

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 14th MARCH 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 PETTS,
 MRS A THROSSELL
 MRS MARILYN GRANTHAM (COMMUNITY CENTRE ADMINISTRATOR)
 MRS A PAGE (ADMINISTRATIVE ASSISTANT)

600. **OPENING OF MEETING**

The Meeting was opened by the Chairman at 7.30pm.

601. **APOLOGIES**

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

602. **DECLARATIONS OF INTEREST**

Mrs Grantham declared an interest in item 606(a) as her son works for one of the companies that have supplied a quotation.

603. **FINANCE**

[a] Community Centre Accounts For Payment

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

Allday Allnight Plumbing:	Attention to Rads – Don Carman Hall	50.00 Vat <u>8.75</u>	58.75
British Telecom:	Make Good Vandalised telephone Point in Foyer 01732 842112	115.00 Vat <u>20.12</u>	135.12
Cannon Hygiene:	Sanitary Disposal Feb 2005 – Jan 2006	301.56 Vat <u>52.77</u>	354.33
Cleanaway Limited:	Refuse Disposal – 30.1.05 to 26.02.05	139.72 Vat <u>24.45</u>	164.17
Initial Textiles:	Towel Rental - March 2005	55.80 Vat <u>9.77</u>	65.57
Kent County Cncl:	Cleaning Materials	93.48 Vat <u>16.36</u>	109.84
Peeks B’Mouth:	Valentines Decorations	61.99	

		Vat <u>10.85</u>	72.84
Timber Store plc:	Repairs to Seating – Showers	23.98	
		Vat <u>4.20</u>	28.18
<u>Deposit Refund</u>			
17.02.05	Mr Wilcoxa, 43 Acorn Grove, Ditton, Aylesford, Kent	50.00	
18.02.05	Mr Gray, 65 Simpson Road, Snodland, Kent ME6 5QE	125.00	
19.02.05	P Thaninathan, 8 Cherry Orchard, Maidstone, Kent ME16 8TJ	50.00	
19.02.05	R A Dack, 1 Acorn Grove, Ditton, Aylesford, Kent		50.00
25.02.05	M D Brine, 49 Scott Close, Ditton, Aylesford. Kent		50.00
25.02.05	T Davies, 123 Newbury Avenue, Allington, Maidstone, Kent	50.00	
26.02.05	Mr M Shutlar, 204a New Hythe Lane, Larkfield, ME20 6PT	111.50	
27.02.05	Mrs Batho, 9 Medina Road, Ditton, Aylesford, Kent	50.00	
03.03.05	RAFA, 6 The Oaks, Aylesford, Kent ME20 7LF		50.00
04.03.05	Mrs J Cornelius, 9 Ragstone Court, Ditton, Kent		50.00
05.03.05	Mrs A Harman, 9 Pear Tree Avenue, Ditton, Aylesford, Kent	50.00	
10.03.05*	NAFAS 429 London Road, Ditton, Aylesford, Kent ME20 6DB		50.00
12.03.05	Mr M Kevern, 99 Townsend Road, Snodland, Kent ME6 5RJ	73.00	
	*Due to a report from the caretaker regarding the dirty oven and damage to equipment, members requested that this deposit be withheld.		

[b] Bar Accounts For Payment

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

DCC Bar Imprest Account:-

	Petty Cash	94.90	
	Wages	28.82	
	Justices Licence	10.00	
	Statement Fee	<u>3.25</u>	136.97
ABAT London Ltd:	Filters for Air Conditioner	56.50	
		Vat <u>9.89</u>	66.39
J R Black:	Internal & External Window Cleaning in March 2005		70.00
Charus Automatic Ltd:	Gaming Machine & Cabinet To 28.02.05	180.32	
		Vat <u>31.56</u>	211.88
County Stocktakers:	Stocktaking - 3 rd February 2005	180.00	
		Vat <u>31.50</u>	211.50
SSG Emprise Ltd:	February 2005 – Keyholder Service	30.00	
		Vat <u>5.25</u>	35.25
K2 Flooring:	Kilbarn Club – Carpet	2594.00	
		Vat <u>453.95</u>	3047.95
Adrian Mecklenburgh:	Post Mix Wine & Syrup	206.45	
		Vat <u>36.12</u>	242.57
Nivek Catering:	Dartboard	41.00	

