

**DITTON PARISH COUNCIL**

MINUTES OF A **MEETING** OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 10<sup>TH</sup> APRIL 2006**

PRESENT: CLLRS J E DESAVE (CHAIRMAN), MRS A BEADLE, J BEADLE,  
MRS J E DESAVE  
MRS MARILYN GRANTHAM (COMMUNITY CENTRE ADMINISTRATOR)  
MRS AMANDA DAVIS (ADMINISTRATIVE ASSISTANT)

645. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

646. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** and **ACCEPTED** from Cllrs R G W Baker, J D Day, M J Porter and Mrs J Thorpe.

647. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

648. **FINANCE**

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

[a] Community Centre Accounts For Payment

Bickmore Lock & Glass:	Replacement Glass Vandalised Window – Parish Office	142.00 Vat <u>24.85</u>	166.85
BJC Commercial Services:	Rotex Floor Cleaner for Corridor	51.36 Vat <u>8.99</u>	60.35
J R Black:	Quarterly Window Cleaning		70.00
British Telecom:	Booking/Bar Telephone Line Centre Foyer Telephone Line	192.23 <u>45.23</u> 237.46 Vat <u>41.55</u>	279.01
Ditton Electrical Contracts Limited:	Install Light Fittings in Corridor	485.70 Vat <u>85.00</u>	570.70
Edwardes Bros Dulwich Limited:	Bulbs & Reflectors Lamps	13.85 Vat <u>2.42</u>	16.27
Gasforce Limited:	Careplan 3/4/06 to 2/4/07	2158.29 Vat <u>377.79</u>	2536.08
Initial Textile Services:	Towel Rental 1/4/06 to 30/4/06	58.50	

		Vat <u>10.24</u>	68.74
Kent County Council:	Replacement Drain Rods	33.95	
	Replacement Vacuum	100.00	
	Cleaning Materials & Stationery	349.95	
	Swivel Clip Badges	<u>12.99</u>	
		496.89	
	Less Credit Notes	<u>-33.20</u>	
		463.69	
		Vat <u>81.14</u>	544.83
Poyntell Limited:	Supply & Fit Sliding Doors to Cloak Room Hatch	2304.67	
		Vat <u>403.32</u>	2707.99
Protech Securities [UK] Ltd:	Security 11/3/06	144.00	
		Vat <u>25.20</u>	169.20
Seeboard Energy:	Electricity Account to 23/3/06	1989.23	
		Vat <u>348.12</u>	2337.35
David Stephens:	Electrical Work 1/7/04 to 31/3/06		2476.50
Davis Stephens:	Hearing Loop & Upgrade Lighting & Audio System		2989.00
Top2Bottom:	Roof Repairs Acorn Room Corridor	480.00	
	Repairs to Roof Outside Chamber	<u>150.00</u>	
		630.00	
		Vat <u>110.25</u>	740.25
Travis Perkins:	Materials for Leaflet Holder	24.59	
	Materials for maintenance work	<u>45.08</u>	
	.	69.67	
		Vat <u>11.69</u>	81.36

### Deposit Refunds

#### **Oaken Hall**

24.03.06	50.00
25.03.06	111.50
01.04.06	81.25
02.04.06	76.50
05.04.06	50.00

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

17.03.06	50.00
18.03.06	49.00
24.03.06	50.00
25.03.06	50.00
08.04.06	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	83.93	
	Wages	51.11	
	Plumbing Charges	46.86	
	Voucher Charge	<u>3.25</u>	185.15
Charrus Automatic Ltd:	Machine Rental March	151.67	
	Game Safe Cabinet	<u>21.67</u>	
		173.34	
	Vat	<u>30.33</u>	203.67
Jobs On The Web:	Internet Advertisement	118.00	
	16 Hr Position	Vat <u>20.65</u>	138.65
Kent Refrigeration:	Supply Water Hose to Glass Washer	4.64	
	Water Softener	Vat <u>0.81</u>	5.45
Kent County Council:	Salt for Glass Washers	10.70	
		Vat <u>1.87</u>	12.57
Kent Frozen Foods Ltd:	Hot Bar Snacks		51.04
Adrian Mecklenburgh:	Post Mix Syrup and Wine	389.30	
	Less Credit Note	<u>9.58</u>	
		379.72	
	Vat	<u>68.13</u>	447.85
Nivek Catering Supplies:	Food Thermometer	10.99	
	Kenco Coffee Filters & Cream	<u>44.14</u>	
		55.13	
	Less Credit Note	<u>12.91</u>	
		42.22	
	Vat	<u>1.92</u>	44.14
Silver Springs Minerals Limited:	Soft Drinks	52.90	
		Vat <u>15.09</u>	62.16
SSG Emprise:	Key Holder Service – March 2006	30.00	
		Vat <u>5.25</u>	35.25
David Stephens:	Electrical Work in Bar Areas 2004/06		268.00
Travis Perkins:	Repairs to Patio	72.91	
		Vat <u>12.76</u>	85.67
West Kent College:	Basic Food Hygiene - J. Grimes	55.00	
	Basic Food Hygiene – J. Shephard	55.00	
	Basic Food Hygiene – J. Blackwell	<u>55.00</u>	165.00

