

**DITTON PARISH COUNCIL**

MINUTES OF A **MEETING** OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 13<sup>th</sup> NOVEMBER 2006**

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

336. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

337. **APOLOGIES FOR ABSENCE**

There were no apologies received.

338. **DECLARATION OF MEMBERS' INTERESTS**

Cllrs. Mrs A Beadle and Mrs J Desave declared an interest in item 9b as they attended the event.

339. **FINANCE**

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

[a] Community Centre Accounts For Payment

Astra Security:	Keys & Retractable Key Rings	48.45	
		Vat <u>8.48</u>	56.93
BBp Plumbing Heating:	Checking Don Carman Radiators		45.00
John Black:	Window Cleaning - September 2006		70.00
C & F Carpenters & Joiners:	Sand Down & Stain with Seal Section of Repaired Floor		80.00
Capital Cleaning:	Ablea 17" Driveboard for Scrubber	95.00	
	Drier	Vat <u>16.63</u>	111.63
Cobra Insurance Brokers:	Engineering Policy		468.08
Cleanaway Limited:	Refuse Collection -September Account	131.40	
	Refuse Collection -October Account	<u>130.50</u>	
		261.90	
		Vat <u>45.82</u>	307.72



Edwardes Bros [Dulwich]:	Stage Lighting Bulbs	22.50	
	Pin Lamps	<u>17.94</u>	
		40.44	
		Vat <u>7.06</u>	47.50
Initial Washroom Solutions:	November Towel Rental	58.50	
		Vat <u>10.24</u>	68.74
Invicta Services:	Battery Charge Card	100.90	
		Vat <u>17.66</u>	118.56
Kent County Council:	Stationery, Cleaning Materials Etc.	253.65	
		Vat <u>44.39</u>	298.04
Poyntell Limited:	Repairs to Entrance Door Don Carman	90.00	
	Straightening of Window Stay	Vat <u>15.75</u>	105.75
Travis Perkins:	Sheet of Ply – Emergency Repair Don Carman Hall	13.80	
		Vat <u>2.42</u>	16.22
Tonbridge & Malling BC:	Premises Licence Fee		180.00
United Flooring Limited:	Repairs to Don Carman Hall Floor	285.00	
		Vat <u>49.88</u>	334.88

#### Deposit Refunds

#### **Oaken Hall**

#### **Don Carman Hall**

06.10.06	50.00	13.10.06	50.00
18.10.06	50.00	14.10.06	50.00
02.11.06	50.00	21.10.06	50.00
11.11.06	97.50	28.10.06	50.00
12.11.06	75.00	11.11.06	50.00
		12.11.06	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	207.35	
	Voucher Charge	<u>3.25</u>	210.60
Charus Automatic Ltd:	Machine Rental to 31.10.06	173.33	
		Vat <u>30.33</u>	203.66
County Stocktakers:	Stocktaking -17 <sup>th</sup> October 2006	180.00	
		Vat <u>31.50</u>	211.50
Adrian Mecklenburgh:	Post Mix Syrup & Wine	369.45	
		Vat <u>64.68</u>	434.13

Edwardes Bros [Dulwich]:	Fluorescent Tubes	5.70	
		Vat <u>0.99</u>	6.69
Hart Chemicals:	Glasswash	49.00	
		Vat <u>8.58</u>	57.58
Kent County Council:	Bar Cleaning Materials	34.25	
		Vat <u>5.99</u>	40.24
J. Lee:	Call and Service to Cash Register		67.50
Nivek Catering Supplies:	Dartboard, Straws, Coffee Filters, and Creams	58.43	
		Vat <u>5.22</u>	63.65
SSG Emprise:	Key Holder – October	30.00	
		Vat <u>5.25</u>	35.25
Silver Springs Mineral Water Co: Ltd:	Can and Flavoured Water	119.77	
		Vat <u>20.96</u>	140.73
Top2Bottom:	Remove Defective Anti Climb Guard	120.00	
	Emergency Repairs to Bar Cellar	<u>180.00</u>	
	Roof	300.00	
		Vat <u>52.50</u>	352.50
Tonbridge & Malling BC:	Premises Licence		180.00

[c] Stocktaking

(i) 17<sup>th</sup> October 2006 – Result

The Stocktake Report was **READ** and the surplus **NOTED**.

At the meeting held prior to this meeting, the Stocktaker answered Members' questions and explained that the Gross Profit Percentage figure shown equalled Profit divided by Retail Price.

