

DITTON PARISH COUNCIL

MINUTES OF A **MEETING** OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 11TH SEPTEMBER 2006**

PRESENT: CLLRS M J PORTER [VICE-CHAIR], R ANGEL, MRS A BEADLE, J BEADLE.
MRS MARILYN GRANTHAM [COMMUNITY CENTRE ADMINISTRATOR]

210. **OPENING OF MEETING**

The meeting was opened by the Vice Chairman, in the absence, of the Chairman at 7.30pm

211. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** and **ACCEPTED** from Cllrs RGW Baker, Mrs J E DeSave and J E DeSave.

212. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

213. **FINANCE**

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

[a] Community Centre Accounts For Payment

Cleanaway Ltd:	Refuse Collection 2/07/06 to 29/07/06	131.40 Vat <u>22.99</u>	154.39
Peter Dorell & Company:	Sanding & Sealing Oaken Hall floor 4 X 5L Grangel	5995.00 48.50 6043.50 Vat <u>1057.62</u>	7101.12
Forge Engineering:	Repairs to Flapper Barrier	830.00 Vat <u>145.25</u>	975.25
Gasforce Ltd:	Repairs to hot water system	433.50 Vat <u>75.86</u>	509.36
Initial Washroom: Solutions	September Towel Rental	58.50 Vat <u>10.24</u>	68.74
Invicta Services:	Repairs to Scrubber Dryer	55.00 Vat <u>9.63</u>	64.63



Kent County Council:	Tabard	5.75	
	Cleaning Materials	<u>239.25</u>	
		245.00	
		Vat <u>42.88</u>	287.88
Kent & Medway NHS:	Overpayment of Priority House Account		107.00
Phonographic Performance Limited:	Licence Fee 07.09.06 to 06.09.07	642.92	
		Vat <u>112.51</u>	755.43
LJ Pratley & Partners:	Repairs to 4 manual window controls in Oaken Hall	350.73	
		Vat <u>61.38</u>	412.11
Record UK Ltd:	Replacement battery pack	235.54	
	Labour and call out charge	<u>145.00</u>	
		380.54	
		Vat <u>66.60</u>	447.14
Viking Direct:	Portable Air Conditioning Unit and Stationery	89.76	
		Vat <u>15.71</u>	
		105.47	
	Less Credit Note for Air Conditioner	<u>82.24</u>	23.23

Deposit Refunds

Oaken Hall		Don Carman Hall	
12.08.06	125.00	26.08.06	23.00
19.08.06	200.00	08.09.06*	50.00
11.09.06*	97.50	09.09.06*	50.00
		10.09.06*	50.00

* Subject to inspection

[b] Bar Accounts For Payment

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

DPC Imprest A/C:	Reimbursement of Expenses		199.05
Charus Automatic Ltd:	Gaming Machine Rental & Cage	173.33	
		Vat <u>30.33</u>	203.66
Edwardes Bros [Dulwich]:	Reflector Lamps & Fluorescent Tubes	46.76	
		Vat <u>8.18</u>	54.94
Kent Refrigeration:	Adjustment of thermostat	38.00	
	Replaced bin stat run machine	42.28	
	Replacement water pump	<u>66.26</u>	
		146.54	
		Vat <u>25.65</u>	172.19
Adrian Mecklenburgh:	Post Mix Syrup & Wine	379.03	
		Vat <u>66.36</u>	445.39

Nivek Catering Supplies:	Coffee Filters & Creams		16.55
SSG Emprise Limited:	Key Holder Service	30.00	
		Vat <u>5.25</u>	35.25
Silver Springs Minerals:	Soft Drinks	47.91	
		Vat <u>8.38</u>	56.29
Travis Perkins:	Materials for Picnic Area	91.02	
	Screws	51.72	
	Hire of Heavy Rotary Hammer	<u>23.81</u>	
		166.55	
		Vat <u>29.16</u>	195.71

[c] Financial Analysis

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

[d] Stocktake Report

[i] MEMO TO SENIOR STAFF – copy herewith

On the day of the stocktake it was **NOTED** that 4 bottles of champagne were missing. The only plausible answer is that when one side of the catering fridge in the Oaken Hall bar was unlocked for a hirers food to be stored on the 1st July 2006 it was stolen. It appears that the champagne was stored in the locked side of this fridge. At the stocktake it was discovered that you can put your arm through to the locked side and remove goods that are in arms length.

