

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 9TH MAY 2005

PRESENT: CLLRS J E DESAVE (CHAIRMAN), M J PORTER(VICE-CHAIR),
 R G W BAKER, MRS A BEADLE, J D DAY, MRS J E DESAVE,
 A R MULCUCK AND MRS J THORPE
 MRS MARILYN GRANTHAM (COMMUNITY CENTRE ADMINISTRATOR)
 MRS NICOLA GREENAWAY (ADMINISTRATIVE ASSISTANT)

29. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

30. **APOLOGIES FOR ABSENCE**

Apologies previously notified were **RECEIVED** and **ACCEPTED** from Cllr Mrs Throssell.

31. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

32. **ELECTION OF VICE CHAIR**

Cllr Porter was **NOMINATED** by Cllr Baker and **SECONDED** by Cllr Mrs DeSave. Cllr Porter accepted the **NOMINATION** and there being no further nominations was duly **ELECTED**.

33. **FINANCE**

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

[a] Community Centre Accounts For Payment

AMS:	Asbestos Survey	1970.00	
		Vat <u>344.75</u>	2314.75
CEF (Maidstone):	30w Lamps	8.47	
		Vat <u>1.45</u>	9.92
Cleanaway Limited:	Refuse Disposal -27.2.05 to 02.04.05	174.65	
		Vat <u>30.56</u>	205.21
Edwardes Bros:	Theatre Lamps	26.00	
		Vat <u>4.55</u>	30.55
Initial Textiles:	Towel Rental 1.5.05 to 31.5.05	55.80	

		Vat <u>9.77</u>	65.55
Kent County Council– Overpayment- Hire Fee			68.50
	Youth Offending Team Booking		
Lloyds TSB	Dark Knight Security Account		211.50
Comm Finance:			
Worldwide Printing:	Printing Receipt Books	75.10	
		Vat <u>13.14</u>	88.24
Warmlake Bathroom	Deposit on Planned Work		1195.00
Studio:	to Oaken Hall – Ladies Toilets		

Deposit Refunds

Oaken Hall		The Don Carman Hall		Acorn Room
09.04.05	£50.00	16.04.05	£50.00	07.05.05 £50.00
12.04.05	£50.00	20.04.05	£50.00	
16.04.05	£50.00	22.04.05	£50.00	
23.04.05	£50.00	23.04.05	£50.00	
06.05.05	£100.00	29.04.05	£50.00	
07.05.05	£100.00	30.04.05	£50.00	
08.05.05	£50.00	06.05.05	£50.00	
09.05.05	£50.00	07.05.05	£75.00	
10.05.05	£50.00			
18.09.05	£73.75			
02.04.05	£196.00			

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**:-

Bar Imprest Account:	Statement Fee	3.25	
	Wages	60.35	
	Petty Cash	<u>73.85</u>	137.45
Mr J R Black:	Prepare & Paint Outside Walls & side entry door		33.00
Charus Automatic:	Gaming Machine Rental	173.34	
		Vat <u>30.33</u>	203.67
County Stocktakers:	Stocktaking – 31 st March 2005	180.00	
		Vat <u>31.50</u>	211.50
Kff:	Bar Snacks		35.60
Kent Refrigeration:	Repairs to Glass Washer	32.50	

		Vat <u>5.69</u>	38.19
Adrian Mecklenburgh: Post Mix Wine & Syrup		185.31	
		Vat <u>32.44</u>	217.75
Nivek Catering: Coffee, Napkins, Cream &		50.76	
		Vat <u>4.71</u>	55.47
Silver Springs: Soft Drinks		65.77	
		Vat <u>11.51</u>	77.28
SSG Emprise Ltd: Bar Keyholders		30.00	
		Vat <u>5.25</u>	35.25
Trichem (South) Ltd: Glass Wash		46.00	
		Vat <u>8.05</u>	54.05

(c) Financial Analysis

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

34. ITEMS BROUGHT FORWARD FROM LAST MEETING[a] Cleaning Inspection Report [Page 349, Item 656 [a]

[i] REPLACEMENT MISTED GLASS UNITS

A quotation was **READ** for the replacement of the misted glass units.

RESOLVED to accept the quotation from SBD of £396.00 to replace the misted glass units.

[b] Refurbishment of Corridor [Page 350, Item 656 [d]

[i] UNITED FLOORING - Revised Quotation for Saturday working

A revised quotation from United Flooring to include the additional Saturday working that would be required, to complete the job in the given timescale, was **READ**.

RESOLVED to accept the quotation for the additional weekend working required.

[ii] VINYL TO FRONT OF CLOAKROOM

It was **NOTED** that to lay the same vinyl as the floor, to the front of the cloakroom counter would cost in the region of £70.00 to £100.00.

[iii] ACORN ROOM – RE-DECORATION

Two quotations to redecorate the Acorn Room were **READ** and **NOTED**:-

- (a) £ 687.00
- (b) £1,245.00

RESOLVED to accept the quotation (a) £687.00 from Smart Decorators.

