

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 14th FEBRUARY 2005 AT 7.30PM

PRESENT: CLLRS J E DESAVE (CHAIRMAN), R BAKER, MRS A BEADLE, J D DAY, MRS J E DESAVE, MRS S KAVANAGH (CLERK OF THE COUNCIL) & MRS A PAGE (ADMINISTRATIVE ASSISTANT)

542. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

543. **APOLOGIES**

Apologies previously notified were **RECEIVED** and **ACCEPTED** from Cllrs Mr A Mulcuck, Mr M Porter, Mrs J Petts and Mrs A Throssell.

544. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

545. **FINANCE**

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

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

Cleanaway:	Refuse disposal 28.11.04 – 1.01.05	190.09	
		Vat <u>33.26</u>	223.35
Cleanaway:	Refuse disposal 02.01.05 – 29.01.05	139.72	
		Vat <u>24.45</u>	164.17
EDF Energy:	Repairs to PL in centre car park	97.41	
		Vat <u>17.05</u>	114.46
Initial Services:	Roller towel rental – February	55.80	
		Vat <u>9.77</u>	65.57
Kent County Cncl:	Cleaning materials	274.65	
		Vat <u>48.07</u>	322.72
Performing Rights Society:	Licence fee 6.01.05 – 5.01.06	1023.63	
		Vat <u>179.14</u>	1202.77
S & S Painting &	Supply and fit dado and	1030.00	

Decorating:	paint to match existing walls	Vat <u>180.25</u>	1210.25
Southern Water:	Measured waste water		856.64
Three Towns Office:	Stick It boards	23.73	
Equipment		Vat <u>4.15</u>	27.88

Deposit Refunds

15.01.05	Gavin Astor Nursing Home, Preston Hall, Aylesford, ME20 7NF	50.00	
28.01.05	Cobdown Fishing Club 139 Priory Grove, Ditton, Kent ME20 6BD	35.00	
29.01.05	P. Fisher 82 Fernleigh Rise, Ditton, Aylesford, ME20 6BS	125.00	
30.01.05	VTTA Oak Acre, Bell Lane, Biddenden, Kent, TN27 8LD		73.00
05.02.05	Ditton Dog Training 42 Victoria Road, Capel-le-Ferne, Folkestone	50.00	
05.02.05	Mr P Older 8 Elm Walk, Aylesford, Kent, ME20 7LS		65.00
12.02.05	Maidstone Harriers 34 Cherry Orchard, Ditton, ME20 6QS	50.00	
15.10.05	Mr Dearden, 8 Nursery Road, Ditton, Aylesford, Kent		50.00

[b] Bar Accounts For Payment

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

DCC Bar Imprest Account:-

Gaming Machine Refill	200.00		
Petty Cash	103.65		
Licences	20.00		
Polo Shirts	25.03		
Statement Fee	<u>3.25</u>		
	351.93		
Less reimbursement from gaming machine		<u>-200.00</u>	151.93
All Day-All Night	To unblock urinals in Kilnbarn	117.00	
Plumbing:	Club	Vat <u>20.48</u>	137.48
Bickmore Lock & Glass Ltd:	Supply and fit security grilles to Kilnbarn Club windows	1200.00	
		Vat <u>210.00</u>	1410.00
Charus Automatic:	Gaming machine rental to 31.12.04	151.66	
	Gaming machine rental to 31.01.05	151.67	
	Repairs to machine damaged – Break-in 21.01.05	<u>863.30</u>	
		1166.63	
		Vat <u>204.15</u>	1370.78
Emprise Services:	Bar key holder services	30.00	
		Vat <u>5.25</u>	35.25
Kent County Cncl:	Stationery & cleaning materials	49.75	
		Vat <u>8.70</u>	58.45
Kent Frozen Foods:	Frozen bar meals		36.72
Adrian	Postmix syrup & wine	406.40	

Mecklenburgh:		Vat <u>71.11</u>	477.51
Nivek Catering:	Coffee, cream & napkins	45.10	
	Bucket and wringer	<u>8.70</u>	
		53.80	
		Vat <u>5.27</u>	59.07
Poyntell Ltd:	Repairs to Don Carman Hall	90.00	
	Bar grille		
	Emergency security work to doors & locks after break-in	<u>427.66</u> 517.66	
		Vat <u>90.59</u>	608.25
Silver Springs:	Soft drinks	23.94	
		Vat <u>4.19</u>	28.13
Trichem (South):	Glass wash, rinse aid & Optic cleaner	79.00	
		Vat <u>13.83</u>	92.83
Walker Snacks:	Bar snacks	347.94	
		Vat <u>42.56</u>	390.50

[c] Financial Analysis to the 31st December 2004

The Financial Analysis, previously circulated, was **READ** and **NOTED**.

