

**DITTON PARISH COUNCIL**

MINUTES OF AN **EMERGENCY MEETING** OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON TUESDAY 14<sup>TH</sup> FEBRUARY 2006

PRESENT: CLLRS J E DESAVE [CHAIRMAN], M J PORTER [VICE-CHAIRMAN],  
R G W BAKER & MRS J E DESAVE  
MRS MARILYN GRANTHAM [COMMUNITY CENTRE ADMINISTRATOR]

522. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

523. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** and **ACCEPTED** from Cllrs Mrs Beadle, J Beadle, J D Day and Mrs J Thorpe.

524. **DECLARATION OF MEMBERS' INTERESTS**

Cllr J E Desave declared a pecuniary interest in item 9a as he is a member of the Kilnbarn Members Short Mat.

525. **FINANCE**

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

[a] Community Centre Account For Payment

Astra Security Systems Ltd: 27.85	Supply of 6 Mortice Keys for Centre Entry Door	23.70 Vat <u>4.15</u>
Bickmore Lock and Glass Ltd: 186.82	Board up Kitchen window and replace unit	159.00 Vat <u>27.82</u>
Cannon Hygiene Ltd:	Medical Waste Service Sanitary Disposal Unit	76.92 <u>218.40</u> 295.32 Vat <u>51.68</u>
347.00 Chubb Fire Ltd: 136.05	Service of Fire Alarm System	115.79 Vat <u>20.26</u>
Cleanaway Ltd: 171.78	4/12/05 to 31/12/05 Refuse Collection	146.20 Vat <u>25.58</u>
Ditton Electrical	Inspection of Hall lights	35.00

Contracts Ltd: 41.13	- No fault detected	Vat <u>6.13</u>
Edwardes Bros (Dulwich): 14.10	Assorted Light bulbs	12.00 Vat <u>2.10</u>
Initial Textile Services: 68.74	Towel Rental 1/2/06 to 28/2/06	58.50 Vat <u>10.24</u>
Kent County Council:  523.90	Cleaning Materials Stationery Tumble Dryer	248.80 2.58 <u>194.49</u> 445.87 Vat <u>78.03</u>
Performing Right Society: 1973.06	PRS Licence 6/1/06 to 5/1/07	
Protech Securities (UK) Ltd:  650.01	Security 4 <sup>th</sup> and 8 <sup>th</sup> December Security 17 <sup>th</sup> and 23 <sup>rd</sup> December Security 14 <sup>th</sup> January	175.20 288.00 <u>90.00</u> 553.20 Vat <u>96.81</u>
Sage (UK) Ltd:  134.88	Instant Accounts Upgrade Carriage	109.79 <u>5.00</u> 114.79 Vat <u>20.09</u>
Southern Water: 1636.63	Waste Water	
Top2Bottom:  211.50	Further repairs to Kitchen Area Roof – Guide HQ	180.00 Vat <u>31.50</u>

Deposit Refunds**Oaken Hall**

14.01.06 100.00  
04.02.06 100.00

**The Don Carman Hall**

07.01.06 50.00  
14.01.06 75.00  
28.01.06 50.00  
03.02.06 50.00  
04.02.06 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:	Voucher Charge	3.25
	Wages	74.54
	Petty Cash	<u>196.82</u>
274.61		
Charrus Automatic Ltd:	Machine Rental January	151.67
	Game Safe Cabinet	<u>21.67</u>
		173.34
	Vat	<u>30.33</u>
203.67		
Hart Chemicals:	Glass wash	49.00
		Vat <u>8.58</u>
57.58		
Kent County Council:	Cleaning Materials	24.45
		Vat <u>4.28</u>
28.73		
Kent Frozen Foods Ltd:	Frozen Bar Meals	
39.79		
Kent Refrigeration:	Change of Rinse Aid and new detergent pump tube	109.57
	Replacement detergent pump	45.00
	Supply & fit Logos glass washer	<u>1275.00</u>
		1429.57
	Vat	<u>250.18</u>
1679.75		
MSP Property Maintenance Ltd:	Supply & fit small hardwood ramp to Kilnbarn/Office Entrance	65.00
76.38		Vat <u>11.38</u>
Adrian Mecklenburgh:	Postmix Wine & Syrup	166.44
		Vat <u>29.13</u>
195.57		
Nivek Catering Supplies:	Food Thermometer, Coffee & Cream, Glasses & Dart Board	166.52
		Vat <u>20.45</u>
186.97		
SSG Emprise Limited:	Monthly Key Holder Fee	30.00
		Vat <u>5.25</u>
35.25		
Silver Springs:	Soft Drinks	35.43
		Vat <u>6.20</u>
41.63		

[c] Financial Analysis

The Financial Analysis was **CIRCULATED** and **READ**. It was **NOTED** that the electrical inspection for the Public Entertainments License runs out at the end of February. The Health & Safety Officer, Nigel Saunders, has inspected the emergency light fittings and found a number of them to be faulty and in need of replacement. A quotation from Ditton Electrical to replace the faulty fittings for the sum of £485.70 plus VAT was **READ**. It was **FURTHER NOTED** that Ditton Electrical are due to carry out the electrical inspection on behalf of this Council on Thursday, 23<sup>rd</sup> February 2006.