	Cream & Sugar	19.95	
	10oz Glasses	<u>65.13</u>	
		126.08	
		Vat <u>18.58</u>	144.66
Post Office Limited:	TV Licence – Kilnbarn Club		121.00
SBD Fabrications Ltd:	Replacement PVCu Windows – Kilnbarn Club – Break In	465.89	
		Vat <u>81.53</u>	547.42
Silver Springs:	Soft Drinks	99.42	
		Vat <u>17.40</u>	116.82
Walker Snacks:	Bar & Quiz Snacks	184.74	
		Vat <u>19.87</u>	204.61

[c] Financial Analysis

The Financial Analysis, which had previously been **CIRCULATED**, was **READ** and it was **NOTED** that there is still £6,500 unspent on energy charges. The Community Centre Administrator informed members that for some reason, Seaboard Energy is unable to supply the Centre with computerised accounts and that despite numerous requests for a handwritten account, to date nothing has been received. It was understood that as a gesture of goodwill, a 25% discount will be deducted when the bill finally arrives. It was suggested by Cllr Mrs Throssell that an interim payment be made so that the money comes from the financial year 2004/2005 budget.

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

[a] Cleaning Inspection Report [Page 295, Item 546 [b]]

The report was **READ** and it was **NOTED** that:

- (i) **Outside** (item 2) – small windows at the back of the bar need repainting.
- (ii) **Outside** (3) – The broken panels are now a matter of some urgency and updated quotes are now required to be passed to the Finance and Administration Committee.
- (iii) It was also requested that the kitchen cupboards in the Oaken Hall kitchen be labelled with a list of contents.

[b] Removal of Wood Panelling and Wood Ceiling from Foyer – requested by Cllr. Mulcuck [Page 296. Item 548 [a]]

It was **NOTED** that the panelling is very dark and looks dated. It was **FURTHER NOTED** that smoking in the foyer may have caused some of the problem. It was suggested that the panelling could be painted to ‘lighten’ the area, a decision to remove the panelling was not made at this time.

Members requested that a policy decision be made to stop smoking in the foyer of the Oaken Hall during indoor markets.

PROPOSED by Mrs DeSave, **SECONDED** by Cllr Mulcuck that no smoking should be permitted in the Oaken Hall or the foyer during indoor markets. **CARRIED UNANIMOUSLY**.

[c] Replacement Stage Flooring - Quotation [Page 297, Item 549 [a]]

A quotation from GI Flooring to replace the existing vinyl on the stage was **READ** and **NOTED**. Members requested that additional quotations be sought for polysafe flooring.

[d] Don Carman Entrance Door – Quotation if available [Page 298, Item 551]

Members were advised that a security inspection had recently been carried out by the Insurance Company, and had highlighted three areas of concern:

One recommendation was to replace the existing UVPC door with a steel door. A quotation for £3800.00 from Poyntell Ltd to carry out this work, was **READ**. It was **NOTED** that the funds for this could be found from this year's security budget and the balance from contingencies. Cllr Mulcuck requested that provision be made for the door to be held open when necessary

PROPOSED by Cllr Mrs DeSave, **SECONDED** by Cllr Porter that this quotation be accepted and the door installed as soon as possible. **CARRIED UNANIMOUSLY**

Another recommendation was that the outside bins should be kept locked to reduce the risk of fire hazard.

The final recommendation was that hinge-pins be installed on the side bar entry/exit door. Poyntell had agreed to carry this work free of charge subject to their quotation for the steel door being accepted by this Council.

605. **BAR**

[a] Kilbarn Club Takings

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

RESOLVED that the income be monitored and the machine be changed, if necessary.

[b] Bar Matters

The Bar Manager, Mrs Judith Grimes, joined the meeting and advised that she had no real issues to raise at the moment.

It was **NOTED** that the Kilbarn Club Social Committee has now been disbanded and all events in the Club will now be run by Judith Grimes and her staff.

Cllr Mrs DeSave requested that adequate polo shirts be made available for the bar staff at functions.

[c] Bar Price Increase

Members considered the increase in prices by Scottish Courage from 1st April 2005. Cllr Porter put forward suggestions for price increases.

