPROVED**.

Cleanfix:	Repairs to Scrubber/Dryer	346.00	
		Vat <u>60.55</u>	406.55

[f] Account paid between Meetings – Bar

The following cheque drawn between meetings was **READ, ACCEPTED** and **APPROVED**.

Bower Business Systems:	Samsung Till	850.00	
		Vat <u>148.75</u>	998.75

[g] Financial Analysis

There was no financial analysis available.

[h] Stocktake Report

The deficit on the stocktake carried out on the 24th November 2004 was **READ** and it was **NOTED** that a second stocktake was requested after consultation with the Clerk, Chair and Vice-Chair of the Ditton Community Centre Committee. The result of the second stocktake carried out on 15th December 2004 revealed only a small deficit.

Members were concerned that the allowances still appear to be very high, which obviously affects the overall gross profit. It was suggested that a price increase be investigated by this Committee.

RESOLVED that a memo be sent to all bar staff requesting that they must record any errors or over rings to the senior member of staff to try

to alleviate the stocktake deficits.

[i] Courage Trend Analysis

The Courage trend analysis circulated at the meeting was **READ** and **NOTED**.

[j] Replacement Till purchased as Emergency

Members were informed that the Kilnbarn Club till had seized and the engineer

was unable to repair or retrieve any information. The Vice-Chair of the Community Centre Committee and the Chairman of the Parish Council authorised the purchase of the replacement till at a cost of £850.00 plus vat. It was **NOTED** that Courage donated two kegs of beer to offset some of the cost of the purchase.

[k] Grants to Parish Councils 2005/2006 - Information from T&MBC

It was **NOTED** that a letter has been received advising this Council that it's application to refurbish the corridor and toilets ha been successful. Tonbridge and Malling Borough Council has authorised a grant of £6826.00 leaving funds of £10,479.00 to be found by this Council.

[l] Quotation for Quarterly External & Internal Window Clean

A quotation from John Black to clean internal and external windows on a quarterly basis was **READ** and **NOTED**.

PROPOSED by Cllr Mulcuck and seconded by Cllr Baker that this quotation be accepted.
CARRIED UNANIMOUSLY.

[m] Quotation for Closed Circuit Television – Kilnbarn Club

A quotation for CCTV for the Kilnbarn Club was **READ**. The members requested that a second quotation be obtained and the matter referred to the March meeting of this Committee to establish whether funds would be available.

Cllr Day suggested that this quotation be passed to the Financial and Administration Committee at it's next meeting, scheduled for 28th February 2005.

470. ITEMS BROUGHT FORWARD FROM PREVIOUS MEETINGS

[a] Kilnbarn Club Extension - [Page 199, Item 379(a)]

It was **NOTED** that although Building Regulations have now been approved, this project cannot move forward until the sale of the land has reached fruition.

[b] Kilnbarn Club Carpet - [Page 199, Item 379 (b)]

The new carpet is scheduled to be laid in the Kilnbarn Club on 11th

February 2005 at 8am. Cllr Mulcuck and Cllr Throssell offered to come on the day to ensure that the correct carpet is laid.

471. **BAR**

[a] Kilbarn Club Takings

A copy of the Kilbarn Club Takings which had previously been **CIRCULATED**, was **READ**. Members requested that the gaming machine be changed and that the percentage be set at a realistic level to encourage people to play the machine.

[b] Bar Matters

- (i) A member of casual bar staff complained to the Clerk today regarding the abusive and threatening behaviour of a Kilbarn member on the evening of Sunday 9th January 2005.

Full details of this incident are recorded in the Confidential Memorandum book reference CM320.

RESOLVED that the member in question be sent a letter stating that this Parish Council will not tolerate threatening and abusive behaviour towards members of staff or guests and that should there be a reoccurrence of this behaviour, the Council will have no hesitation in issuing a ban.

- (ii) Cllr Porter asked the question why the bar was understaffed at the Saturday Parish Council Christmas Dance. Members were informed that it was due to two members of staff calling in sick. Cllr Porter stated that on some occasions, members of his party had to wait up to twenty minutes to be served. Various solutions to this problem were suggested, such as a busy evening rate and enhancement or bonuses at all Parish Council functions. Cllrs Mulcuck and Mrs Throssell stated that they were against the paying of bonuses for busy nights.

RESOLVED that if no staff cover can be found, the bar managers and their assistants must cover to ensure full staffing, thereby reducing the probable loss of bar revenue.

Members requested that the Personnel Committee be asked to look at this problem at their next meeting, scheduled for Wednesday 30th March 2005.

[c] Social Club Balance Sheet as at 31st October 2004

The Balance Sheet for the Kilbarn Club Social Committee was **READ** and it was **NOTED** that at the 31st October, their funds stood at £1364.16.

