

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 11TH APRIL 2005 at 7.30PM

PRESENT: CLLRS J E DESAVE (CHAIRMAN), M J PORTER (VICE-CHAIRMAN),
MRS A BEADLE, J D DAY, MRS J E DESAVE, A R MULCUCK,
MRS J THORPE
MRS MARILYN GRANTHAM (COMMUNITY CENTRE ADMINISTRATOR)
MRS A PAGE (ADMINISTRATIVE ASSISTANT)

652 **OPENING OF MEETING**

The Meeting was opened by the Chairman at 7.30pm.

653. **APOLOGIES FOR ABSENCE**

Apologies previously notified were **RECEIVED** and **ACCEPTED** from Cllr Baker.

654. **DECLARATION OF MEMBERS INTERESTS**

There were no declarations of interest.

655. **FINANCE**

[a] **Community Centre Accounts For Payment**

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

Astra Security:	Padlocks for Refuse Bins	40.50	
		Vat <u>7.09</u>	47.59
British Gas:	Estimated Reading	1707.27	
		Vat <u>298.77</u>	2006.04
British Telecom:	Public Phone	38.64	
	Booking & Bar Line	<u>194.24</u>	
		232.88	
		Vat <u>40.75</u>	273.63
Chubb Fire Limited:	Service Agreement	183.33	
		Vat <u>32.08</u>	215.41
Peter Dorrell & Co:	Lift Off Floor Cleaning Product	44.00	
		Vat <u>7.70</u>	51.70
Forge Engineering:	Repairs to Flapper Barrier	120.00	
		Vat <u>21.00</u>	141.00

Initial Textile Services:	Towel Rental 1.4.05 to 30.4.05	55.80	
		Vat <u>9.77</u>	65.57
Gasforce:	Maintenance Contract 2005/6	1392.23	
		Vat <u>243.64</u>	1635.87
Kent County Council:	Cleaning Materials	746.63	
		Vat <u>130.66</u>	877.29
SBD Fabrications Ltd:	Repairs to Vandalised Fan Light Window – Oaken Hall	50.00	
		Vat <u>8.75</u>	58.75
Seeboard:	Metered Charges to 28.1.05	5796.04	
	Less 25% discount	<u>1449.41</u>	
		4347.03	
		Vat <u>760.73</u>	5107.76

Deposit Refunds

16.03.05	Inner Wheel, Tinkers, Grove Hill, Hellingly, Hailsham, BN27 4HF	50.00	
17.03.05	Malling Photographic, 140 Woodlands Road, Ditton, Aylesford, Kent		50.00
18.03.05	Tonbridge & Malling Borough Council, Gibson Building, Kings Hill	50.00	
20.03.05	Starlite, Oakleigh, 204a New Hythe Lane, Larkfield, Kent ME20 6PT		50.00
02.04.05	L Griffiths, 11 Troutbeck House, Ditton, Aylesford, Kent ME20 6XE		50.00

[b] Bar Accounts For Payment

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

Bar Imprest Account:	Statement Fee	3.25	
	Wages	13.34	
	Licence Fee	10.00	
	Petty Cash	<u>79.35</u>	105.94
Charus Automatic:	Gaming Machine & Cage Rental	173.33	
		Vat <u>30.33</u>	203.66
Chubb Fire Limited:	2 x New Sounders- KB Club	402.00	
		Vat <u>70.35</u>	472.35
J.Lee:	Cash Register		57.50
Emprise Services Ltd:	Keyholder Service	30.00	
		Vat <u>5.25</u>	35.25
Kff:	Bar Snacks		22.85
Kent County Council:	Black Sacks & Candle Bulbs	19.35	
		Vat <u>3.38</u>	22.73
Adrian Mecklenburgh:	Post Mix Wine & Syrup	457.52	
		Vat <u>80.06</u>	537.58

Nivek Catering:	Optic Measures	124.60	
	Coffee & Cream	<u>39.46</u>	
		164.06	
		Vat <u>21.81</u>	185.87
Walkers Snacks:	Bar Snacks	195.40	
		Vat <u>24.87</u>	220.27
West Kent College:	Basic Food Hygiene – Fiona Fuller		55.00

(c) Financial Analysis – End of Year

The Financial Analysis, which had previously been **CIRCULATED**, was **READ** and it was **NOTED** that there is £2000 remaining in the energy costs for the financial year 2004/05.

RESOLVED TO RECOMMEND that these remaining funds be slipped forward to 2005/06 to cover the cost of the asbestos survey.

The Chairman requested that £2900 additional income raised from hire fees during the year 2004/05 be slipped forward to 2005/06 to cover the cost of purchasing a replacement battery operated scrubber drier. A grid showing estimates to supply model Abila 17 inch machine was **CIRCULATED** at the meeting:-

- (a) £2834.75
- (b) £2695.00
- (c) Quotation not received

RESOLVED that quotation (b) from Capital Cleaning be accepted.

[d] Stocktake Report

The Stocktake Report, which had previously been **CIRCULATED**, was **READ** and it was **NOTED** that there was a surplus of £74.18 at the end of the financial year. Cllr M Porter commended the bar staff for maintaining a good gross profit.

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

[a] Cleaning Inspection Report [Page 325, Item 604[a]

The report was **READ** and it was **NOTED** that some work still needs to be completed.

A quotation was **READ** from Gun Point for £360.00 to repoint the area on either side of the main door and adjacent to the rear bar door.

