

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 14TH NOVEMBER 2005

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

A G E N D A

368. OPENING OF MEETING

The meeting was opened by the Chairman at 7.30pm.

369. APOLOGIES FOR ABSENCE

Apologies were **RECEIVED** and **ACCEPTED** from Cllr Mrs J Thorpe & Cllr J D Day.

370. DECLARATION OF MEMBERS' INTERESTS

There were no declarations of interest.

371. FINANCE

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

[a] Community Centre Accounts for Payment

All Day-All Night Plumbing:	Refit WC Pan in Ladies Toilet	140.00	
	Renew tap body in Acorn Room	63.00	
		203.00	
		Vat 35.53	238.53
BJC Commercial Services Ltd:	Cleaning Materials	36.36	
		Vat 8.73	45.09
British Gas:	Gas Supply to 28 th September	324.56	
		Vat 56.79	381.35
Cleanaway Limited:	September Refuse Collection	146.20	
	October Refuse Collection <u>120.20</u>		
		266.40	
		Vat 46.61	313.01
Cleansing Service Group:	Jetting as required	145.00	
		Vat 25.38	170.38

Edwardes Bros (Dulwich) Ltd:	Coloured light bulbs	49.95	
		Vat <u>8.73</u>	58.68
Gold Star UK	Polo Shirts	80.65	
		Vat <u>14.12</u>	94.77
Hillarys Blinds Ltd:	Supply and fit blinds in Don Carman Hall	348.94	
		Vat <u>61.06</u>	410.00
Initial Textile Services:	Towel Rental to 30 th October	55.80	
		Vat <u>9.77</u>	65.57
Kent County Council:	Cleaning Materials	248.50	
		Vat <u>43.48</u>	291.98
Lawrences Insurance Brokers:	Group Personal Accident Traders Combined	1089.45	
		<u>6287.92</u>	7377.37
Mid-Kent Water:	Meter Reading 17 th October 2005		1216.01
Poyntell Limited:	Work carried out to Fire Exit Doors	168.90	
		Vat <u>29.56</u>	198.46
Record Automatic Doors (UK) Ltd:	Routine servicing of Automatic Doors	235.00	
		Vat <u>41.13</u>	276.13
SBD Fabrications Limited:	3 Glass units replaced to existing windows	345.90	
		Vat <u>60.53</u>	406.43
Style Fashion (Kent) Ltd:	Signs for Fire Exams	30.00	
		Vat <u>5.25</u>	35.25
Travis Perkins:	Base unit for kitchen	58.00	
		Vat <u>10.15</u>	68.15

Deposit Refund

Oaken Hall		The Don Carman Hall	
20.10.05	50.00	15.10.05	50.00
22.10.05	50.00	16.10.05	50.00
24.10.05*	50.00	21.10.05	50.00
25.10.05	50.00	22.10.05	50.00
26.10.05	50.00	11.11.05	50.00
26.10.05	304.25	12.11.05	50.00
10.11.05	50.00		
12.11.05	50.00		
13.11.05	50.00		

* Subject to discussion

The full list of deposit refunds was **READ**, and it was **NOTED** that the caterer on 24th October 2005 in the Oaken Hall dropped food on the carpet by the fire exit situated between the Caretakers Office and the Oaken Hall kitchen. This item will be dealt with later in the Meeting.

RESOLVED that all the other 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:	Voucher Charge	3.25	
	Wages	153.83	
	Petty Cash	<u>67.13</u>	224.21
Adrian Mecklenburgh:	Post Mix Wine & Syrup	201.17	
		Vat <u>35.21</u>	236.38
Charus Automatic Ltd:	Gaming Machine and Cage	173.34	
	Rental to 31 st October 2005	Vat <u>30.33</u>	203.67
County Stocktakers:	Stocktake 4 th October 2005	180.00	
		Vat <u>31.50</u>	211.50
Customcard Ltd:	Self Seal Pouches	23.50	
		Vat <u>4.11</u>	27.61
Kent County Council:	4 Drawer Mobile Unit	13.50	
		Vat <u>2.36</u>	15.86
Nivek Catering Supplies:	2 Brass Cork Extractors	37.38	
	Chrome Corkscrew Lever	3.00	
	Coffee	22.08	
	Cocktail Cherries	<u>9.60</u>	
		72.06	
		Vat <u>8.75</u>	80.81
Royal & Sun Alliance:	Money Cover		274.77
Silver Spring Minerals Limited:	Soft Drinks	42.21	
		Vat <u>7.39</u>	49.60
SSG Emprise Limited:	Monthly Key Holder Fee 30.00		
		Vat <u>5.25</u>	35.25

[c] Financial Analysis – herewith

The Financial Analysis was **CIRCULATED** and **READ**. It was noted that two Saturday nights in November have not been booked and this will have a knock-on effect to the bar income.

