

DITTON PARISH COUNCIL

MINUTES OF A **MEETING** OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 13TH MARCH 2006**

PRESENT: CLLRS J E DESAVE (CHAIRMAN), M J PORTER (VICE-CHAIRMAN),
MRS A BEADLE, J BEADLE, MRS J E DESAVE
MRS MARILYN GRANTHAM (COMMUNITY CENTRE ADMINISTRATOR)
MRS AMANDA DAVIS (ADMINISTRATIVE ASSISTANT)

586. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

587. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** and **ACCEPTED** from Cllrs R G W Baker, J D Day and Mrs J Thorpe.

588. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

589. **FINANCE**

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

[a] Community Centre Accounts For Payment

Cleanaway Ltd:	1/1/06 to 28/1/06 Refuse Collection	120.20	
	29/1/06 to 25/2/06 Refuse Collection	<u>120.20</u>	
		240.40	
		Vat <u>42.06</u>	282.46
Ditton Electrical Contracts Ltd:	Test and Inspection, together with Issue of Certificate	422.50	
		Vat <u>73.94</u>	496.44
Edwardes Bros (Dulwich):	Clear 100w bulkhead	5.99	
		Vat <u>1.04</u>	7.03
Gasforce Ltd:	Repair three heaters	114.53	
		Vat <u>20.04</u>	134.57
Initial Textile Services:	Towel Rental 1/3/06 to 31/3/06	58.50	
		Vat <u>10.24</u>	68.74
Kent County Council:	Cleaning Materials	135.65	
		Vat <u>23.74</u>	159.39
Poyntell Ltd:	Additional Keys	22.00	

	Post & packaging	3.00	
		25.00	
		Vat 4.38	29.38
Top2Bottom:	Replacement of Gents toilet cubicle in Kilnbarn Club	495.00	
	Repair of Cedar Room kitchen Ceiling	200.00	
		695.00	
		Vat 121.62	816.62
United Flooring Ltd:	Repairs to Oaken Hall & Don Carman Hall Woodblock Floor	325.00	
		Vat 56.88	381.88

Deposit Refunds

Oaken Hall

22.02.06	50.00
25.02.06	52.00
26.02.06	50.00
02.03.06	50.00
04.03.06	101.25
09.03.06	50.00
11.03.06	420.00

The Don Carman Hall

18.02.06	50.00
25.02.06	50.00
03.03.06	50.00
04.03.06	50.00
10.03.06	50.00

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**:-

DCC Bar Imprest A/C:	Petty Cash	71.26	
	Expenses	65.91	137.17
ABAT London Ltd:	Filters	113.00	
		Vat 19.78	132.78
Charus Automatic Ltd:	Machine Rental February	151.67	
	Game Safe Cabinet	21.67	
		173.34	
		Vat 30.33	203.67
County Stocktakers:	Stocktake 7 th February 2006	180.00	
		Vat 31.50	211.50
Kent Frozen Foods:	Frozen Bar Meals		12.93
J Lee:	Cash Register Rolls		32.00

Adrian Mecklenburgh:	Post Mix Syrup and Wine	299.53	
		Vat <u>52.41</u>	351.94
Nivek Catering Supplies:	Hi-ball Glasses	68.40	
		Vat <u>11.97</u>	80.37
SSG Emprise Ltd:	Monthly Keyholder Fee	30.00	
		Vat <u>5.25</u>	35.25
Silver Spring:	Soft Drinks	156.19	
		Vat <u>27.33</u>	183.52
TV Licensing:	TV Licence 1/4/06 to 31/3/07		126.50

[c] Financial Analysis

The Financial Analysis was **CIRCULATED** and **READ**.

RESOLVED to **RECOMMEND** to slip forward £1000.00 from Community Centre Furniture and Fitting Fund to purchase Gopak tables, which are urgently required for the Centre.

RESOLVED to **RECOMMEND** to slip forward £500.00 from Bar KBB Extension Fund to the Kilnbarn Club to be utilised as payment for social events.