Members were appalled that the fridge was unlocked for hirers use in the first place and the fact that a guest actually put a tray of beers in the fridge to keep cool was disgraceful. Members asked where the Senior Member of Bar Staff on duty was when all of this was going on.

RESOLVED that the Member of Staff on duty that afternoon be asked why they gave the hirer permission to use this fridge.

[ii] 8TH AUGUST 2006 -STOCKTAKE

The stocktake report for the above date, which was previously circulated to all members, was discussed. The deficit was discussed and it was **NOTED** that £100.00 of the deficit was attributed to the loss of the 4 bottles of champagne. Members were concerned that these deficits keep occurring yet no reason is found for them.

RESOLVED that the Stocktake booked for 26th September be moved to mid October and the Stocktaker be invited to attend the Community Centre Committee meeting on Monday 13th November 2006 at 7.00pm to explain in the detail the stocktake reports that he carries out on this Council's behalf.

214. **ITEMS BROUGHT FORWARD FROM LAST MEETING**(a) Response from Cleanaway – Flapper Barrier Damage

It was **NOTED** that nothing has been heard from Cleanaway since their letter dated 4th August 2006 which stated that their insurance department is investigating this complaint of damage to the flapper barrier.

215. **BAR**[a] Kilnbarn Club Takings – Copy herewith

The takings for the period 18th June to 3rd September were **READ** and it was **NOTED** that the takings dropped significantly during July and August 2006. Members hope that the takings will improve now that the football season has started. It was also **NOTED** that the gaming machine takings are down. Cllr Porter thinks that the Council are being given very old machines, he stated that the up-to-date machines offer the player a choice of stakes ie. 10p, 20p & 30p.

RESOLVED that Charus Automatic be contacted and asked for an up-to-date machine to be installed.

[b] Bar Matters

The Bar Manager, Judith Grimes, joined the meeting. She stated that due to a mix up the act booked for this coming Saturday had not been advertised. Judith took full responsibility for this oversight and informed Members that she had been trying to contact the Agent to try to move the singer on to a weekend in October. Members suggested that if it is not possible to transfer to another date, that a poster advertising the singer should be placed on the Parish notice boards, the Centre, the Kilnbarn Club and local shops.

Judith said that Members have been asking for a guest real ale, but it was thought that the only way this could be done was by using the Directors pump.

RESOLVED that the Bar Manager speaks to the Scottish & Newcastle representative when he visits next week.

[c] Refurbishment of Kilnbarn Club

Overall Members felt that the new furniture looked very nice and was very comfortable. Cllr Porter requested that the screws be covered with caps or dowling. Cllrs Mrs Beadle requested that a price for replacement lights be sought. People had commented on the fact that the tables were very light and could be knocked over. The quiz teams had commented that the tables are not adequate for the number of teams taking part. Cllr Angel suggested that we purchase clipboards to help eradicate this problem.

[d] Ditton United Presentation – Response if received

It was **NOTED** that no response has yet been received.

- (e) Bar price increase – copy of current prices enclosed

After much discussion it was

RESOLVED TO RECOMMEND that Kilnarn Club prices be increased to 52% at the and the function bar prices be increased to 96%, unless they are already above that percentage, at the next stocktake.

- [f] Disposal of Unused Kilnarn Club Furniture

It was agreed to offer the old Kilnarn Club furniture to the Church Centre and the Bowls Club.

- [g] Kilnarn Social Club – Balance Sheet

The Kilnarn Club balance sheet previously circulated was **READ** and **NOTED**

- [h] Complaint from Member – TV Saturday Night

It was **NOTED** on the evening of Saturday 2nd September 2006, when seven Members came into the club to play darts the small TV was on in the darts area and they asked the one person watching that TV if they could turn it off as they wanted to play darts. This person refused the request, even though the large TV was on at the other end of the Club. This resulted in five of the seven Members walking out.

