

**DITTON PARISH COUNCIL**

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 10<sup>TH</sup> OCTOBER 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]

306. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

307. **APOLOGIES FOR ABSENCE**

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

308. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

309. **COMMUNITY CENTRE COMMITTEE VACANCY**

After discussion Members

**RESOLVED** to keep the Community Centre at 7 Members

310. **FINANCE**

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

[a] Community Centre Accounts for Payment

John Black:	Window Cleaning and External September 2005		70.00
British Telecom:	Public Phone	45.12	
	Booking and Bar Line	<u>200.50</u>	
		245.62	
		Vat <u>42.97</u>	288.59
Cleanaway Ltd:	Refuse Disposal – August	124.25	
		Vat <u>21.74</u>	145.99
Dark Knight Security:	Security	207.36	
		Vat <u>36.29</u>	243.65

EDF Energy:	Supply and fit P42 Control - Street Light in Car Park	43.07 Vat <u>7.54</u>	50.61
Initial Textile Services:	Towel Rental	55.80 Vat <u>9.77</u>	65.57
Kent County Council:	PAT Testing Cleaning Materials Stationery	47.85 176.20 <u>9.00</u> 233.05 Vat <u>40.79</u>	273.84
Peeks of Bournemouth:	Autumnal Decoration	4.88 Vat <u>0.85</u>	5.73
G Pover Photography:	Staff Photographs		23.00
Poyntell Ltd:	Supply and fit 1 Horizontal Sash Lock Plus additional keys	181.34 <u>16.50</u> 197.84 Vat <u>34.62</u>	232.46

Deposit Refund

Oaken Hall		The Don Carman Hall	
28.08.05	50.00	25.09.05	50.00
01.10.05	10.00	08.10.05*	75.00
07.10.05*	50.00	09.10.05*	50.00
08.10.05*	50.00		

\* Subject to inspection

The full list of deposit refunds was **READ**, and it was **NOTED** that, despite numerous reminders that no alcohol is permitted to be brought into the Centre, the hirer on the 8<sup>th</sup> October 2005 in the Don Carman Hall did so.

**RESOLVED** that the deposit held against the Don Carman Hall booking of the 8<sup>th</sup> October 2005 be withheld.

[b] Bar Accounts for Payment

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

DCC Bar Imprest:	Voucher Charge	3.25	
	Wages	25.46	
	Petty Cash	<u>210.87</u>	239.52
Adrian Mecklenburgh:	Post Mix Wine & Syrup	362.09 Vat <u>63.36</u>	425.45
Charus Automatic Ltd:	Gaming Machine and Cage Rental to 30 <sup>th</sup> September 2005	173.34 Vat <u>30.33</u>	203.67
Kent County Council:	Cleaning Materials Menu Stand	27.25 <u>2.20</u>	

		29.45	
		Vat <u>5.16</u>	34.61
Kent Frozen Foods:	Frozen bar meals		79.87
Kent Refrigeration:	Supply and fit new detergent pump to glass washer	191.90	
		Vat <u>33.59</u>	225.49
Nivek Catering	2 Dartboards	43.88	
Supplies:	Coffee and cream	<u>15.51</u>	
		59.39	
		Vat <u>7.68</u>	67.07
SSG Emprise Limited:	Monthly Key Holder Fee	30.00	
		Vat <u>5.25</u>	35.25
[c]	<u>Financial Analysis</u>		

The Financial Analysis was **CIRCULATED** and **READ**. It was **NOTED** that the Kilnarn Club takings were down by more than £5000.00 over the same period last year.

[d] Stocktake Report

The stocktake report was **CIRCULATED** and the small surplus **NOTED**.

311. **ITEMS BROUGHT FORWARD FROM LAST MEETING**

[a] Hi Centre for The Deaf – Hearing Loop -[Page 236, Item 242[a]

- [i] Quotation from Hi Centre For The Deaf
- [ii] Quotation from David Stephens

Quotations from the Hi Centre for the Deaf and David Stephens to supply a hearing loop were **NOTED**.

**RESOLVED** that the application for KCC Members grant will be now be applied for using the quotation from David Stephens in the sum of £1639.00

[b] Cedar Room/Guide HQ [Page 238, Item 251]

- [i] Reply from Allianz Cornhill

It was **NOTED** that an e:mail has been received from Allianz Cornhill agreeing that the Guides can continue to use the Guide HQ pending the Surveyors visit, which is still to be arranged.

- [ii] Response from Guides

The Guides were informed of the above decision, but were anxious to receive a date for the Surveyor's inspection to determine the future of the HQ.

312. **BAR**

[a] Kilnarn Club Takings

It was **NOTED** that the weekly takings are still down. Members were anxious that this trend does not continue. It was generally felt that staff need to be more

welcoming and friendly and that more effort should be made to promote special events.

[b] Bar Matters

The Bar Manager, Judith Grimes, joined the meeting. It was **NOTED** that Lewis Dixon has been booked for Christmas Eve and a special Halloween Quiz has been arranged. Members felt that more social functions should be arranged to keep the Club's members interest.

It was also suggested that the CD system be used more as background music, rather than the TV blaring out a music channel.

It was suggested that bar snacks be available for the England v Poland game scheduled for this coming Wednesday 12<sup>th</sup> October and also for the wine promotion on Thursday 13<sup>th</sup> October.