[d] BOC – Beer Gas Supply – Revised Monthly Account

Correspondence from BOC was **READ** and it was **NOTED** that the revised monthly sum for the supply of beer gas will be £180.00 from January 2005.

472. **EQUIPMENT**

[a] Disposal of Old Till & Broken Oaken Hall Chairs

It was **NOTED** that a number of broken chairs from the Oaken Hall are taking up valuable storage space and need to be disposed of, as does the broken till from the Kilnbarn Club.

PROPOSED by Cllr Mulcuck, **SECONDED** by Cllr Baker that the chairs and till be disposed of at the next bulky rubbish collection. **CARRIED UNANIMOUSLY.**

[b] Items requiring Replacements

It was **NOTED** that the following items will need replacing.

[i] OAKEN HALL CHAIRS

[ii] GOPAK TABLES

The above items (i) and (ii) will need replacing as a matter of urgency, when the next allocation is made in the next financial year's budget.

[iii] OAKEN HALL OVEN

The cost of replacing the above item is thought to be in the region of £4000 – £5000. As an interim measure, the oven will be industrially cleaned on Tuesday 11th January 2005 and the caretaking staff will be responsible for weekly cleaning from that date.

[iv] SANTA/SLEIGH – Christmas Outdoor Decorations

It was **NOTED** that David Stephens had informed the Grounds Supervisor that the Santa and sleigh will need replacing, possibly in 2005. It is understood that a replacement cost will be in the region of £250.00.

RESOLVED that quotations be sought for this replacement.

473. **CLEANING & CARETAKING**

[a] Review of Current Delivery of Services

Members were informed that figures to date indicate that the approximate costs of wages, NIC etc and materials are looking as if it will cost £2000 less per annum to employ caretaking staff and purchase cleaning materials than having a contractor. **PROPOSED** by Cllr Baker, **SECONDED** by Cllr Mrs Throssell that the cleaning and caretaking be continued by the Parish Council and not offered to contractors. **CARRIED UNANIMOUSLY.**

Clrs Day and Mulcuck agreed to carry out a cleaning inspection at 9.30am on Tuesday 11th January 2005.

474. **BOOKINGS**

[a] Open University Exams - Letter of Thanks

The letter of thanks was **READ** and **NOTED**.

[b] Function 30th October 2004 – Letter of Complaint

Copies of a letter of complaint from Palmer and Harvey McLane were **CIRCULATED** at the meeting. It appears that a number of catering items were lost or damaged during the function which were on hire from First Class Catering and Furniture Hire. Complaints regarding the service of the caretaker and bar manager on the evening were also **FURTHER NOTED**. The Community Centre Administrator had informed the hirer and the caterers, on several occasions, that anything left in the Centre was done so at their own risk.

RESOLVED that a letter be sent to Palmer and Harvey McLane stating that this Council cannot be held responsible for any catering items left on the premises and that members were surprised by their comments that the caretaker was unhelpful as all other hirers have expressed satisfaction at the service he provided.

[c] After School Club - Possibility of moving to Cedar Room

A request from St Peter's and St Paul's After School Club to relocate to the Guide HQ if it becomes available was discussed. Members were quite adamant that the building would not be suitable for this purpose and were unsure of how long it would be habitable.

[d] Friday Evening Dance Club

The Friday Evening Dance Club, currently run by Paul Aston will now be shared with Julian King with each having two weeks per month when the Hall is available.

475. **KCC MEMBER GRANT FOR OAKEN HALL SOUND AND LIGHTING IMPROVEMENTS**

The request for the above grant was heard by the KCC Board on Wednesday 8th December 2004 where, unfortunately, this committee's application was rejected.

476. **CORRESPONDENCE**

Ton & Malling Borough Council: Food Safety Seminar, 22nd January 2005
READ and **NOTED**

Kent Police: Door Supervisors
READ and **NOTED**

477. **STOLEN PUBLIC PHONE** - Centre Foyer

It was **NOTED** on Tuesday 4th January 2005 that the above phone had been stolen. There appeared to be no sign of forced entry and the Police were unsure of how the thief gained access.

RESOLVED that a memo be sent to all caretaking staff instructing them that when hirers are in the centre, the inner doors should be on exit only.

It was **NOTED** that the play area emergency sign does state that a public phone is situated in the foyer of the Community Centre, but after a conversation with Beverley Emerson at Tonbridge and Malling Borough Council, it appears that there is no legal obligation to have a public phone situated on this site. However, the Open Spaces Committee would have to have the sign adjusted to read that the nearest public phone is situated outside 48 Woodlands Road.

Discussion took place on whether to replace the above phone.

RESOLVED that a quotation for replacement be placed on the next agenda.

478. **CLOSURE**

The Meeting closed at 8.55pm.

Chairman
7th March 2005

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