[c] Financial Analysis

It was **NOTED** that there was no financial analysis available for the meeting.

[d] End of Year Stocktake Report

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

649. **ITEMS BROUGHT FORWARD FROM LAST MEETING**[a] Repairs to Flapper Barrier – Additional Quotation

An additional quote for £1195.00 plus VAT was **READ** and **NOTED**.

**RESOLVED TO ACCEPT** the original quote of £830.00 plus VAT from Forge Engineering, the company that installed the barrier.

**RESOLVED** to obtain a statement from Nigel Saunders regarding Bottle Bank collectors going over the barrier the wrong way and forward a copy of the invoice too Tonbridge & Malling Borough Council Recycling for compensation.

650. **BAR**[a] Kilnbarn Club Takings

The takings for the period 15<sup>th</sup> January 2006 to 31<sup>st</sup> March 2006 were **READ** and **NOTED**.

[b] Bar Matters

The Bar Manager, Judith Grimes, joined the meeting. She explained that Lewis Dixon, the singer originally booked for Easter Saturday, had cancelled due to a double booking, however, a replacement has been found.

A discussion took place regarding promotions during the England games at the World Cup. It was **AGREED** that the Courage Rep be approached in order to obtain some free kegs of beer. If this was successful then a 'Buy 3 pints get one free' promotion could be put in place. It was also suggested that possibly a Sweepstake be organised. Final arrangements will be discussed at the Community Centre Committee's meeting in May.

**RESOLVED** that a 4 pint jug of beer be priced at £6.00. Fosters and John Smiths only during England games.

[c] Increase in Bar Float

**RESOLVED** to increase the Bar Float to £2000.00 in order to avoid the problem of sending the grounds staff to the bank for change twice a week

[d] Refurbishment of Kilnbarn Club

**RESOLVED** that a Working Party consisting of Cllrs Mrs A Beadle, J Beadle, Mrs J DeSave and the Community Administrator be set up and meet on Wednesday, 19<sup>th</sup> April 2006 at 11am to discuss ideas and schemes to be put to full Council for approval.

[e] Request for Disco in the Kilnbarn Club 22<sup>nd</sup> April 2006

The Bar Manager advised the Members that she had originally received a request from Ditton United FC to hold a disco in the Kilnbarn Club on the 22<sup>nd</sup> April 2006. The date for this had now changed to the 6<sup>th</sup> May 2006 which clashes with a function in the Main Hall.

**RESOLVED TO AGREE** to this request on a one-off basis only.

[f] Quotations for Permanent Outside Ashtrays

Details of three ashtrays were **CIRCULATED** and **NOTED**.

**RESOLVED** to purchase the cigarette bin from Kent County Supplies at a cost of £215.35.

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

It was **NOTED** that Vanessa Tamsett was settling in well and would be doing her first solo shift this week.

[b] Inspection Report - Update

The Community Centre Administrator advised the Members that work was being checked by her once completed by the Cleaning staff.

**RESOLVED** to pay Graeme Sedgwick his usual rate for the work he had agreed to undertake in the Centre.

652. **PURCHASE OF REPLACEMENT CHAIRS**

The sample chair from Sandler Seating was **NOTED**.

**RESOLVED** to obtain colour swatches and to purchase as many chairs as possible from the Furniture & Fittings Fund and to purchase trollies to hold these chairs from Contingencies.

653. **SALE OF AIR RIFLES AT INDOOR MARKETS**

The response from the Community PC regarding the legalities of the sale of air rifles at indoor markets was **READ** and **NOTED**.

**RESOLVED** to write to all hirers who hold indoor markets to inform them that the sale of any type of weapon was prohibited and stallholders should be advised accordingly.

654. **CORRESPONDENCE**

Kent Police College:

**Letter of Thanks**

**READ AND NOTED. MEMBERS FELT THAT  
SEASONAL BONUSES SHOULD REFLECT  
GOOD SERVICE.**

655. **CLOSURE**

The meeting was closed at 8.40pm.

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