

**DITTON PARISH COUNCIL**

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 9<sup>th</sup> JANUARY 2006

PRESENT: CLLRS J E DESAVE [CHAIRMAN], M J PORTER [VICE-CHAIRMAN],  
MRS A BEADLE, J BEADLE & MRS J E DESAVE  
MRS MARILYN GRANTHAM [COMMUNITY CENTRE ADMINISTRATOR]  
MRS AMANDA DAVIS [ADMINISTRATIVE ASSISTANT]

450. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

451. **APOLOGIES FOR ABSENCE**

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

452. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

453. **FINANCE**

The following accounts paid during December were **READ, ACCEPTED** and **APPROVED**:-

(a) Community Centre Accounts Paid

All Day-All Night	Renew Ball Valve	65.00
Plumbing:	Replace Cistern Siphon	57.00
	Investigate damp walls in Carman Hall	<u>320.00</u>
		422.00
		Vat <u>77.35</u>
519.35		
Easyprint:	10 A6 Receipt Books	69.10
	A5 Invoice Books	58.00
	Carriage	<u>6.00</u>
		133.10
		Vat <u>23.29</u>
156.39		
Goldstar:	Carpet Cleaning	45.00
		Vat <u>7.88</u>
52.88		
Initial Textile Services:	Towel Rental	55.80
		Vat <u>9.77</u>
65.57		
Initial Electronic	Re Set System	55.00

Security Systems Ltd: due to error Vat 9.63  
64.63

Kent County Cleaning Material, Stationery 191.77  
Council: & Table Knives Vat 33.56  
225.33

Peeks of Bournemouth: Christmas Decorations 126.78  
Carriage 5.50  
132.28  
Vat 23.15  
155.43

Seaboard Energy: Electricity to 14<sup>th</sup> November 2005 3036.29  
3567.65 Vat 531.36

#### Deposit Refunds

#### **Oaken Hall**

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

19.11.05	50.00	03.12.05	50.00
21.11.05	1.25	10.12.05	175.00
26.11.05	50.00	11.12.05	50.00
02.12.05	84.50		
03.12.05	50.00		
03.12.05	50.00		
04.12.05	50.00		
10.12.05	50.00		
10.12.05	50.00		

The full list of deposit refunds was **READ**.

#### [b] Bar Accounts Paid

DCC Bar Imprest A/c: Voucher Charge 3.25  
Wages 71.42  
Petty Cash 77.98

152.65

Adrian Mecklenburgh: Post Mix Wine & Syrup 293.63  
Vat 51.38

345.01

Nivek Catering: Kenco Coffee Filters, Cream, 118.85  
Straws & Tumblers Vat 20.80

139.65

Silver Springs Minerals Soft Drinks 86.25  
Limited: Vat 15.09

101.34

SSG Emprise Limited:	Monthly Keyholder Fee	30.00
		Vat <u>5.25</u>
35.25		

[c] Community Centre Account for Payment

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

J R Black:	Quarterly Window Cleaning
70.00	

British Telecom:	Booking/Bar Line	229.77
	Public Phone – Foyer	<u>45.82</u>
		275.59
		Vat <u>48.21</u>
323.80		
Cleanaway Limited:	30/1-/05 to 03/12/05 Refuse	150.25
		Vat <u>26.29</u>
176.54		
Edwardes Bros (Dulwich):	Assorted Lamps	74.31
		Vat <u>13.00</u>
87.31		
Hunts:	CCTV Survey & High Pressure	135.00
	Cleaning – Carman Hall Drains	Vat <u>23.62</u>
158.62		
Initial Textile Services:	Towel Rental 1.1.06-31.1.06	58.50
		Vat <u>10.24</u>
68.74		
Kent County Council:	Cleaning Material, Refuse Sacks	202.00
	and Spray Soap	Vat <u>35.35</u>
237.35		
Parker Merchanting:	Hazard Tape	10.96
		Vat <u>1.92</u>
12.88		
Polyspec Plastics:	Extra Timber Substrate Timber	165.96
	Supply & Fit Fascia *covered by	<u>1653.62*</u>
	Insurance Company less Excess	1819.58
		Vat <u>318.42</u>
2138.00		
L J Pratley & Partners:	Repairs to 2 Sets of Window	225.00
	Winders	Vat <u>39.38</u>
264.38		
Seeboard Energy:	Estimated Account to 23.12.05	1238.37
		Vat <u>216.72</u>
1455.09		
Top2Bottom:	Repairs to Kitchen Area Roof –	200.00
	Guide HQ	Vat <u>35.00</u>
235.00		
United Balloon & Gas Co:	Balloons for Hall Decorations	25.00
		Vat <u>4.39</u>
29.39		
Warmlake Bathroom	Repairs to Leak in OH Ladies Toilets	
40.00		
Studio:		

