

**DITTON PARISH COUNCIL**

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 11<sup>th</sup> JULY 2005

PRESENT:    CLLRS J E DESAVE (CHAIRMAN), M J PORTER (VICE-CHAIRMAN),  
               R G W BAKER, MRS A BEADLE, J BEADLE, MRS J E DESAVE,  
               MRS A THROSSELL  
               MRS MARILYN GRANTHAM (COMMUNITY CENTRE ADMINISTRATOR)  
               MRS AMANDA DAVIS (ADMINISTRATIVE ASSISTANT)

## **A G E N D A**

150.    OPENING OF MEETING

The meeting was opened by the Chairman at 7.30pm.

151.    APOLOGIES FOR ABSENCE

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

152.    DECLARATION OF MEMBERS' INTERESTS

There were no declarations of interest.

153.    FINANCE

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

[a]    Community Centre Accounts for Payment

|                                 |   |  |         |
|---------------------------------|---|--|---------|
| All Day-All Night<br>Plumbing:  | Drain down, removal and<br>reinstallation of radiators,<br>removal of drinking fountain | 1500.00<br>Vat <u>262.50</u>                         | 1762.50 |
| AMS Management:                 | Label & remove asbestos   | 1990.00<br>Vat <u>348.25</u>                         | 2338.25 |
| Bickmore Lock and<br>Glass Ltd: | Reglazing of window in<br>Ladies shower room  | 59.00<br>Vat <u>10.32</u>                            | 69.32   |
| John Black:                     | Window cleaning June 2005   |  | 70.00   |
| British Telecom:                | Public Phone<br>Booking and Bar Line  | 44.21<br><u>201.08</u><br>245.29<br>Vat <u>42.91</u> | 288.20  |
| Chubb Fire Limited:             | Service Agreement – Fire Alarm  | 115.79<br>Vat <u>20.26</u>                           | 136.05  |

|  |  |  |         |
|--|--|--|---------|
| Cleansing Service Group:               | Removal of silt from drains in car park  | 160.00<br>Vat <u>28.00</u>                           | 188.00  |
| Dark Knight Security Services:         | Security for football functions  | 190.08<br>Vat <u>33.26</u>                           | 223.34  |
| Initial Textile Services:              | Clearview Cabinets   | 55.80<br>Vat <u>9.77</u>                             | 65.57   |
| Kent County Council:                   | Cleaning Materials<br>Refill extinguishers after vandalism   | 121.34<br><u>37.90</u><br>159.24<br>Vat <u>27.86</u> | 187.10  |
| Peter Mackelden Civil Engineering Ltd: | Patch repairs to car park  | 2687.50<br>Vat <u>470.31</u>                         | 3157.81 |
| Poyntell Ltd:                          | Labour for work on fire Doors  | 67.50<br>Vat <u>11.81</u>                            | 79.31   |
| SBD Fabrications:                      | Supply and fix off 6 toughened glass units   | 396.00<br>Vat <u>69.30</u>                           | 465.30  |
| Smart Decorating:                      | Decorating to entrance hall, corridor, toilets and cloakroom<br>Decorating Acorn Room<br>Extra to remove pelmets & add Coving. | 3410.00<br>687.00<br><u>174.80</u>                   | 4271.80 |
| United Flooring Ltd:                   | Supply and install Marley Matrix vinyl flooring  | 3570.05<br>Vat <u>624.76</u>                         | 4194.81 |

#### Deposit Refunds

##### **OAKEN HALL**

18.06.05 65.00  
25.06.05 65.00  
29.06.05 100.00  
02.07.05 50.00  
03.07.05 206.00  
08.07.05 100.00  
09.07.05 225.00

##### **DON CARMAN HALL**

12.06.05 50.00  
18.06.05 50.00  
24.06.05 190.00  
25.06.05 50.00  
08.07.05 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 Account:-

|  |  |                   |         |
|--|--|-------------------|---------|
|  | Statement Fee  | 9.75              |         |
|  | Bar stock  | 150.45            |         |
|  | Bar wages  | 145.24            |         |
|  | Copy Section 77  | 10.00             |         |
|  | Petty Cash   | 181.68            |         |
|  | Bar Polo Shirts  | <u>25.03</u>      |         |
|  |  | 522.15            |         |
|  | Less June reimbursement                                      | <u>-500.00</u>    | 22.15   |
| Astra Security Systems:  | 3 MorticeKeys cut  | 11.25             |         |
|  |  | Vat <u>1.97</u>   | 13.22   |
| Bickmore Lock and Glass Ltd:   | Replacement Security Grill                                   | 600.00            |         |
|  | Replacement Glass and repairs to front door                  | <u>130.00</u>     |         |
|  |  | 730.00            |         |
|  |  | Vat <u>127.75</u> | 857.75* |
| * This amount has already been reclaimed from insurers after break-in 25/1/05. |  |                   |         |
| Charus Automatic Ltd:  | Gaming Machine and Cage Rental to 30 <sup>th</sup> June 2005 | 173.34            |         |
|  |  | Vat <u>30.33</u>  | 203.67  |
| County Stocktakers:  | Stocktake 14 <sup>th</sup> June 2005                         | 180.00            |         |
|  |  | Vat <u>31.50</u>  | 211.50  |
| Kent County Council:   | Cleaning materials, No Smoking Sign and Base                 | 76.03             |         |
|  |  | Vat <u>13.30</u>  | 89.33   |
| Kent Frozen Foods:   | Frozen bar meals   |                   | 15.16   |
| Adrian Mecklenburgh:   | Post mix wine and soft drinks                                | 449.66            |         |
|  |  | Vat <u>78.68</u>  | 528.34  |
| Nivek Catering:  | Glasses, coffee, cream and Sundries                          | 86.96             |         |
|  |  | Vat <u>11.63</u>  | 98.59   |
| SSG Enterprise Ltd:  | Keyholding and Alarm Response for 2005                       | 30.00             |         |
|  |  | Vat <u>5.25</u>   | 35.25   |
| Silver Springs:  | Soft drinks  | 23.94             |         |
|  |  | Vat <u>4.19</u>   | 28.13   |
| Trichem (South) Ltd:   | Coloured Beer Line Cleaner                                   | 52.00             |         |
|  |  | Vat <u>9.10</u>   | 61.10   |

