

**DITTON PARISH COUNCIL**

MINUTES OF A **MEETING** OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 12<sup>TH</sup> JUNE 2006**

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

82. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm and he welcomed Cllr. Angel to his first meeting of the Community Centre.

83. **APOLOGIES FOR ABSENCE**

There were no apologies received.

84. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

85. **FINANCE**

[a] Community Centre Accounts For Payment

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

Astra Security Systems Limited: 76.96	Chain & Security Keys	65.50 Vat <u>11.46</u>
BJC Commercial Services Ltd: 60.35	Rotex Floor Cleaner for Corridor	51.36 Vat <u>8.99</u>
Cleanaway Ltd: 154.39	Refuse Collection 2/04/06 to 29/04/06	131.40 Vat <u>22.99</u>
Gasforce Ltd: 177.59	Repairs to Range	151.14 Vat <u>26.45</u>
Initial Washroom Solutions: 68.74	June Towel Rental	58.50 Vat <u>10.24</u>



County Council:	Cigarette Bin	249.75
	Fire Extinguisher Inspection	28.95
	Navy Tabard	5.80
	Key Safe	35.88
	Cleaning Materials	<u>325.25</u>
		645.63
	Vat	<u>112.97</u>

758.60

Mid Kent Water: Meter Reading 26<sup>th</sup> April 2006  
797.83

Protech Securities (UK) Ltd:	Security during May 2006	605.70
711.70		Vat <u>106.00</u>

Record UK Ltd:	Repairs to front double doors	113.00
132.78		Vat <u>19.78</u>

RPC Wildlife Ant treatment at Centre  
50.00

Top2Bottom:	Emergency repairs to manhole outside shower room	200.00
235.00		Vat <u>35.00</u>

Three Towns Office Equipment Ltd:	Second hand typist chair for Cloakroom	25.00
29.37		Vat <u>4.37</u>

#### Deposit Refunds

##### **Oaken Hall**

08.05.06	17.00
08.05.06	50.00
12.05.06	100.00
13.05.06	100.00
26.05.06	100.00
27.05.06	100.00
28.05.06	50.00
10.06.06	81.25

##### **The Don Carman Hall**

13.05.06	50.00
20.05.06	56.00
20.05.06	50.00
26.05.06	50.00
27.05.06	50.00
02.06.06	50.00
03.06.06	50.00
11.06.06	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	84.52
	Repairs	68.63
	Wages	200.10
	Top Up To Bar Float	500.00
	Polo Shirts	75.08

	47	
	Voucher Charge	<u>3.25</u>
931.58		
ABAT London Ltd:	Repairs to fan in toilets	460.00
		Vat <u>80.51</u>
540.51		

BBp Plumbing & Heating: 86.29	Clear Blocked Drain Pipes – Kilbarn Club Urinals	
Bickmore Lock and Glass: 91.65	Board up and replace sealed unit in Gents toilets	78.00 Vat <u>13.65</u>
Charus Automatic Ltd: 203.67	Gaming Machine Rental to 31 <sup>st</sup> May 2006	173.34 Vat <u>30.33</u>
Kent County Council: 78.08	Cleaning Materials	66.45 Vat <u>11.63</u>
Kent Frozen Foods: 42.42	Hot Bar Snacks	
J Lee: 204.00	Service to tills	
Adrian Mecklenburgh: 555.73	Post Mix Wine & Syrup	472.93 Vat <u>82.80</u>
Nivek Catering Supplies: 38.06	Straws, Coffee Filters & Creams	37.32 Vat <u>0.74</u>
Parker Merchanting: 43.32	Tammy Manklow – Safety Boots	36.87 Vat <u>6.45</u>
Plumbase Ltd: 32.31	Salt for Glass Washers	27.50 Vat <u>4.81</u>
Poyntell Ltd: 448.91	Attendance following break-in Supply and fit new toilet door Repairs to bar door	128.33 208.70 <u>45.00</u> 382.03 Vat <u>66.88</u>
SSG Emprise Ltd: 35.25	Keyholder Service – May 2006	30.00 Vat <u>5.25</u>
Silver Spring Mineral Co. Ltd: 175.92	Soft Drinks	149.72 Vat <u>26.20</u>

[c] Financial Analysis

The Financial Analysis was **CIRCULATED** and **READ**.