[d] Stocktake Report

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

546. **ITEMS BROUGHT FORWARD FROM PREVIOUS MEETINGS**

[a] Kilnbarn Club Carpet - [Page 256, Item 470 (b)]

Members were advised that the new carpet was laid in the Kilnbarn club on Friday 11th February. Cllrs Ann Throssell and Tony Mulcuck were present to check that the correct carpet and quality was laid. It was **NOTED** that on Monday 14th, the Clerk was unhappy with the movement at the seams of the carpet and requested that the fitter return to rectify the problem, which he did.

[b] Cleaning Inspection Report [Page 258, Item 473 [a]]

The Inspection Report was **READ** and the items contained therein discussed.

RESOLVED that at subsequent meetings, the Councillors would like to see the Inspection Report as an Agenda item and the matters that have been rectified, marked as completed.

[c] Public Phone Replacement [Page 260, Item 477]

Quotations were **READ** and **NOTED**.

RESOLVED to purchase BT Contour Xtra Secure Payphone at a cost of £296.57 and install as soon as possible.

547. **BAR**

[a] Kilbarn Club Takings

A copy of the Kilbarn Club Takings information, was **CIRCULATED**,and **READ** and Members **NOTED** that the new gaming machine is popular.

[b] Bar Matters

It was **NOTED** the new shirts for the bar staff look very professional.

[c] Kilbarn Club Balance Sheet – copy herewith

The Balance Sheet for the Kilbarn Social Club was **READ & NOTED**.

[d] Break In to the Kilbarn Club - 21st January 2005

It was **NOTED** that a letter has been received from the Council's insurance brokers asking if they would like them to visit and make any recommendations for added security.

RESOLVED to accept the above offer.

[e] Cigarette Smoke in the Kilbarn Club

A letter from Environmental Technology offering a free survey was **READ** and **NOTED**.

RESOLVED to arrange to have a survey undertaken.

548. **REFURBISHMENT OF CORRIDOR**

[a] Removal of Wood Panelling and Wood Ceiling from Foyer - requested by Cllr. Mulcuck

RESOLVED to clarify this matter with Cllr Mulcuck and carry it over to the next meeting.

549. **CLEANING & CARETAKING**

[a] Current situation

No problems were reported. It was **NOTED** that the stage floor needs to be swept and cleaned, but really requires a new surface laid.

RESOLVED to obtain advice and a quotation for a suitable replacement floor covering for the stage.

550. **BOOKINGS**

[a] Ditton United – Loss of keys and condition of changing room after games

An email from Chris Hughes, apologising for the keys being returned to bar staff instead of the caretaker, was **READ** by the Chairman.

RESOLVED that a letter be sent to them, advising that a deposit of £20 would come into effect at the beginning of the next football season and would be forfeited if:

- i) keys were not returned to the caretaker each time
- ii) any litter cans etc., is left on the floor and not placed in the bin provided before leaving.
- iii) that the boot scraper, to be installed outside the Centre, is not used to scrape the worst of the mud off boots.

[b] Gents Volley Ball – Damage to Glass on Light Fittings

A letter from Gents Volley Ball was **READ** and **NOTED**.

RESOLVED that a letter be sent to the club pointing out that the general feeling among the Councillors is that the Oaken Hall isn't really suitable for ball games and that anyone using it for such, should be prepared to pay for any damages incurred.

The Chairman asked Members to consider accepting an additional item. The requested was accepted.

(c) Booking 19th March 2005

A letter regarding a booking due to take place on the 19th March 2005 and subsequently cancelled by the hirer was **READ** and the reasons for cancellation **NOTED**.

RESOLVED that the hirer be given a refund minus an administration fee of £10.00.

551. **CEDAR ROOM STORAGE ITEMS** – Items for Disposal and Sale

Members were advised that the Cedar room needs to be cleared to enable the new Mess room to be built.

RESOLVED that the two table tennis tables in storage be offered for sale at £25.00 each to the people that had shown an interest and the following broken items be disposed of:-

- Table Tennis table
- 4 tills
- 2 tray racks
- Old fire door
- 6 old tables from Don Carman Hall
- Cool Cabinet
- Ice Cream Fridge

552. **DON CARMAN HALL** – Main entry door

Members were advised that the main entry door to the Don Carman Hall appears to have been tampered with and is showing signs of cracking.

RESOLVED that quotations be obtained for a replacement fire door that fits flush on the outside and therefore cannot be tampered with.

553. **CLOSURE**

The Meeting closed at 8.45pm.

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Chairman
7th March 2005