During this fracas the two Members of bar staff on duty were reported to be giggling.

RESOLVED that a poster be put up in the darts area stating that darts take precedence in this area and that a Memo be sent to the Senior Member of staff on duty that evening stating that she should have taken control of this problem and switched of the TV in the darts area.

216. **CLEANING & CARETAKING**

- [a] Current situation

It was **NOTED** that due to the fact both Councillor's that were due to carry out the inspection sustained injuries over the weekend the cleaning inspection was not carried out.

217. **BOOKINGS**

1st July 2006 - Wedding:

Letter of Complaint - Withholding of deposit
It was **NOTED** that a letter of complaint has been received regarding the 50% reduction of their refundable deposit.

The hirer stated that they offered to help with the cleaning. They came back the next day at midday as instructed by the duty caretaker to help with cleaning and replaced the broken toilet seat.

DISCUSSION TOOK PLACE AND IT WAS **NOTED** THAT THE HIRER IS NOT PERMITTED TO UNDERTAKE THE CLEANING OF THE CENTRE AFTER A FUNCTION AND NOR ARE THEY INSURED TO DO SO.

Members took the hirers comments on board but regrettably the Council Chairman who took photographic evidence, and the Community Centre Chairman were not present at this meeting to enable this to be discussed further.

RESOLVED THAT A LETTER BE SENT TO MRS FRANKHAM EXPLAINING THAT A DECISION WILL BE MADE AT THE NEXT MEETING OF THE COMMUNITY CENTRE ON MONDAY 9TH OCTOBER 2006.

7th October 2006 – Craft Fair

Cancelled Booking

RESOLVED

THAT AN ADMINISTRATION FEE OF £10.00 BE WITHHELD AND THE BALANCE RETURNED TO THE HIRER.

218. **ENVIRONMENTAL HEALTH INSPECTION – 22ND AUGUST 2006**

A report from the Environmental Health officer that carried out the above inspection highlighted the following problems:-

- The ice machine the in the Oaken Hall bar was dirty and needs cleaning
- Some of the units in the Oaken Hall kitchen were showing signs of disrepair and should be repaired or replaced. This will enable effective cleaning. These units are of a domestic type and consideration should be given when the time comes to replace them with a more commercial type of unit.

RESOLVED to obtain quotations to replace the kitchen units and to place these on the 5 year plan.

It was **NOTED** that the ice machine was cleaned thoroughly and is now checked on a weekly basis.

219. **AIR CONDITIONING UNITS**

A grid showing the costs of installing air conditioning in the Parish Office, Council Chamber, Kilnbarne Club and the Oaken Hall were circulated at the Meeting.

The approximate costs to install air conditioning to all of the above areas would cost in the region of £ £41500.00.

RESOLVED to place these quotations on the 5 year plan.

220. **TONBRIDGE & MALLING LOCAL PROJECT GRANT**

[a] Option 1 - CCTV

[b] Option 2 - Air Conditioning

After discussion and a request from the Community Centre Committee Chairman, who could not be present this evening, Members that in his opinion this Committee should apply for a grant toward the installation of CCTV.

RESOLVED TO RECOMMEND to apply for a Local Project grant for option 1, installation of CCTV and to update the quotations already to hand to commence in April 2007.

It was **NOTED** that there could be an increase of up to 5% on the quotations which could apply if the CCTV is not installed until April 2007. Due to rises in copper prices.

The three quotations looked at by this Committee in May of this year are as follows:-

- a) £16037.70 plus an additional charge of £2194.00 if a 6m pole is required
- b) £15819.81
- c) £14015.86 to £18736.00

It was **NOTED** that Kent Police Crime Reduction Officer suggested that we contact quotation a) to obtain a quote as they had seen their work in the past.

221. **CLOSURE**

The meeting was closed at 9.15pm.

Chairman
2nd October 2006