[d] Financial Analysis

The Financial Analysis was **CIRCULATED** and **READ**. It was **NOTED** that budgets all looked good seven months into the year.

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

(a) Flapper Barrier Damage - Response from Cleanaway/TMBC (Page 153, Item 264 (a))

It was **NOTED** that a response had been received from Tonbridge & Malling Borough Council, who will be contacting Cleanaway regarding settlement in this matter.

(b) Oaken Hall Kitchen - Suggested Layout (Page 153, Item 264(b))

Members were asked to approve the plans in order that a quote could be obtained.

**RESOLVED** to obtain a quote based on the plans submitted.

- (c) Cedar Room – New Rateable Value for Business Rates – Update (Page 156, Item 269)

It was **NOTED** that the appeal against the new rateable value was still ongoing.

341. **BAR**

- [a] Kilnbarn Club Takings

It was **NOTED** that the takings are stable but the gaming machine takings are still down.

**RESOLVED** to contact Charus and ask whether the frequency of pay-out can be altered in order to encourage customers to play the machine.

- [b] Bar Matters

The Assistant Bar Manager, Julie Shepherd, joined the meeting. She informed Members that a question had been raised in the Kilnbarn Club regarding New Year's Eve being ticket only. She was advised that this was quite normal and she should direct any Club Member to the Parish Office.

She suggested that as Saturday evenings are very quiet perhaps Saturdays could become 'Family Nights'.

**RESOLVED** to trial this idea on the first available Saturday and possibly have a Children's Entertainer between 7pm and 8pm.

- [c] Changes to Oaken Hall Bar to Provide a Small Kitchen

The quotations were **READ** and **NOTED**.

**RESOLVED** to await the final quote and move the fridge to the Oaken Hall kitchen or dispose of it if necessary in order to enable the kitchen to be built.

- (d) Signing in of Non-Members – Change to Rules

It was **NOTED** that as the Licence now comes under the jurisdiction of Tonbridge & Malling Borough Council the Rules can be changed by the Parish Council without further reference to T&MBC.

**RESOLVED TO RECOMMEND** to Full Parish Council that a Kilnbarn Club Member may only sign in the same guest no more than four times a month.

- (e) Replacement Wall-lights Kilnbarn Club

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

**RESOLVED** to price wall lights independently and obtain a quote for fitting from David Stephens. Cllr. Stone agreed to investigate a price for a similar style.

(f) Memo to Senior Bar Staff re: 1<sup>st</sup> July 2006

The memo and response were **READ** and **NOTED**.

[g] Kilnarn Club Balance Sheet to 29<sup>th</sup> October 2006

The Kilnarn Club Balance sheet was **READ** and **NOTED**.

342. **CLEANING & CARETAKING**

[a] Current situation

It was **NOTED** that the weekend caretaker was still having a problem with the number of hours allocated at the current time. Although the other caretakers are willing to cover now and again, they do not want regular weekend work as they were employed to work during the week.

**RESOLVED** to look into the possibility of employing a casual caretaker on an as-and-when required basis to 'babysit' the Indoor Markets on a Sunday morning.

[b] Cleaning Inspection

The Cleaning Inspection carried out by Cllrs. Baker and Porter was **READ** and **NOTED**.

**RESOLVED** to pass their comments on to the Caretaking staff.

It was **NOTED** that Cllrs. Angel and Stone will carry out the next inspection in time for the January meeting.

343. **WATER DAMAGE TO DON CARMAN HALL FLOOR**

It was **NOTED** that the floor has sprung up as a result of one of the cleaners using the scrubber dryer machine by mistake.

**RESOLVED** to obtain quotes for repairs and resealing the floor.

344. **BOOKINGS**

(a) Cancelled booking 27/10/06 – Due to bereavement

**RESOLVED** to refund the entire hire fee and deposit as this cancellation was due to a family bereavement.

(b) Wateringbury Flower Show – Complaint regarding stage lighting

It was **NOTED** that a number of bulbs had apparently blown and had not been reported. These had now been replaced and checked out to be satisfactory by this Council's electrician.

(c) Mrs Frankham – Wedding 1<sup>st</sup> July 2006

Mrs Frankham's letter and Cllr. J Beadle's recommendations were **READ** and **NOTED**.

