

DITTON PARISH COUNCIL

MINUTES OF A **MEETING** OF THE COMMUNITY CENTRE COMMITTEE TO BE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 8TH MAY 2006**

PRESENT: CLLRS J E DESAVE (CHAIRMAN), R G W BAKER, MRS A BEADLE, J BEADLE, MRS J E DESAVE, A R MULCUCK, M J PORTER
MRS MARILYN GRANTHAM (COMMUNITY CENTRE ADMINISTRATOR)
MRS AMANDA DAVIS (ADMINISTRATIVE ASSISTANT)

22. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

23. **APOLOGIES FOR ABSENCE**

There were no apologies received.

24. **ELECTION OF VICE CHAIR**

The Chairman requested nominations for the position of Vice-Chair. Cllr Baker **NOMINATED** Cllr Porter and this was **SECONDED** by Cllr J Beadle. There being no further nominations, Cllr Porter was duly elected Vice-Chair of the Community Centre Committee for the municipal year 2006/2007.

25. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

26. **FINANCE**

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

[a] Community Centre Accounts For Payment

BBp Plumbing & Heating:	Repairs to Toilets		61.77
Chubb Fire Limited:	Installation of Fire Detector System	7723.31	
		Vat 1351.58	9074.89
Cleanaway Limited:	Refuse Collection 26/02/06	163.25	
	To 01/04/06	Vat 28.56	191.81

Hunts:	Jetting Drains and Toilets 26/03/06	50.00	
		Vat <u>8.75</u>	58.75
Initial Washroom Solutions:	May Towel Rental	58.50	
		Vat <u>10.24</u>	68.74
Kent County Council:	12 x Contour Folding Tables	987.72	
		Vat <u>172.85</u>	1160.57
Poyntell Limited:	Repairs to Doors after Break In 11.4.06	525.03	
	Lock & Closer Repairs	<u>90.00</u>	
		615.03	
		Vat <u>107.63</u>	722.66
Style Fashions [Kent] Ltd:	No Smoking Signs	171.00	
		Vat <u>29.93</u>	200.93

Deposit Refunds

Oaken Hall

10.04.06	50.00
11.04.06	50.00
12.04.06	50.00
22.04.06	50.00
30.04.06	500.00
05.05.06	100.00
06.05.06	100.00
07.02.07	40.00

The Don Carman Hall

23.04.06	50.00
26.04.06	50.00
29.04.06	50.00

The full list of deposit refunds was **READ**.

RESOLVED that the deposit refunds be **ACCEPTED, APPROVED** and **PAID**.

[b] Bar Accounts For Payment

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

DCC Bar Imprest A/C:	Petty Cash	79.66	
	Wages	25.15	
	Voucher Charge	<u>3.25</u>	108.06
BBp: Plumbing & Heating:	Repairs to Kilnbarn Club Ladies Toilet		232.53
	After Break In – 20 th April 2006		
Charus Automatic Ltd:	Gaming Machine Rental to 30.04.06	173.34	
		Vat <u>30.33</u>	203.67
Kent County Council:	Bar Cleaning Materials	52.60	
		Vat <u>9.20</u>	61.80
Poyntell Limited:	Repairs to Failed Lock	45.00	
		Vat <u>7.88</u>	52.88
County Stocktakers:	Stocktaking on 30/03/06	180.00	
		Vat <u>31.50</u>	211.50

Adrian Mecklenburgh:	Post Mix Wine & Syrup	432.33	
		Vat <u>75.68</u>	508.01
Nivek Catering Supplies:	Straws, Coffee & Creams	20.49	
		Vat <u>0.69</u>	21.18
SSG Emprise:	Keyholder Service – April 2006	30.00	
		Vat <u>5.25</u>	35.25
Silver Spring Mineral Company Limited:	Soft Drinks	168.30	
		Vat <u>29.45</u>	197.75

[c] Accounts Paid Between Meetings

The following account paid between meetings was **READ, ACCEPTED** and **APPROVED**:-

DCC Bar Imprest A/C:	Top Up to Bar Float agreed CC Meeting 10/4/06		500.00
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[d] Financial Analysis

The End of Year Financial Analysis was **CIRCULATED**.

