

DITTON PARISH COUNCIL

MINUTES OF A **MEETING** OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 10TH JULY 2006**

PRESENT: CLLRS J E DESAVE (CHAIRMAN), R G W BAKER, J D DAY,
MRS J E DESAVE (8.20pm), M J PORTER, P THORPE
MRS MARILYN GRANTHAM (COMMUNITY CENTRE ADMNISTRATOR)
MRS AMANDA DAVIS (ADMINISTRATIVE ASSISTANT)

147. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

148. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** and **ACCEPTED** from Cllrs R Angel, Mrs A Beadle and J Beadle.

149. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

150. **FINANCE**

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

[a] Community Centre Accounts For Payment

British Telecom:	01732 842112 – Public Phone	42.11	
	01732 844749 – Booking & Bar Line	279.40	
	Installation of OSA Telephone Line	<u>99.00</u>	
		420.51	
		Vat <u>73.58</u>	494.09
Cleanaway Ltd:	Refuse Collection	178.65	
	2/05/06 to 3/06/06	Vat <u>31.26</u>	209.91
Edwardes Bros (Dulwich)	Assorted Plug Fuses	5.00	
		Vat <u>0.87</u>	5.87
Kent County Council:	Cleaning Materials	112.10	
	Stationery	<u>4.65</u>	
		116.75	
		Vat <u>20.42</u>	137.17
Initial Washroom: Solutions	July Towel Rental	58.50	
		Vat <u>10.24</u>	68.74



Poyntell Limited:	Repairs to Light Indicators - Don Carman Fire Exit Doors	90.00 Vat <u>15.75</u>	105.75
Travis Perkins:	Ready Mix & Paint Brushes	37.97 Vat <u>6.64</u>	44.61

Deposit Refunds

Oaken Hall		Don Carman Hall	
16.06.06	£102.00	23.06.06	£50.00
24.06.06	£130.00	01.07.06	£50.00
27.06.06	£50.00	07.07.06	£50.00
01.07.06*	£500.00	08.07.06	£50.00
08.07.06	£50.00		
09.07.06	£50.00		
* Subject to discussion			

The full list of deposit refunds was **READ**, and it was **NOTED** that the wedding on the 1st July 2006 created a large amount of cleaning up. This item will be dealt with later in the Meeting.

RESOLVED that all the other 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	115.75	
	Wages	173.77	
	Polo Shirts	50.06	
	Voucher Charge	<u>3.25</u>	342.83
BBp Plumbing:	Repairs to Ladies Toilet Cistern KB Club		45.00
Bickmore Lock & Glass:	Board Up Toilet Window after Break-In	68.00	
		Vat <u>11.90</u>	79.90
Charus Automatic Limited:	Gaming Machine Rental to 30 th June 2006	173.34 Vat <u>30.33</u>	203.67
County Stocktaker:	Stocktake 6 th June 2006	180.00 Vat <u>31.50</u>	211.50
Customcard Limited:	Membership Cards & Pouches	136.00 Vat <u>23.80</u>	159.80
Adrian Mecklenburgh:	Post Mix Syrup & Wine	370.88 Vat <u>64.93</u>	435.81
Paul Mill Television Ltd:	Hire of 42" TV whilst repairs carried out - for World Cup Games	68.00 Vat <u>11.90</u>	79.90
Nivek Catering:	Coffee & Creams		33.10

Poyntell Limited:	8 x Keys to Corridor Toilets from KB Club for Bar & Office Staff]	33.50	
		Vat <u>5.86</u>	39.36
SSG Emprise Limited:	Key Holder Service	30.00	
		Vat <u>5.25</u>	35.25
Silver Springs:	Soft Drinks	63.18	
		Vat <u>11.06</u>	74.24

[c] Financial Analysis

The Financial Analysis was **CIRCULATED** and **READ**. It was **NOTED** that budgets were all on target.

[d] Stocktake Report – Comments from 5th June 2006 Stocktake Report

Members **NOTED** that, as a result of the price increases in April, profits appear to have improved. This will be looked at again once the result of the August stocktake has been received.

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

There were no items held over from the previous meeting.

152. **BAR**

[a] Kilnbarn Club Takings

The takings for the period 1st April to 25th June 2006 were **READ** and it was **NOTED** that these included takings during the World Cup.

