

DITTON PARISH COUNCIL

MINUTES OF A **MEETING** OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 9TH OCTOBER 2006**

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

260. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

261. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** and **ACCEPTED** from Cllr M J Porter.

262. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interests.

263. **FINANCE**

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

[a] Community Centre Accounts For Payment

British Gas:	Gas Supply to 1 st July 2006	1025.71	
		Vat <u>179.49</u>	1205.20
British Telecom:	Public Phone	41.50	
	Booking and Bar Line	<u>273.60</u>	
		315.10	
		Vat <u>55.14</u>	370.24
Cleanaway Ltd:	Refuse Collection	164.25	
	30/07/06 to 02/09/06	Vat <u>28.74</u>	192.99
Edwardes Bros (Dulwich) Ltd:	Light bulbs	18.46	
		Vat <u>3.23</u>	21.69
Initial Washroom Solutions:	October Towel Rental	58.50	
		Vat <u>10.24</u>	68.74

Kent County Council:	PAT Testing	283.80	
	Door wedges	9.60	
	Cleaning materials	<u>109.40</u>	
		402.80	
		Vat <u>70.49</u>	473.29
Tubular Motion Furniture Ltd:	Ferrules for OH chairs	11.27	
		Vat <u>1.97</u>	13.24

Deposit Refunds**Oaken Hall**

17.09.06	50.00
21.09.06	50.00
25.09.06	50.00
05.08.06	81.25
07.10.06	81.25

Don Carman Hall

15.09.06	50.00
16.09.06	23.00
23.09.06	50.00
10.09.06	50.00
06.10.06	50.00
07.10.06	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	141.95	
	Decorating - Kilnbarn Club	180.00	
	Making Curtains – Kilnbarn Club	124.62	
	Voucher Charge	<u>3.25</u>	449.82
BBp Plumbing and Heating Services:	Repair to Ladies W.C. wash basin		104.90
Charus Automatic:	Gaming Machine & Cage Rental Until 30 th September 2006	173.34 Vat <u>30.33</u>	203.67
County Stocktakers:	Stocktake 8 th August 2006	180.00 Vat <u>31.50</u>	211.50
Kent County Council:	Clipboards	14.00	
	Cleaning materials	<u>52.00</u>	
		66.00	
		Vat <u>11.54</u>	77.54
Adrian Mecklenburgh:	Post Mix Syrup & Wine	262.72 Vat <u>45.99</u>	308.71
Nivek Catering Supplies Ltd:	Café Maid Pots	11.02	
	Straws & Kenco Coffee Filters	<u>27.30</u>	
		38.32	
		Vat <u>0.74</u>	39.06
Poyntell Ltd:	Don Carman Hall Bar Grille	45.00	
		Vat <u>7.88</u>	52.88

SSG Emprise Limited:	Key Holder Service	30.00	
		Vat <u>5.25</u>	35.25
Silver Spring:	Soft Drinks	59.88	
		Vat <u>10.48</u>	70.36
Travis Perkins:	Materials to refit furniture	24.16	
		Vat <u>4.23</u>	28.39

[c] Financial Analysis

The Financial Analysis, previously circulated, was **READ**. It was **NOTED** that the bar income is down although the sale of Kilnbarn Food has doubled and soft drinks are up by £1000.00. It was also **NOTED** that hire fees are up by £4235.00.

264. **ITEMS BROUGHT FORWARD FROM LAST MEETING**

- (a) Flapper Barrier Damage - Response from Cleanaway if available [Page 124, Item 214]

It was **NOTED** that, although numerous telephone calls had been made by the Community Centre Administrator, the situation had still not been resolved. The Contract Manager at Tonbridge & Malling Borough Council is investigating why this has not been dealt with.

RESOLVED that letters be written to both Cleanaway and Tonbridge & Malling Borough Council requesting an urgent resolution to the claim.

- (b) Oaken Hall Kitchen – Suggested Layout (Page 126, Item 218)

RESOLVED that copies of the plans be sent to all Members for discussion at the next Community Centre Committee Meeting to enable a sum to be placed in the 5 Year Plan.

- (c) CCTV Quotation – Small Community Capital Projects Fund Grant [Page 127, Item 220]

It was **NOTED** that the Grant had been applied for and that the Panel is due to meet on the 20th October 2006. Further **NOTED** that a grant application will also be sent to Tonbridge & Malling Borough Council.

265. **BAR**

- [a] Kilnbarn Club Takings

It was **NOTED** that the takings are stable but that the gaming machine takings are down. The machine had been changed recently to a 'dual stake' play machine.

RESOLVED to speak to Charus to see whether anything can be done in order to improve takings.

[b] Bar Matters

The Bar Manager, Judith Grimes, joined the meeting. She confirmed that the Bar Managers were meeting on Wednesday, 11th October 2006, when she would bring up the subjects of taking bottles out and cleaning the ice machine, etc.