RESOLVED that the suggested increases be applied from 31st March 2005 and that Joe Lee be asked to come in on that morning, if required. A copy of all the price changes to be sent to all Councillors when available.

[d] Smoke Survey – Kilnbarn Club

Members were advised that a survey by Environmental Technology is due to be carried out on Wednesday 16th March 2005.

[e] Staffing For Large Functions – Requested by Cllr DeSave

The problems that arose at Christmas when the Bar Manager was off sick and the Assistant Bar Manager had returned to work on light duties were discussed. Judith Grimes assured Members that she had adequate staff at present and that the problems experienced at Christmas were unusual and unlikely to occur again. The bar manager stated that a lot of problems occur when customers come to the bar to purchase a large round of drinks and then cannot remember what they wish to order.

RESOLVED that paper and pens are placed on the bar tables at large functions.

[f] Licensing – Amendments to Current Licences

Members were advised that if any further amendments were required to the existing liquor licences such as extending bar hours and the children's certificate, that this Council has the opportunity to make them at this point in time.

RESOLVED to apply to extend the Children's certificate to 9.00pm and the Kilnbarn Club closing time and to extend bar opening times in the function rooms.

606. REFURBISHMENT OF CORRIDOR

[a] Schedule of Quotations For Above

It was suggested that the shower room redecoration be shelved at this point and the money be used to upgrade the Oaken Hall ladies toilets. Quotations for the proposed work, scheduled to be carried out in the first week of June, were **READ**:

- (i) To supply and fit vinyl flooring to the corridor from main entrance to the fire exit door adjacent to the Acorn Room:
 - A £2,531.75
 - B £4,710.00 (includes £850.00 of replacement skirting)
- (ii) To supply and fit new sanitary fittings to include thermostatic taps:
 - A £2,390.00
 - B £3,099.14
 - C £1,027.50 (supply only)
- (iii) To plaster or plaster-board all walls and redecorate the entire entrance hall and corridor area, including toilets, cloakroom area, boxing in all pipes and to replace four damaged doors:

A £9,000.00

PROPOSED by Cllr Porter, **SECONDED** by Cllr Mulcuck to accept the quotations as set out below. **CARRIED UNANIMOUSLY.**

- (i) A - United Flooring - £2531.75
- (ii) A-Warmlake Bathrooms - £ 2390.00
- (iii) A- S & S Decorating - £9000.00

It was **NOTED** that the works will total £13,921.75. The original grant from Tonbridge & Malling Borough Council was based on total expenditure of £17,305.00 and the grant was to be £6,826.00, this will be adjusted accordingly.

Members requested colour charts for paint be available for the April Meeting.

607. **CLEANING & CARETAKING**

[a] Current situation

There was nothing to report.

[b] Request for Ashtray Outside Don Carman Hall

A request from the duty caretaker to provide an ashtray outside the Don Carman Hall was **READ.**

RESOLVED not to agree to this request because a suitable ashtray would be expensive and it would also be subject to vandalism and a distinct fire risk.

608. **SMOKE DETECTORS FOR CENTRE**

Members were advised that Chubb are coming on Wednesday 16th March 2005 to survey the hiring rooms for smoke detectors.

609. **SECURITY PATROLS FOR CENTRE**

Members were informed that a number of youths are causing disruption on Tuesday evenings in particular. Quotations from Dark Night Security for a static guard for 4 hours at a cost of £80.00 and from SSG Emprise Ltd for passing patrols at £6.00 per visit, based on three visits per evening, were **READ.**

PROPOSED by Cllr Mulcuck, **SECONDED** by Cllr Porter to accept the quotation from Dark Night Security for a static guard to carryout security patrols. **CARRIED UNANIMOUSLY.**

610. **PAT TESTING FOR CENTRE**

It was **NOTED** that the portable electrical appliances in public areas have to be tested annually at a cost of £1.65 per item.

RESOLVED that KCC be requested to undertake this.

611. **REPLACEMENT SECURITY ENTRY DOOR**

This item was dealt with under item 604 (d).

612. **CLOSURE**

The meeting closed at 9.00pm.

Chairman
4th April 2005