**RESOLVED** to **RECOMMEND** that clarification be sought on why Disaster Recovery Committee decisions appear in other Committees' budgets.

**RESOLVED** to **RECOMMEND** that clarification be sought regarding contingencies.

Members felt that if there is a restriction on spending perhaps it would be beneficial to try to shut the recreation ground on the day the Firework Display is due to take place and charge people an entrance fee and for car parking. Alternatively, no Firework Display is held this year in view of the Council's financial position.

[d] Stocktake Report

A report of the Stocktakers findings was **READ** and the deficit **NOTED**.

**RESOLVED** that in future the stocktake be done a week earlier in order that the Members can see the report in advance of the meeting.

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

There were no items held over from the previous meeting.

87. **BAR**

[a] Kilnbarn Club Takings

It was **NOTED** that the bar takings were set out from the beginning of the financial year as previously requested and are very good. Reports regarding the first England World Cup game were favourable.

[b] Bar Matters

It was **NOTED** that the Bar Manager, Judith Grimes, was on holiday, although Julie Shephard had requested that lighter weight tops be made available during the summer months.

**RESOLVED** that during the hot weather bar staff could wear white tops, as opposed to the black polo shirts, as long as they also wore their name badges.

[c] Refurbishment of Kilnbarn Club – Response from Finance & Admin Meeting

**RESOLVED** to **RECOMMEND** to Full Council that the decision to postpone refurbishment of the Kilnbarn Club be reconsidered on the basis that it is in dire need of being done and, if it is likely that it will be done this financial year, it should be done in August as originally planned in order to minimise the loss of revenue.

The Chairman also felt that shelving this refurbishment was damaging to the Five Year Plan.

Members generally felt it may be advantageous to place the Finance & Administration minutes on the Parish Council Agenda prior to the spending Committees.

[d] Ditton United Presentation – Suggestions for 2007

Following the problems encountered at this year's event Members asked to see the takings for Saturday nights before making a decision, although one possibility might be to take a deposit to cover any breakages and cleaning.

**RESOLVED** to write to Ditton United asking for their opinion regarding the situation and discuss whether or not to allow next year's presentation to go ahead in the Kilnbarn Club at the next meeting.

(e) Problems in Kilnbarn - FA Cup Final - Ticket Only 2007

After discussion by Members it was

**RESOLVED** to make FA Cup Final 2007 ticket only with proper monitoring and security. Tickets will be available in advance to Kilnbarn Club Members only, at the discretion of the Bar Manager, at a cost of £2 which will be redeemed against the cost of the first drink.

[f] Request from Bar Manager for letter to be sent to Kilnbarn Club Members

The request was **NOTED**, but declined.

**RESOLVED** that bar staff should refuse to serve anyone already intoxicated and ask them to leave the premises. If this fails, then the police should be called.

[g] Changes to Oaken Hall Bar to make a Small Kitchen Near Catering Fridge – Suggestion from Julie Shephard

Members agreed that this was a good idea, although could not be put in place with the current block on spending.

**RESOLVED** to get quotations and place this project on this Community's Five Year Plan.

[h] Youths Using Club Facilities

It was **NOTED** that notices have now been put in place detailing that toilet facilities and water are for members use only.

Members requested sight of the new 3 shift pattern in operation for the Senior Bar Staff.

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

Members were advised that interviews had taken place. Richard Cooper had been appointed as the new Cleaner/Caretaker and was shadowing Gina this week as part of his training.

[b] Caretaking Vacancy

Members were advised that Lily McErlane had resigned but would stay until Gina returns from her holiday. Notices advertising the position of Early Morning Cleaner have been posted around the Centre and will be placed in local shops.

89. **BOOKINGS**[a] 30<sup>th</sup> September 2006 -18<sup>th</sup> Birthday Party - Request to Have Bouncy Castle

**RESOLVED** to decline this request.

90. **CORRESPONDENCE**

Record UK Limited

Contract Renewal

**READ AND NOTED. RESOLVED TO SIGN THREE YEAR CONTRACT AT FIXED RATE OF £235 PER VISIT.**

91. **SECURITY ALARM**

The quotation from Initial Fire & Security for £2611.75 plus £30 per annum maintenance was **READ** and **NOTED**.

**RESOLVED** to revisit this quotation in September when the financial situation may have improved.

92. **CLOSURE**

The meeting was closed at 9.07pm.

Chairman  
3<sup>rd</sup> July 2006