It was **NOTED** that the ‘Other Hirers Rate’ of £90 for the Oaken Hall for Friday and Saturday evenings appears to be putting hirers off.

It was **FURTHER NOTED** that Mote Park who have a capacity of 600 for weddings and 1200 for a seated audience only charge £60 per hour for basic hire but this figure increases depending on the amount of furniture required by the hirer.

RESOLVED to apply the ‘Tonbridge & Malling’ rate of £65 to the ‘Other Hirers Non-Commercial’ with effect from 1st January 2006 to encourage hirers from other areas into the Centre.

372. ITEMS BROUGHT FORWARD FROM LAST MEETING

[a] KCC Members Grant Application [Page 267, Item 311(a)]- current situation

It was **NOTED** that the application has been approved and the Grant of £1000 for the hearing loop will be received shortly.

[b] Cedar Room/Guide HQ [Page 267, Item 311 (b)] - current situation

The inspector has now visited the building and the insurance company has requested that the roof and guttering be repaired and renovated within 60 days. Quotes have been requested from two companies and a letter should be sent to the Guides informing them that they could be moved to the Acorn Rooms until repairs can be made.

RESOLVED to take the quotes, once received, to the full Council Meeting.

RESOLVED TO RECOMMEND that the Parish Council consider making an application for funding to Sport England to turn the building into a sports pavilion with multi-purpose meeting room which could be used by the Guides on their meeting nights and any youth projects.

[c] Damage to Corridor Floor – 24th September 2005 [Page 269, Item 314(a)] – current situation

A reminder letter was sent to Mr Brazil on 2nd November 2005.

RESOLVED that if no reply had been received within the next 7 days then a letter should be sent by the Council's solicitor.

373. **BAR**

[a] Kilnbarn Club Takings – Copy herewith

It was **NOTED** that the weekly takings are still down and staff still need to be more motivated.

[b] Bar Matters

The Bar Manager, Judith Grimes, joined the meeting and was asked to investigate why food had not been put out during the recent England football game. Food should be put out for all major football games and special evenings.

In an attempt to boost falling sales figures and encourage more customers discussion took place regarding going ahead with the proposed extension to the Kilnbarn Club or completely refurbishing it instead.

RESOLVED TO RECOMMEND to Full Council that the proposed extension to the Kilnbarn Club be shelved at this time in favour of refurbishment and air-conditioning to make the Club more appealing to members.

RESOLVED TO RECOMMEND that a survey be sent out to Residents in order to gauge what decorative features the residents would like considered.

[c] Thursday Evenings - No Smoking & Special Evenings

It was **NOTED** that the next special evening will be on Thursday, 17th November 2005 and this would be a Dog Racing Night, with beer at £1 per pint. Members requested that wine should also be sold at 60p per glass. Large posters will be placed around the Centre and on notice boards to advertise the event.

It was also **NOTED** that the next promotion will be a Vodka night on the 8th December 2005. The Bar Manager was asked to arrange an entertainer for the evening, either a comic or a singer.

Members requested that the Bar Manager calls a staff meeting in the next few weeks.

It was also suggested that the contracted Members of staff change their shift patterns to ensure that a change of staff occurs on different evenings.

[d] T&MBC - Premises Licence

The Premises Licence was **NOTED**.

[e] Kilbarn Licence – Amendments to Club Rules – suggestions herewith

The amendments to the Club Rules were **NOTED** and **AGREED**.

[f] Kilbarn Club – Balance Sheet – Copy herewith

The Balance Sheet was **READ** and **ACCEPTED**.

374. CLEANING & CARETAKING

[a] Current situation

It was **NOTED** that everything appears to be progressing well.

[b] Inspection Report

It was **NOTED** that the handle on the new vanity units in the ladies toilets is still broken and one of the locks on the ladies toilet cubicle needs to be replaced.