The incident over the Hirer bringing in wine was discussed, it appears that the Bar Manager had given clear verbal instructions on Friday 4<sup>th</sup> October. Members suggested that in future any instruction should be entered in the bar diary and that the members of staff taking instruction should sign the diary to say that these instructions are fully understood.

Members were advised that a club member, Mr Lowrey, had recently purchased a wide screen 28" TV which was not adequate for the purpose he required ie camcorder reproduction. Mr Lowrey had enquired if the Council would like to make him an offer for this TV, which was purchased approximately 21days ago. Members agreed this would be a better TV for the Kilnarn Club but were concerned that the guarantee was already in his name.

**RESOLVED** to offer no more than £70.00 if the guarantee cannot be transferred.

[c] Thursday Evenings - No Smoking & Special Evenings

The next promotion is 60p a glass of wine for this coming Thursday. Members requested that the Courage rep be contacted and asked to donate a keg of beer to hold another £1.00 per pint night. Cllr Porter suggested that a dog racing night be held in conjunction with this promotion. The suggested dates were either the 10<sup>th</sup> or 17<sup>th</sup> November 2005.

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Adjournment

Mrs Hadaway & Mrs Niblet of Ditton Guides & Brownies attended the Meeting to ascertain the current situation with the Guide HQ.

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313. **CLEANING & CARETAKING**

[a] Current situation

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

[b] Inspection Report- 21<sup>st</sup> September 2005

The inspection carried out by Cllrs Mrs Beadle & Mrs DeSave, which was previously circulated, was discussed. Cllr Mrs Beadle was unhappy with the standard of hygiene, particularly behind the bar. It was **NOTED** that the bar cleaner spends the majority of his time emptying the bottles that have accumulated over the weekend into the banks.

**RESOLVED** that the Bar Manager and her Staff be asked to undertake more cleaning behind the bar during the quiet periods.

**RESOLVED** that staff on duty over the weekend take the bottles to the bottle banks and not let them accumulate over the weekend.

The report also pointed out the dilapidated state of the net curtains in the Don Carman Hall. A quotation from Hillary Blinds to replace these with Venetian blinds for the sum of £432.00 was **READ** and **NOTED**.

**RESOLVED** to accept the quotation from Hillary Blinds in a neutral colour to match the existing colour scheme and the cost met from the Furniture & fittings fund

It was **NOTED** that damage and disruption to a hirer had taken place over the last week. **FURTHER NOTED** that Security has been booked for this coming Thursday between 4.00pm – 7.00pm.

Members suggested that the evening duty caretakers are re-located to the cloakroom area. This area when available should be made sympathetic to their needs. The exit doors should be on exit only once the Hirers are in and the bell be used to gain access

#### 314. **BOOKINGS**

[a] Mr Brazil 24<sup>th</sup> September 2005 – Damage to Corridor Floor

It was **NOTED** that at the above wedding a number of cigarette burns were made in the corridor floor. A quotation of £450.00 from United Flooring to replace the damaged areas was **READ**. It was **NOTED** the hirer had signed a damage/complaint form and a letter confirming that any additional charges for these repairs would be their responsibility.

**RESOLVED** to accept the quotation from United Flooring and the additional cost of £275.00 be charged to the Hirer.

#### 315. **WEDDING PACKAGES**

[a] Wedding Package Price for 2007

It was **NOTED** that weddings are now booking for 2007, and a package price is required. **FURTHER NOTED** that the majority of the larger weddings are not from this area.

**RESOLVED** to increase the Oaken Hall wedding package price for other areas by £100.00 with effect from 1<sup>st</sup> January 2007.

[b] Increase in Deposit for Weddings over 250 Attending

It was **NOTED** that larger weddings are declaring numbers of 280/290 persons attending to avoid paying the increased deposit of £500.00. The Community Centre Administrator requested that Members consider reducing this number to 250 for the higher deposit.

**RESOLVED** to accede to the Community Centre Administrator's request for all weddings from 1<sup>st</sup> January 2006.

316. **CORRESPONDENCE**

PAWS Bingo:

Termination of Oaken Hall Hire

IT WAS **NOTED** THAT PAWS BINGO HAVE DECIDED THAT THIS COUNCIL'S RULES AND REGULATIONS TOGETHER WITH THE £1.00 PER HOUR INCREASE IN 2006 HAVE MADE IT IMPOSSIBLE TO RUN THE CLUB.

**IT IS BELIEVED THAT MRS HEARD THE ORGANISER OF PAWS BINGO HAS MISREAD THE CONDITIONS OF HIRE WITH REGARDS TO CLOAK ROOM ATTENDANTS AND THE NEED FOR PUBLIC LIABILITY INSURANCE.**

**IT WAS NOTED THAT THE BOWLS CLUB HAVE OFFERED TO MAKE ALL THE PAWS MEMBERS MEMBERS OF THE BOWLS CLUB.**

**FURTHER NOTED THAT THE CLERK OF THE COUNCIL HAS WRITTEN TO THE BOWLS CLUB INFORMING THEM THAT THIS ACTION MAY BE IN BREACH OF THE TERMS OF THEIR LEASE WITH THIS PARISH COUNCIL.**

317. **CLOSURE**

The meeting was closed at 9.20pm

Chairman  
7<sup>th</sup> November 2005