RESOLVED that the quotation from Gun Point be accepted and paid from Repairs and Refurbishment Budget.

[b] Replacement Stage Flooring [Page 326, Item 604[c]

A second quotation from United Flooring for £2532.75 was **READ**. The large difference between this quotation and a previous one from G I Carpets for £1702.00 was **NOTED**.

RESOLVED that this information be held on file.

[c] Smoke Survey- Kilnbarn Club [Page 327, Item 605[d]

A quotation from Environmental Technology for £1595.00 to supply and fit an air filtration system was **READ** and it was **NOTED** that the company offer a free weekend evaluation period.

RESOLVED not to proceed with this matter at this point.

[d] Refurbishment of Corridor [Page 328, Item 606[a]

(i) **REVISED TENDER GRID**

The Revised Tender Grid was **CIRCULATED** and **READ** and it was **NOTED** that the following Tenders had been previously opened by Mrs S Kavanagh, in the presence of Cllrs A R Mulcuck and J D Day:-

(a) Painting and plastering.

(b) Plastering only.

(c) Painting only.

RESOLVED to accept quotation (b) £6248.00 from BroPlast.

RESOLVED to accept quotation (c) £3410.00 from Smart Decorating.

A quotation from United Flooring to extend the corridor flooring to form a sheet vinyl skirting, was **READ** and it was **NOTED** that an additional £885.30 will need to be added to the £2479.75 accepted at the 14th March 2005 Meeting.

RESOLVED to accept the additional cost as the current skirting board will be lost when the breeze blocks are plastered .

Cllr A R Mulcuck requested that if possible, a new door be fitted to the disabled toilet as the existing one does not fit properly.

Cllr Mrs DeSave commented on how nice the Oaken Hall looked on Meridian TV on Thursday when they were filming Starlite Dance Group. Cllr J Day requested that Meridian be contacted and asked if they could provide a video tape of the recording.

It was **NOTED** that a number of hirers have commented on the cheery decorations in the Oaken Hall and Members requested that seasonal decorations depicting the four seasons be considered.

[e] Smoke Detectors for Centre [Page 329, Item 608

The quotation from Chubb Fire Ltd has not yet been received.

657. **BAR**

[a] Kilnbarn Club Takings

A copy of the Kilnbarn Club Takings, which had previously been **CIRCULATED**, was **READ** and it was **NOTED** that the gaming machine takings are still not as high as Members would like.

RESOLVED to contact Charus Automatic to ascertain the setting for the

percentage pay out.

It was further **NOTED** that Monday and Thursday evenings yield a low income.

RESOLVED that Thursday nights become 'special nights' with a different offer each week.

Suggestions included (a) £1 charge per pint (b) doubles special offer.

[b] Bar Matters

It was **NOTED** that bar staff had requested a 5ft no smoking perimeter around the bar.

RESOLVED to **RECOMMEND** that Thursday nights become no smoking nights and that on all other nights, no smoking would be permitted beyond the first settle to ensure a cleaner air zone around the bar.

RESOLVED to **RECOMMEND** to Full Council that this policy change be implemented.

658. CLEANING & CARETAKING

[a] Current situation

It was **NOTED** that there is a shortage of tea cups and saucers in the Oaken Hall. A sample from T J Hughes was **CIRCULATED** at the Meeting.

RESOLVED to purchase 300 tea cups, saucers, tea plates and dinner plates from T J Hughes.

RESOLVED that any excess blue crockery from the Oaken Hall be donated to the Ditton Heritage Centre.

[b] Crack Inspection – Carried out by Caretakers

A copy of the Crack Inspection Report was **READ**.

RESOLVED that a further Inspection take place after the refurbishment as many of these matters may be addressed at that time.

659. WEDDING PACKAGE PRICES

A copy of the Wedding Package Prices was **CIRCULATED** and **READ**.

RESOLVED that £50 be added to all Wedding Packages from January 1st 2006 and that further details be provided on the price list of what the package includes.

660. ASBESTOS SURVEY

A quotation from AMS Management Ltd for £1970.00 was **READ** to conduct an asbestos inspection, survey and identification, which is a statutory requirement in a public building.

RESOLVED to accept the quotation from AMS Management Ltd and the cost be found from slipped forward balances.

661. **REPLACE DAMAGED ROOF LIGHTS ON FLAT ROOF**

A quotation from Polyspec Plastics for £873.00 inc VAT to remove 14 damaged roof lights was **READ**. It was **NOTED** that these windows are thought to be particularly vulnerable as a means of entry to the building.

RESOLVED to accept the quotation from Polyspec Plastics to remove the roof lights and replace with flat roofing.

662. **REPLACEMENT CLADDING**

A quotation from Polyspec Plastics for £1943.00 inc VAT to replace broken cladding with a supporting batten behind to help absorb impact from footballs was **READ**.

RESOLVED that the matter be held over until later in the year.

663. **BUSINESS RATES 2005/06**

The Business Rates for 2005/06 was **READ** and **NOTED** as £14077.00 which is £11923.00 less than the allocated budget figure.

RESOLVED that the balance be transferred to the Repairs and Replacement Fund 2005/06.

664. **CORRESPONDENCE**

Tonbridge & Malling Borough Council:

Letter of Thanks – Mayor’s
Charity Ball 18th March 2005
READ and NOTED.

NAFAS:

Letter of Thanks – 10th March
2005
READ and NOTED.

665. **CLOSURE**

The Meeting closed at 9:02pm.

Chairman
4th May 2005