RESOLVED that a time limit should be set to undertake the work required following an inspection and also regular random checks should be carried out by the Administrator or her assistant.

Cllr Mrs DeSave requested that dirty mops are either washed immediately or placed in the unused changing room and not left in the Oaken Hall kitchen.

[c] Quotation for Cloakroom Improvements

A quotation from Poyntell, offering two suggestions to enclose the front of the cloakroom to enable caretakers on duty to be able to have a good view of visitors to the Centre, was **READ** and **NOTED**.

Both options are based on the same basic design with the first having the doors top hung producing a clear counter top at a cost of £2304.67 and the second has the doors mounted on wheels running on a track across the counter top at a cost of £2142.75

RESOLVED that it is essential to go ahead with the work for security reasons.

RESOLVED TO RECOMMEND to the Parish Council to take £1000 from this Committee's Furniture and Fittings Fund and to request the balance of £1304.67 be met from central funds.

[d] Disruptive Behaviour by Youths - Security

It was **NOTED** that security is being brought in one evening a week on a random basis in order to deter disruptive behaviour by youths.

RESOLVED that this should continue.

It was **NOTED** youths are congregating by the picnic tables and benches outside the entrance to the Kilbarn Club.

RESOLVED to remove the picnic benches from outside the Kilbarn Club for the winter period, this will hopefully stop youths from congregating in this area which could be intimidating to people visiting the Club.

375. **OAKEN HALL AND DON CARMAN HALL FLOORS**

[a] Resealing 2006 – Decision Required

Peter Dorrell have written explaining the advantages of having the floor scrubbed and resealed annually as opposed to bi-annually. This hopefully would also remove the staining caused by party poppers on the floor.

RESOLVED to have the floor in the Oaken Hall sanded and resealed during a quiet period next year to minimise disruption to hirers.

[b] Quotation to Replace Middle Section of The Don Carman Hall Floor

NOTED that the wood block flooring in the centre of the Don Carman Hall floor lifting in a number of places.

A quotation from United Flooring to repair the floor at a cost of £3647.21 was **READ** and **NOTED**.

It was also **NOTED** that there appears to be a water leak which is causing the Perspex panels to bulge just outside the Don Carman Hall entry door. This is also causing the area of wood block flooring immediately in front of the bar to lift. It was **FURTHER NOTED** that investigations into the leak are taking place shortly.

RESOLVED to hold this quotation over until the January 2006 meeting.

376. **ESTIMATES 2006/07**

Discussion took place on the suggested estimates and the reduced figure for the Kilbarn Club income. In view of this reduction in income it was

RESOLVED to drop the Bar Stock figure to £85,000 and include £5,000 towards the refurbishment of the Kilbarn Club.

RESOLVED TO RECOMMEND the following as the estimates for the Community Centre Committee for the financial year 2006/07.

COMMUNITY CENTRE		
Expenditure	2006/2007	
Business Rates	14000.00	
Services	15500.00	
Hygiene Items	4000.00	
Stationery/Telephones	3000.00	
Insurances	7000.00	
Licences	2100.00	
Repairs & Replacements	7000.00	
Security	500.00	
Function Security	350.00	
Service Contracts	3500.00	
Vandalism	250.00	
Contingencies	4500.00	
Refuse Collection	1800.00	
Public Works Loan Board	4224.00	
Annual Refurbishment of Floors	<u>3500.00</u>	71224.00
Capital Items		
Furniture & Fittings Fund	2000.00	
Regular Maintenance	<u>2000.00</u>	<u>4000.00</u>
		75224.00

Anticipated Income		
Hire Fees	96000.00	
Tonbridge & Malling BC	4224.00	
Cupboard Hire	300.00	
Exam Desk Hire	500.00	
Performing Rights Society Fees	200.00	
Function Security	350.00	
Public Phone	50.00	
Hirers Refuse/Mat Hire	100.00	
Bar Services	10200.00	
Grant from T&MBC	<u>3967.59</u>	115891.59
		40667.59
BAR		
Expenditure	2006/2007	