Deposit Refunds**Oaken Hall**

29.12.05      63.00

**The Don Carman Hall**

17.12.05	75.00
31.12.05	50.00
06.01.06	50.00
07.01.06	50.00

The full list of deposit refunds was **READ**.

**RESOLVED** that the deposit refunds be **ACCEPTED, APPROVED** and **PAID**.

[d] Bar Accounts for Payment

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

DCC Bar Imprest A/c:	Voucher Charge	3.25
	Wages	85.05
	Petty Cash	<u>96.42</u>
184.72		
Capital Hygiene & Maintenance Products:	Hose for Bar Hoover	17.50
19.98		Vat <u>2.98</u>
Charus Automatic Ltd:	Machine Rental Nov & Dec	303.34
	Game Safe Cabinet	<u>43.34</u>
		346.68
		Vat <u>60.66</u>
407.34		
County Stocktakers:	Stocktake – 6 <sup>th</sup> December 2005	180.00
		Vat <u>31.50</u>
211.50		
Kent Frozen Foods Ltd:	Frozen Bar Meals	
25.45		
Adrian Mecklenburgh:	Post Mix Syrup & Wine	768.25
		Vat <u>134.44</u>
902.69		
Nivek Catering Supplies:	Champagne Buckets	33.60
		Vat <u>5.88</u>
39.48		
SSG Emprise Limited:	Monthly Key Holder Fee	30.00
		Vat <u>5.25</u>
35.25		
Top2Bottom:	Replace Hardboard Cellar Floor	220.00
		Vat <u>38.50</u>
258.50		

[e] Financial Analysis

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

[f] Stocktake Report

A report of the Stocktakers findings was **CIRCULATED** and the small deficit **NOTED**.

It was **NOTED** that the amount of staff drinks and other allowances were extremely high. Discussion took place on the profitability of the bar.

**RESOLVED:**

- To carry only 10 days stock;
- Staff ratios to be reduced to 1 per 60 persons attending functions and to reduce staff whenever possible;
- Take Directors off sale on busy nights in the Oaken Hall to prevent high wastage;
- Extra care to be taken when ½ pints are served in pint glasses;
- In future staff drinks can only be taken after busy functions, and must be consumed on the premises. Post-mix drinks will still be available throughout the evening but **MUST** be recorded.

454. **ITEMS BROUGHT FORWARD FROM LAST MEETING**[a] Cedar Room/Guide HQ [Page 267, Item 311 (b)]

## (i) TEMPORARY REPAIR COMPLETE

It was **NOTED** the temporary repair was leaking and that the builders had been back to look at it and provide a quote.

## (ii) QUOTATION AND SAMPLE PICTURES OF ROOF

The quotation from G Baker Roofing of £2279.50 was **READ** and **NOTED**.

[b] Damage to Corridor Floor – 24<sup>th</sup> September 2005 [Page 302, Item 372(c)]

It was **NOTED** that the hirer appears to have been a picker on a farm and can, therefore, not be located. Further **NOTED** that the Council withheld the deposit towards the damage.

[c] No Smoking in Oaken Hall & Corridor [Page 307, Item 378]

The results of the survey were **NOTED**.

**RESOLVED** to forward the questionnaire to all Block Hirers and bring the results to a future meeting.

[d] Oaken Hall Floor Refurbishment [Page 304, Item 375]

The revised quotation was **NOTED**.

**RESOLVED** to have the work carried out during the week beginning 28<sup>th</sup> August 2006.

[e] Don Carman Hall Floor Replacement of Middle Section (Page 304, Item 375b)

It was **NOTED** that there had been no more complaints following the repair to the middle section of the floor.