**RESOLVED** to place the order as a matter of urgency and to be paid for from the Community Centre Contingency Fund.

[d] Stocktake Report

A report of the Stocktakers findings was **CIRCULATED** and the deficit **NOTED**. Members were concerned that the allowances for pipe cleaning and drip trays continue to rise.

**RESOLVED** that a memo be sent to the Bar Manager requesting that all members of staff are trained not to let beer run into the drip trays. Members would like to see a reduction of the drip trays at the next stocktake.

526. **ITEMS BROUGHT FORWARD FROM LAST MEETING**[a] Quotation to Repair - Guide HQ Kitchen Ceiling – due to Leaking Roof [Page 351,Item 454(a)]

A quotation for £200 plus VAT from Top2Bottom to cut out the defective plasterboard and refit new board and plaster the repaired area which was damaged by water when the flat roof leaked was **READ** and **NOTED**.

**RESOLVED** to accept this quotation.

[b] No Smoking in Oaken Hall & Corridor [Page 351, Item 454(c) – result of survey [Page 352, Item 455 [g]]

The result of the No Smoking Survey carried out during December and January was found to be 56 in favour of banning smoking and 5 not in favour. It was **AGREED** that as Government are at this point of time discussing the smoking policy the final decision be held over until next month when Government policy should be available.

[c] Replacement Cubicle/Repair [Page 353, Item 455[h]]

Two quotations to replace the cubicle in the Kilnbarn Gents Toilet were **READ** as follows:-

- (i) £495 plus VAT
- (ii) £725 plus VAT

**RESOLVED** to **ACCEPT** quotation (i) from Top2Bottom.

[d] Quotation to Repaint Parish Offices & Chamber [Page 354, Item 459]

Two quotations to decorate Council Chamber and Parish Offices were **READ** as follows:-

- (i) £1810
- (ii) £1740

It was **NOTED** that the Council were very pleased with the work undertaken by Smart Decorating to the corridor and Acorn Rooms in 2005.

**RESOLVED** to **RECOMMEND** to full Council that quotation (ii) from Smart Decorating be accepted and paid for from Capital Receipts.

527. **BAR**

[a] Kilbarn Club Takings

The takings for the period 20<sup>th</sup> November 2005 to 5<sup>th</sup> February 2006 were **READ** and **NOTED**.

[b] Bar Matters

It was **NOTED** that the Bar Manager is currently on annual leave so would not be present at the meeting.

Cllr Baker asked why a member of bar staff on duty on Saturday at the Valentine's Dance was unable to serve – only to collect glasses. Members felt that it would have been more beneficial to have trained staff only on duty.

Members felt that more events should be held in the Kilbarn Club to encourage customers in on Thursdays, No Smoking Nights. Cllr Porter suggested a mid-week quiz. After discussion it was decided to hold a pre-St Patrick's Night quiz on Thursday, 16<sup>th</sup> March 2006. The format will be the same as the Sunday night quiz but will have a section of questions on Ireland. Cllr Porter suggested that Andy Peel be asked to host this quiz, but said he is happy to act as Quizmaster if required. The Community Centre Administrator was sure she had seen advertising from Scottish & Newcastle for St Patrick's Day promotion packs.

**RESOLVED** to

- (i) contract Scottish & Newcastle rep and request a free keg of beer and application forms;
- (ii) advertising be carried out as soon as possible.

[c] Scottish & Newcastle - Price Increase

It was **NOTED** that Scottish & Newcastle have made increases on some products. It was **AGREED** to deal with this in conjunction with the next item.

[d] Bar Price Review

Members considered the bar price grid circulated at the January 2006 meeting and after discussion it was

**RESOLVED** to increase the Kilbarn Club prices to 50% profit margin and the function bars up to 95% with the exception of Kronenbourg which should be a maximum of £2.30 in the Kilbarn Club and champagne will remain at £25 a bottle.

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

Members requested that staffing levels be maintained.

[b] Inspection Report

Cllr Mrs Desave agreed to carry out an inspection when Cllr Mrs Beadle returns from holiday.

529. **KENT & MEDWAY NHS**- Workplace Smoking Policy

Members considered it more appropriate for the Clerk of the Council and her staff to complete this policy statement for Council approval.

530. **BOOKINGS**

[a] Kilnbarn Short Mat Bowls Club - Request for a reduced hire rate

A letter from Mr Levings, Secretary of the above Club, requesting that the Community Centre consider a reduction in the hire rate for an introductory period of 10-12 weeks was **READ**. After discussion it was

**RESOLVED** to reduce the rate to £40 per session from 7.30pm to 10pm for a period of 12 weeks ending on the 9<sup>th</sup> May 2006 with the proviso that the Oaken Hall bar is open during the above session.

531. **PURCHASE OF LAP TOP COMPUTER**

Some Members were not entirely happy to purchase a lap top, and at this point there are no funds available for this purchase.

532. **CLOSURE**

The meeting was closed at 8.50pm.

Chairman  
6<sup>th</sup> March 2006