RESOLVED to discuss this at the next Community Centre Meeting in order that it can be examined more fully.

27. **BAR**

[a] Kilnbarn Club Takings

It was **NOTED** that the bar takings are showing a marked improvement, although Members would prefer to see this set out from the beginning of the financial year as opposed to the last 12 weeks.

[b] Bar Matters

The Bar Manager, Judith Grimes, joined the meeting. She explained that the World Cup Sweep Stake was up and running. Food will be laid on during all the England games.

Permission was requested, and granted, to open early on Thursday, 15th July 2006 for the England game which kicks off at 5pm. As Thursdays are Non-Smoking Nights which takes effect from 7pm, smoking will be allowed up until this time. Gina will be asked to prepare the food for this game.

The Bar Manager stated that she is in contact with an agent to book live entertainment in the Kilnbarn Club during the summer months.

It was **NOTED** that some of the bar staff were becoming to look a bit scruffy. The Bar Manager will advise the staff that black trousers, and not jeans, were to be worn whilst on duty.

[c] Refurbishment of Kilnbarn Club – Quotations

It was **NOTED** that Scottish & Newcastle were happy to advance this Council £3000.00 towards refurbishment of the Kilnbarn Club. Their Finance Department are currently working out a way in which to do this.

The two quotations for new furniture were **READ** and **NOTED**. It was **AGREED** to reduce the number of high bar stools from six to four, thereby reducing the quote by £175.00.

RESOLVED TO RECOMMEND to Full Council that the quote from Best Developments Ltd for £4552.45 plus VAT be accepted unless a better quote can be found and the work be carried out at the same time as the floor refurbishment.

The quote for a granite bar top was **READ** and **NOTED**. It was **AGREED** that, if possible, samples of the three most popular colours be obtained. The Community Centre Administrator wondered whether it could be possible for Scottish & Newcastle to fund this project.

[d] Break in Kilnbarn Club – Thursday 20th April 2006

The Community Centre Administrator advised that she is awaiting quotes from two more companies before filling in the insurance claim.

It was **NOTED** that following this event, the sash cords in the toilets had been cut and the door between the toilets and the bar area is now kept locked when the Kilnbarn Club is closed.

[e] Kilnbarn Club Balance Sheet

The Balance Sheet was **READ**. It was **NOTED** that the Brought Forward figure should be kept separate and not included under Income.

28. **CLEANING & CARETAKING**

[a] Current situation

It was **NOTED** that Helen Rothwell is no longer available for sickness and holiday cover due to her bad back. The Community Centre Administrator will call a meeting with the remaining staff to discuss possible solutions as Gina is on holiday for two weeks in June.

29. **BREAK IN 11TH APRIL 2005 – DON CARMAN ENTRANCE**

[a] Insurance Claim

The insurance claim has been completed to include the cost of a replacement public phone.

[b] Cost of Replacement Public Phone

The cost of £118.50 was **READ** and **NOTED**.

[c] Quotation for Additional Locks to Interior Centre Doors

The quote of £1092.70 plus VAT was **READ** and **NOTED**.

30. **BUSINESS RATES 2006/07**

The Business Rates for 2006/07 of £12655.81 were **READ** and **NOTED**.

31. **QUOTATION FOR REPLACEMENT TO BAR/OFFICE HEATING PUMP**

The quote from Gasforce for £488.00 plus VAT was **READ**.

It was **NOTED**, however, when the engineer was in recently he stated that the pump had originally been fitted at an angle. This has now been rectified and should result in the pump working properly.

32. **QUOTATION FOR REPLACEMENT LOW ENERGY FITTINGS IN CORRIDOR**

The Health and Safety Officer, Nigel Saunders, had carried out a feasibility study which was **READ** and **NOTED**. It was suggested that motion sensors be looked at as a possibility for the corridor and the toilets.

RESOLVED to add the quote from Ditton Electrical Contracts for £463.20 to the Five Year Plan and that if the fittings need urgent repair they should be replaced with low energy fittings.

33. **CORRESPONDENCE**

District 12 Inner Wheel:

Letter of Thanks

READ AND NOTED. COPY WILL BE PASSED TO STAFF CONCERNED.

34. **CLOSURE**

The meeting was closed at 8.35pm.

Chairman
5th June 2006