**RESOLVED** to leave replacement of floor until necessary.

[f] Don Carman Hall Corridor - Suspect Water Leak [Page 305, item 375(b)]

It was **NOTED** that work had been done to alleviate the problem. The drains were jetted and will be checked on a regular basis.

(g) Open University - Hire Rates for October 2006 [Page 308]

The Open University's request for review of the hire rates was **NOTED**.

**RESOLVED** to offer a hire rate of £5,000 as opposed to £6,000 but no lower.

455. **BAR**

[a] Kilnarn Club Takings

It was **NOTED** that the bar takings were still down.

[b] Bar Matters

The Bar Manager, Judith Grimes, joined the meeting. It was suggested that a Family Disco be held in the Kilnarn Club on New Year's Eve 2006 with tickets being sold at £2 in advance. This would be a non-smoking event.

(c) Flooding to Cellar Floor – Technical Services Error

It was **NOTED** that Scottish Courage had paid for the hardboard on the cellar floor to be replaced as it was a Technical Services error. They also replaced the wasted keg.

(d) Replacement Glass Washer/Donation from Scottish Courage

It was **NOTED** that Scottish Courage had offered £500 towards a replacement glass washer.

**RESOLVED** to obtain a suitable glass washer with a top budget of £1,678.00.

[e] Thursday Evenings

**RESOLVED** to continue with the Non-Smoking evenings.

[f] Bar Review

The Bar Review was **READ** and it was **NOTED** that the bar profitability appears to be diminishing. The latest information for the year 2005/06 on Month 7 (31<sup>st</sup> October) shows that if this trend continues the eventual out-turn for 2005/06 could possibly be a deficit. Cllr. Beadle stated that changes would have to be made to try to prevent a deficit at the end of this financial year.

(g) Price Review

The Price Review was **READ**. It was **NOTED** that the Community Centre Administrator had spoken at length to the Scottish Courage Rep regarding this Council's price structure and it was understood that Working Men's Clubs run at

62% mark up. The Kilnbarne Club price structure is currently based on a 46% mark up which was adequate in past years, but in view of the increased on-costs of staff, including casual staff holiday entitlement of 4 of their weeks per year, the Community Centre Administrator stated that she felt the percentage needs to be increased to 50% plus the Scottish Courage increase (which usually occurs annually in February) with a view to increase again after six months.

Further **NOTED** that the Function Bars appear to be running at around 85% mark up.

**RESOLVED** to wait until Scottish Courage do their annual increase and then a decision on the percentage increase be made at the next meeting of this Committee.

**RESOLVED** to increase the price of J<sub>2</sub>O's and Red Bull with immediate effect.

(h) Replacement Cubicle Gents WC

The quote from MSP Property Maintenance of £725.00 plus VAT was **READ** and **NOTED**.

**RESOLVED** to obtain more quotes and revisit at next meeting.

456. **CLEANING & CARETAKING**

[a] Current situation

It was **NOTED** that everything is progressing well.

[b] Inspection Report

It was **NOTED** that no inspection had been undertaken.

[c] Mobile Phone for Weekend Duty Caretaker

The suggestion for the purchase of a mobile phone for caretakers was **READ** and **NOTED**.

[d] Replacement Tumble Dryer

It was **NOTED** that the engineer had not come back with the part for the tumble dryer.

**RESOLVED** to purchase a new machine at a reasonable cost.

457. **HEARING LOOP & RADIO MIKE**

[a] Grant from Kent County Council

It was **NOTED** that the grant from Kent County Council had been received.

[b] Quotation for the above

**RESOLVED** to go ahead with the quote and purchase the hearing loop.

458. **VANDALISM TO KITCHEN WINDOW – 21<sup>st</sup> December 2005**

The report was **READ** and **NOTED**. The cost of boarding up the window was £70 and replacement glass was £90. The police were informed of the incident.

459. **QUOTATION TO REPAINT PARISH OFFICES AND COUNCIL CHAMBER**

The quotation was READ and NOTED.

**RESOLVED** to obtain more quotes and revisit at the next meeting.

460. **BOOKINGS**

[a] CIMA Complaint re-Noise During November Exams

It was **NOTED** that CIMA had complained about noise from the Dance School and have been assured that when examinations are taking place the Dance School will be cancelled.

461. **CLOSURE**

The meeting closed at 9.10pm.

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