[b] Bar Matters

The Bar Manager, Judith Grimes, joined the meeting. She confirmed that live entertainment had been booked up to the New Year.

With regard to special evenings, the Bar Manager suggested looking into the possibility of a Poker Championship. This would, of course, have to be done using 'chips' as opposed to cash and would be played for prizes. More thought will be given to how and when this could be done. The legalities of holding such an event would also need to be looked at.

The recent announcement of the introduction of a £2 membership fee had apparently been received badly by the customers.

RESOLVED to issue a £2 voucher to all new and renewed members to offset the fee to be redeemed in the Kilnbarn Club before the end of September. Members renewing or joining after 30th September will not be entitled to a voucher.

The Community Centre Administrator suggested that, if possible, when the club reopens on the 1st September after the shut down this be a £1 a pint night. She will speak to the Scottish & Newcastle Rep to organise this.

[c] Refurbishment of Kilnbarn Club – Response from Parish Council Meeting

It was **NOTED** that the full cost of refurbishment is being met by Scottish & Newcastle.

RESOLVED to write the cheque for the 50% deposit to secure the order.

[d] Painting Kilnbarn Club, Toilets & Bar Area – Quotation

The quotes of £1667.00 for the Kilnbarn Club and £974.00 for the toilets and bar area were **READ** and **NOTED**.

RESOLVED to **RECOMMEND** to Full Council that the redecoration of the Kilnbarn Club be carried out in three phases. The first being the painting of the Kilnbarn Club, the second being a replacement bar top and the final phase being the decoration of the toilets and bar area.

[e] Ditton United Presentation

As no reply had been received this item will be discussed at the September meeting.

[f] Kilnbarn Club – Takings Saturday Nights

The Saturday night takings were **READ** and **NOTED**. Clarification was sought as to why there was a high bar take on the 20th May and the Bar Manager will investigate.

[g] Staffing for Functions – from Finance & Administration Mtg held 26/06/2006

The possibility of charging hirers for bar staff was discussed.

RESOLVED to leave the ratio of staff to customers as 1:60 in the function bars, i.e. a wedding of 200 guests would result in 4 staff behind the bar. Hirers will be given the option to hire extra staff if required.

153. **CLEANING & CARETAKING**[a] Current situation

Members were advised that Jillian Kennett had been employed to replace Lily McErlane as an early morning cleaner. Jill started last week and appears to be both competent and flexible.

Cllrs Baker and Porter **AGREED** to carry out the next inspection.

154. **BOOKINGS**

St Peters & St Pauls Pre-School:

Request to site portable child gate at Don Carman Hall Fire Doors

RESOLVED THAT, AS THE STATION OFFICER AT TONBRIDGE FIRE STATION HAS NO PROBLEM WITH THIS, TO ACCEDE TO THE REQUEST SUBJECT TO THE FOLLOWING CONDITIONS:-

1. A MEMBER OF PRE-SCHOOL STAFF MUST BE APPOINTED TO BE IN CHARGE OF REMOVING THE GATE IN THE EVENT OF A FIRE OR SIMILAR INCIDENT AND AT THE END OF EACH SESSION
2. THE GATE IS ONLY TO BE IN SITU DURING PRE-SCHOOL SESSIONS
3. PURCHASE OF THE GATE WILL BE AT THEIR OWN COST
4. NO LIABILITY REGARDING GATE WILL BE ACCEPTED BY PARISH COUNCIL.

1st July 2006 Wedding:

Withholding of deposit

PHOTOGRAPHS OF THE STATE OF THE CENTRE FOLLOWING THIS WEDDING WERE CIRCULATED AND THE CHAIRMAN'S REPORT AND SUBSEQUENT TELEPHONE CALLS FROM MRS TOLHURST WERE **READ** AND **NOTED**.

RESOLVED TO WITHHOLD 50% OF THE DEPOSIT TO COVER CLEANING EXPENSES.

RESOLVED TO WRITE TO MRS TOLHURST REQUESTING HER TO EITHER CONTACT THE CARETAKING STAFF ON DUTY AT THE TIME OF THE INCIDENT OR THE PARISH OFFICE FIRST THING MONDAY MORNING AND NOT TO TELEPHONE THE CHAIRMAN OF THE PARISH COUNCIL LATE AT NIGHT.

155. **CLOSURE**

The meeting was closed at 9.20pm.

Chairman
7th August 2006