[iv] **COLOUR CHARTS & VINYL FLOORING SAMPLES**

Colour charts for the paint for the walls and the vinyl flooring, for the corridor, were **CIRCULATED**.

Voting took place on the colour of the floor vinyl and resulted in three votes for 'solitude' and three for 'cereal'. The Chairman used his casting vote in favour of 'solitude'.

RESOLVED to have 'solitude' vinyl flooring and antique cream and toasted almond for the wall colours

[v] **REPAIRS TO CEILING AFTER ROOF LIGHTS REMOVAL**

It was **NOTED** that this quote had not yet been received.

RESOLVED to give delegated powers to the Chairman and Clerk to accept this quotation if it is reasonable.

[c] Smoke Detectors for Centre – Quotation [Page 351, Item 656[e]

A quotation to supply smoke detectors to the whole Centre at a cost of £7,723.00, was **READ** and **NOTED**.

It was suggested that because of the large cost involved, this project could be considered again when looking at the budget for next year.

[d] Asbestos Survey – Report – Page 352, Item 660]

The Asbestos Survey Report was **READ** and it was **NOTED** that this work should be carried out as soon as possible. One quotation to carry out this work was **READ**.

RESOLVED to obtain further quotations and then give delegated powers to the Chairman and Clerk to accept the best quotation and to proceed with asbestos removal as soon as possible.

35. **BAR**

[a] Kilbarn Club Takings

A copy of the Kilbarn Club Takings, which had previously been **CIRCULATED**, was **READ**.

It was **NOTED** that the gaming machine takings had improved slightly although members suggested it might do better if the machine was changed more regularly.

RESOLVED to ask for the machine to be changed every 6 to 8 weeks.

[b] Bar Matters

The Bar Manager, Mrs Judith Grimes, joined the meeting. She advised that she did not have any matters to raise at this time.

CLlr Porter raised the matter of children in the bar after 8.00pm. He advised that on the previous Friday evening, when there was football club function in the main bar, several youngsters came into the bar and appeared unsupervised. Most left after a short time but some remained, defiantly.

RESOLVED to remind all bar staff that children are not allowed in the bar after 8.00pm and that the Senior Staff on duty must enforce this rule.

[c] Kilbarn Club Social Club Balance Sheet

The Kilbarn Club Social Club balance sheet was **READ** and **NOTED**.

[d] Thursday Evenings - No Smoking & Special Evenings

It was **NOTED** that the first 'No Smoking Thursday Promotion' selling beer at £1.00 per pint had been very successful. It was suggested that more 'No Smoking' signs need to be placed on the tables and it would be useful to have a 'No Smoking beyond this point' sign, to deter smokers from the bar area at all times.

Discussion took place on other possible promotions, such as special prices for wine and Fosters, to encourage customers to use the Club on Thursday evenings.

RESOLVED the next Thursday promotion will be wine at 60p per glass on Thursday 9th June.

[e] Kilbarn Club – Complaint from Darts Team

It was **NOTED** that a complaint had been received from the Darts 'B' team, that it was too noisy in the bar when there was football on the television at the same time they were trying to play a darts match.

RESOLVED that on occasions where a big match is on the same night that the Dart's team is playing, only the TV at the far end of the bar be switched on.

36. CLEANING & CARETAKING

[a] Current situation

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

37. HIRE RATES FROM 1ST JANUARY 2006

A copy of the current hire rates was **CIRCULATED**. It was suggested that the rates should be increased by a small percentage with a minimum increase of £1.00.

RESOLVED members will look at the current rates and bring their suggestions for increases in 2006 to the next meeting.

38. CORRESPONDENCE

Hi Kent:

RESOLVED Facilities For Deaf – Free Survey
TO ACCEPT OFFER OF A FREE SURVEY AND INVITE
DAVID STEPHENS TO ATTEND ALONG WITH CLLR
MULCUCK.

Kent County Council:

Capital Project 2004 – Upgrade of Audio
& Lighting Grant Application Held Over
By Board Until November 2005

READ AND NOTED. THE COMMUNITY CENTRE ADMINISTRATOR WILL CONTACT CO. CLLR GEOFF ROWE TO SEE IF HE CAN OFFER ANY ASSISTANCE/ADVICE.

39. **THERMOSTATIC CONTROLLED TAPS FOR DON CARMAN TOILETS**

[a] Request from Health & Safety Officer from TMBC Summer Playscheme

It was **NOTED** that the Health and Safety Officer from TMBC Summer Playscheme had inspected the premises and requested that thermostatic controlled taps be installed. The Community Centre Administrator advised that she had obtained a quote of £720.00 to do this.

RESOLVED to obtain additional quotes for this work and the Chairman and Clerk be given delegated powers to accept the best quotation.

40. **REPAIRS TO CAR PARK**

A quotation of £2,687.50 plus VAT to repair the pot holes in the car park was **READ**. Members felt that it was essential that this work be carried out but additional quotes should be obtained.

RESOLVED to obtain additional quotes for this work and the Chairman and Clerk be given delegated powers to accept the best quotation.

41. **CLOSURE**

The meeting closed at 9.08pm.

Chairman
6th June 2005