**RESOLVED** to refund the remainder of the withheld deposit.

345. **PROPOSED ESTIMATES F/Y 2007/08**

Discussion took place on the suggested draft estimates and it was:

**RESOLVED** to add the building of the Oaken Hall Bar Kitchen and the Kilnbarn Club counter to the Estimates.

**RESOLVED TO RECOMMEND** the following as the estimates for the Community Centre Committee for the financial year 2007/08.

<b>COMMUNITY CENTRE</b>	
<b>Expenditure</b>	<b>2007/08</b>
<b>Business Rates</b>	<b>13000.00</b>
Services	17000.00
<b>Hygiene Items</b>	<b>4100.00</b>
Stationery/Telephones	3000.00
<b>Insurances</b>	<b>7000.00</b>
Licences	2350.00
<b>Repairs &amp; Replacements</b>	<b>10000.00</b>
Security	500.00
<b>Function Security</b>	<b>500.00</b>
Service Contracts	3500.00
<b>Vandalism</b>	<b>250.00</b>
<b>Refuse Collection</b>	<b>2000.00</b>
Public Works Loan Board	3968.00
<b>Regular Maintenance</b>	<b>2000.00</b>
	<b>69168.00</b>
<b>Capital Items</b>	
<b>Furniture &amp; Fittings</b>	<b>4000.00</b>
Refurbishment of Floors	<b>4000.00</b>
<b>TOTAL EXPENSES</b>	<b>73168.00</b>
<b>Anticipated Income</b>	
<b>Hire Fees</b>	<b>98000.00</b>
Tonbridge & Mallings BC (Debt Charges)	3968.00
<b>Cupboard Hire</b>	<b>300.00</b>
Exam Desk Hire	500.00
<b>Performing Rights Society Fees</b>	<b>150.00</b>
Function Security	500.00

<b>Public Phone</b>	<b>50.00</b>
Hirers Refuse/Mat Hire	100.00
<b>Bar Services</b>	<b>10200.00</b>
<b>TOTAL INCOME</b>	<b>113768.00</b>
<b>ESTIMATED INCOME OVER EXPENDITURE</b>	<b>40600.00</b>
<b>BAR</b>	
<b>Expenditure</b>	<b>2007/08</b>
<b>Bar Stock</b>	<b>83000.00</b>
Bar Food	1200.00
<b>Coffee &amp; Cream</b>	<b>300.00</b>
Bar Snacks	2000.00
<b>Tobacco</b>	<b>60.00</b>
Cleaning Sundries	500.00
<b>Insurance</b>	<b>100.00</b>
Licences	1750.00
<b>Repairs &amp; Replacements</b>	<b>5000.00</b>
Security	600.00
<b>Stocktaking</b>	<b>1200.00</b>
<b>Glasses</b>	<b>200.00</b>
Beer Gas	2400.00
<b>Bar Counter Snacks</b>	<b>350.00</b>
Cherries & Straws	70.00
<b>Quiz Snacks</b>	<b>150.00</b>
Sky TV	3750.00
<b>Gaming Machine Rental</b>	<b>3500.00</b>
Bar Services	10200.00
<b>Royal Mail Cash Collection</b>	<b>700.00</b>
	<b>117030.00</b>
<b>Capital Items</b>	
<b>Refurbishment of Kilnbarn Club</b>	
<b>Kilnbarn Club - Bar Counter</b>	<b>2000.00</b>
<b>Oaken Hall Bar - Building of Kitchen</b>	<b>4000.00</b>
<b>TOTAL EXPENDITURE</b>	<b>123030.00</b>
<b>Anticipated Income</b>	
<b>Oaken Hall Counter</b>	<b>65000.00</b>
Oaken Hall Wine	1500.00
<b>Don Carman Hall Counter</b>	<b>22000.00</b>
Don Carman Hall Wine	750.00
<b>Kilnbarn Club</b>	<b>100000.00</b>
Kilnbarn Club Food	2500.00
<b>Soft Drinks Bar</b>	<b>1250.00</b>
Gaming Machine	8000.00
<b>Cigarette Commission</b>	<b>60.00</b>
TOTAL INCOME	201060.00
<b>ESTIMATED INCOME OVER EXPENDITURE</b>	<b>78030.00</b>

346. **TONBRIDGE & MALLING BOROUGH COUNCIL - SMOKE FREE WORKPLACES**

This was **READ** and **NOTED**.

347. **CLOSURE**

The meeting closed at 9.20pm.