Bar Stock	85000.00	
Bar Food	800.00	
Coffee & Cream	300.00	
Bar Snacks	2000.00	
Tobacco	200.00	
Cleaning Sundries	500.00	
Insurance	100.00	
Licences	1750.00	
Repairs & Replacements	3500.00	
Security	1000.00	
Stocktaking	1000.00	
Contingencies	1000.00	
Glasses	300.00	
Beer Gas	2400.00	
Bar Counter Snacks	400.00	
Cherries & Straws	50.00	
Quiz Snacks	200.00	
Sky TV	3500.00	
Gaming Machine Rental	3500.00	
Bar Services	10200.00	
KB Extension	0.00	
Royal Mail Cash Collection	700.00	
Refurbishment of Kilnbarn Club	<u>5000.00</u>	123400.00

Anticipated Income		
Oaken Hall Counter	65000.00	
Oaken Hall Wine	2000.00	
Don Carman Hall Counter	21000.00	
Don Carman Hall Wine	750.00	
Kilnbarn Club	100000.00	
Kilnbarn Club Food	1000.00	
Soft Drinks Bar	600.00	
Gaming Machine	9000.00	
Cigarette Commission	<u>100.00</u>	199450.00
		76050.00

377. **5 YEAR PLAN**

The suggestions from the Community Centre Administrator for the 5 Year Plan was **NOTED** and **ACCEPTED** which includes:-

- Replace stage flooring;
- Replace ceiling in Oaken Hall and upgrade lighting;
- Upgrade shower rooms;
- Replace Acorn Room flooring;
- Replace furniture/ settles in the Kilnbarn Club;
- Replace oven – Oaken Hall;
- Upgrade stage lighting/ audio system.

378. **NO SMOKING IN THE OAKEN HALL CORRIDOR/CENTRE/KITCHEN AREA**

Members discussed the possibility of making the whole Centre, with exception of the Kilnbarn Club, a no smoking building.

RESOLVED to leave things as they are at present, but to place surveys out at the Christmas dances and discuss the results at the January meeting.

It was **NOTED** that a memorandum will be sent to the Caretaking staff to ensure that plenty of ashtrays are put out when functions are taking place, especially in the corridor area, to avoid any further damage to the floor.

379. **FASCIA/CLADDING - DAMAGED BY VANDALS**

[a] Insurance claim completed

It was **NOTED** that a completed insurance claim form and photographs had been sent to and acknowledged by this Council's Insurers. **FURTHER NOTED** that the cost of repairs is £1943.00.

380. **BOOKINGS**

- [a] 24th October 2005 – Kent County Women’s Bowling – Damage to fire exit corridor carpet – Caused by Hirer’s Caterer

RESOLVED that the hirer’s deposit of £50.00 be withheld to cover the cost incurred by this Council to have the area professionally cleaned.

Cllr Baker moved that an extension of time be permitted to enable the business on the agenda to be dealt with. **CARRIED UNANIMOUSLY**

381. **CORRESPONDENCE**

1st Ditton Scouts: Request for part refund for unused hall 7th October 2005

A LETTER FROM DITTON SCOUTS REQUESTING A PART REFUND FOR THEIR CANCELLED BOOKING ON THE 7TH OCTOBER 2005 WAS **READ AND NOTED**.

RESOLVED THAT AS THIS REQUEST WAS A RESULT OF THE KM NOT ADVERTISING THE EVENT, THE COMMITTEE DID NOT FEEL ABLE TO AGREE TO THE REQUEST.

Open University: Request to hire Oaken Hall 9th – 20th October 2006

IT WAS **NOTED** THAT A NUMBER OF COMPLAINTS REGARDING BACKGROUND NOISE WERE RECEIVED FROM THE INVIGILATORS. COMPLAINTS WERE ALSO RECEIVED FROM BLOCK HIRERS REGARDING THE TWO WEEKS OF CANCELLATION AND DISRUPTION THIS CAUSED TO THEIR CLUB AND MEMBERS.

RESOLVED THE HIRE FEE BE INCREASED TO £3,000 PER WEEK NEXT YEAR, WHICH WILL INCLUDE STORAGE OF EXAM PAPERS IN ADVANCE AND EXAM DESK HIRE FOR THE 10 DAY PERIOD.

IT IS HOPED THAT THIS INCREASE IN THE HIRE FEE WILL ENABLE THE BLOCK HIRERS TO UNDERSTAND THE NECESSITY TO TAKE THIS BOOKING.

382. **CLOSURE**

The meeting was closed at 10.12pm.

Chairman
5th December 2005