A keyboard player and singer have been booked for Saturday, 18th November 2006. Hopefully this will go down better than the recent singers that have played in the Club.

Apart from items (d), (f) and (g) below she had nothing else to report.

[c] Response from Ditton United

It was **NOTED** that no response had been received.

[d] Letter of Complaint from Kilnarn Darts Team B

The letter from the Secretary of the 'B' Darts Team was **READ** and **NOTED**. The Bar Manager stated that since the letter had been received she had discovered the majority of the team did not even know a letter was being written and those who did were not aware of its contents.

With regard to the cancellation of matches, this was done by the Darts League and not by the Kilnarn Darts 'A' Team. The small television is always off during darts matches and a poster has been put up stating this. The speakers from the large television are turned off in order to localise the volume to the other end of the bar.

In the case of offensive language, the Bar Manager remembered one particular occasion involving a member of staff and a Kilnarn Club Member over a personal matter, which was defused quickly when the member of staff walked out prior to being asked to leave.

RESOLVED to reply to the Darts Team pointing out all the facts.

[e] Changes to Oaken Hall Bar to Provide a Small Kitchen – Quotation

The quotation was **READ** and **NOTED**.

RESOLVED to obtain more quotes.

[f] Letter to Member - Regarding Behaviour

The letter was **READ** and it was **NOTED** that the member showed a pornographic video on his mobile phone during the afternoon. This was blue-toothed by his friends and shown during the quiz in the evening. The letter was a warning that this kind of behaviour would not be tolerated.

(g) Signing in of Non-Members

The Bar Manager stated that some Members have questioned the reason for becoming members and paying the £2 fee when, as non-members, they could be signed in for nothing. At present the Club Rules allow Members to sign in any number of guests.

RESOLVED to look at the Rules with a view to possibly restricting the number of guests and/or number of times a guest can be signed in.

[h] Carpentry Work to Kilbarn Club

The quotation previously circulated was **READ** and it was **NOTED** that the Community Centre Administrator had managed to get two free kegs of beer from the Scottish & Newcastle Rep to help towards the cost.

RESOLVED to accept the first option supplied by C& F Carpenters & Joiners of £580.00 to supply and fit solid hardwood to the tops of the seats, end panels and moulding strips to cover gaps from carpet to unit.

[i] Replacement Lights – Kilbarn Club

It was **NOTED** that responses had not yet been received and the Community Centre Administrator would chase these again.

266. **CLEANING & CARETAKING**

[a] Current situation

It was **NOTED** that the weekend cleaner had voiced concerns about the number of hours he has to work in order to complete all the cleaning required. He will be meeting with the Community Centre Administrator on Wednesday, 11th October 2006, when she will ascertain whether this is a merely a mismanagement of time or something more serious.

[b] Cleaning Inspection

It was **NOTED** that due to injury and holidays the cleaning inspection had not been done. Cllr Baker and Cllr Porter will carry out the inspection prior to the next Community Centre Committee meeting.

[c] Cigarette Disposal Bin for Outside Oaken Hall Entrance – Request from Caretakers

This request was **NOTED**.

267. **CORRESPONDENCE**

Ditton Dog Training Club:

Request to use matting on Club Nights

The letter was **READ** and **NOTED**. After discussion it was:

RESOLVED that the Club be allowed to use the matting as requested, although no storage space was currently available.

268. **REPLACEMENT COOKER** - Quotation for 5 Year Plan

The cost of a new cooker, together with extractor, was **READ** and **NOTED**.

269. **CEDAR ROOM - NEW RATEABLE VALUE FOR BUSINESS RATES**

It was **NOTED** that a new rateable value had been assigned to the Cedar Room by Tonbridge and Malling Borough Council. This new rate has been appealed against as there has been no change in use of the building.

270. **CHANGES TO CONDITIONS OF HIRE** – Regarding Refundable Deposits

The changes to the Conditions of Hire were **READ** and **NOTED**. Suggestions were made to incorporate phrases such as “the Parish Council’s decision is final” or “Ditton Parish Council reserves the right to withhold part or all of the deposit”.

RESOLVED to adopt these amendments.

271. **ST PETER’S AND ST PAUL’S PRE-SCHOOL**

The petition received that day from parents of children attending the Pre-School was **READ** and **NOTED**. The Pre-School were advised in July that parents were not allowed to deliver and collect children from the Acorn Rooms via the main entrance as this caused disruption to hirers using the Oaken Hall.

RESOLVED to advise the Pre-School that all children should be delivered and collected from the Don Carman Hall entrance. The Parish Council have no objections to them opening the double fire doors in the Don Carman Hall in order to accommodate parents with double-pushchairs.

272. **CLOSURE**

The meeting closed at 9.25pm.

Chairman
6th November 2006