[c] Accounts paid between meetings

The following account paid between meetings was **READ, ACCEPTED** and **APPROVED**:-

|                            |  |         |
|----------------------------|--|---------|
| Warmlake Bathroom Studios: | Supply & Installation of Oaken Hall Ladies Toilets | 1675.00 |
|----------------------------|--|---------|

[d] Financial Analysis

The Financial Analysis was **CIRCULATED** and **READ**. It was **NOTED** that that hire fees were up and takings in the Don Carman Hall was also above budget.

[e] Stocktake Report

A report of the Stocktakers findings was **CIRCULATED** and **READ**.

**RESOLVED** that the situation be referred to the Personnel Committee.

154. ITEMS BROUGHT FORWARD FROM LAST MEETING

[a] Refurbishment of Corridor [Page 56, Item 99[a]]

It was **NOTED** that the quotation for replacement light fittings was still awaited.

**RESOLVED** to put these on hold.

[b] Hi Centre for The Deaf – Quotation if available [Page 56, Item 99 [c]]

It was **NOTED** that a quotation was still awaited.

155. BAR

[a] Kilbarn Club Takings

A copy of the Kilbarn Club Takings, which had previously been **CIRCULATED**, was **READ** and it was **NOTED** that takings were down.

It was **NOTED** that the Gaming Machine takings were also down and it was suggested that bringing in a general knowledge machine be investigated.

[b] Bar Matters

The Bar Manager, Mrs Judith Grimes, joined the meeting and advised that she had nothing to report.

**RESOLVED** that a procedure be set in place regarding the Soft Drinks Bars to enable the tracking of stock.

**RESOLVED** that in the absence of the Bar Manager all orders should be monitored by the Office.

[c] Thursday Evenings - No Smoking & Special Evenings

It was **NOTED** that the next special evening will be on Thursday, 21<sup>st</sup> July 2005 and this would be a Fosters promotion, whereby four pints entitles the purchaser to a free T-Shirt.

**RESOLVED** that the vodka, donated by Scottish Courage, would be used for a special evening on Thursday, 25<sup>th</sup> August 2005, at 60p a nip.

It was **NOTED** that a young singer had been booked for a special evening on Saturday, 3<sup>rd</sup> September 2005.

The matter of increasing the number of No Smoking nights was raised.

**RESOLVED** to put this on hold at the moment but put out a questionnaire in the next Gazette and in the Kilnbarn Club to gauge opinion.

[d] Replacement Television – Kilnbarn Club

It was **NOTED** that there is a problem with the large television which could cost up to £600 to repair.

**RESOLVED** to either rent a new television, if viable, or to purchase a new one at a cost of no more than £1,200.00. With no meeting scheduled for August Cllrs J E Desave and M J Porter, together with the Clerk of the Council, were given delegated powers to act in this respect.

156. **CLEANING & CARETAKING**

[a] Current situation

It was **NOTED** that there was nothing to report.

[b] Inspection

**RESOLVED** that Cllrs. Mrs A Beadle and Mrs J E Desave would conduct the next inspection.

[c] Meeting

It was **NOTED** that a meeting of the Cleaning and Caretaking staff would take place on Tuesday, 12<sup>th</sup> July 2005.

157. **BOOKINGS**

[a] Cancellation of booking – 9<sup>th</sup> July 2005

A letter regarding a booking due to take place on the 9<sup>th</sup> July 2005 and subsequently cancelled by the hirer was **READ** and the reasons for cancellation **NOTED**.

**RESOLVED** that the hirer be given a refund of the deposit only.

[b] Cancellation of booking – 27<sup>th</sup> August 2005

A letter regarding a wedding booking due to take place on the 27<sup>th</sup> August 2005 and subsequently cancelled by the hirer was **READ** and the reasons for cancellation **NOTED**.

**RESOLVED** that as only the deposit had been paid this was not refundable.

[c] Holtwood Rangers Football Club – Reply to Council's letter

A letter from Holtwood Rangers Football Club regarding their investigations into events that took place on 11<sup>th</sup> June 2005 was **READ**.

**RESOLVED** that although no damage had been done the deposit would not be refunded.

158. **CORRESPONDENCE**

Cobtree Scottish Country Dance Group:

Letter of thanks

**READ and NOTED**

159. **OAKEN HALL CROCKERY** - Dessert Bowls

**RESOLVED** to purchase 300 Dessert Bowls from T J Hughes at a discounted cost of £1.12 each.

160. **CLOSURE**

The meeting closed at 9.25pm.

Chairman  
12<sup>th</sup> September 2005