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

[a] No Smoking in Oaken Hall & Corridor [Page 392, Item 526 (b)]

RESOLVED to **RECOMMEND** that No Smoking should be implemented immediately in the foyer, corridors, kitchen, cloakroom, toilets, Acorn Rooms, Oaken Hall bar area and stage. The Oaken Hall itself will remain a smoking area for the foreseeable future, although this will be at the hirers' discretion.

591. **BAR**

[a] Kilnbarn Club Takings

It was **NOTED** that the bar takings were still down but are improving. It was **FURTHER NOTED** that when entertainment was provided in the form of a singer takings rose considerably.

RESOLVED to **RECOMMEND** reintroduction of membership subscriptions at £2 per annum. This will be used for social events, such as payment for entertainers, etc., on a more regular basis. This will be advertised in the Summer Edition of the Ditton Gazette to take effect as from 1st September 2006.

[b] Bar Matters

The Bar Manager, Judith Grimes, joined the meeting. It was **NOTED** that a St Patrick's Day Quiz Night will take place on Thursday, 16th March 2006, to coincide with the normal No Smoking evening. This will also be a £1 a pint night.

It was **FURTHER NOTED** that Lewis Dixon has been booked for Easter Saturday, 15th April 2006.

[c] Scottish & Newcastle - Price Increase/Round Up

It was **NOTED** that Scottish & Newcastle have made increases on some products and the necessary adjustments were made on Thursday, 9th March 2006.

592. **CLEANING & CARETAKING**

[a] Current situation

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

[b] Applicants for Cleaner/Caretaker

It was **NOTED** that two applicants had been interviewed, the second of which was very promising.

RESOLVED to offer the position to the second applicant with a probationary period.

[c] Inspection Report

It was **NOTED** that Cllrs Mrs A Beadle and Mrs J E Desave had carried out an inspection earlier in the day. Although the Centre was still not up to the expected standard, there had been an improvement since the last inspection.

It was **FURTHER NOTED** that there are a number of minor repairs required throughout the Centre.

RESOLVED in the first instance to ask Graeme Sedgwick whether he would be interested in carrying out the repair work.

RESOLVED to remove Perspex panels in the Don Carman Hall and corridor.

[d] Replacement Vacuum Cleaner

It was **NOTED** that a new Vacuum Cleaner is required for the Centre as the current one is only a domestic machine.

RESOLVED that a new industrial cleaner be purchased from the Cleaning Sundries budget.

593. **BOOKINGS**

[a] Diabetic UK - Request for Annual Concession

An e-mail from Mo Kirchell on behalf of Diabetes UK Maidstone Voluntary Group requesting an annual concession was **READ**.

RESOLVED to agree the request at £50.00 with a £50.00 refundable deposit.

[b] Mrs Arslan – Request for Annual Concession

A letter from Mrs Arslan requesting an annual concession in order to raise funds for a new wheelchair for a young Ditton resident was **READ**.

RESOLVED to agree the request at £50.00 with a £50.00 refundable deposit.

[c] Tai Chi Club – Request for Reduced Hours

It was **NOTED** that this new Ditton Club had requested use of the Centre for one and a half hours only until they become established. It was **FURTHER NOTED** that the Club expects to require a two hour hire period within the matter of its first month of operating.

RESOLVED to agree to the request.

594. **HIRE FEES FOR 2007**

RESOLVED to increase the Non-Commercial Other Hirers rates by 10% and the Non-Commercial Tonbridge & Malling Hirers rates by 5%. The Ditton Based Hirers rates will remain the same.

RESOLVED to increase the Indoor Market rates by £10 for Outside Hirers and by £5 for Tonbridge & Malling Hirers. Again the Ditton Based rate will remain the same.

595. **REPAIRS TO ACORN ROOMS ROOF**

A quotation to repair the upstand and replace the lead flashing which will stop water dripping through the joint and causing damage to the corridor ceiling was **READ**.

RESOLVED to accept the quotation for £480.00 plus VAT from Top2Bottom as a matter of urgency in order to stop further damage to the ceiling and be paid from 2005/06 Contingencies Fund.

596. **CATAPULT DAMAGE TO KB WC WINDOW & PARISH COUNCIL OFFICE WINDOW**

Photographs of the damaged windows were **CIRCULATED**. **NOTED** The incident was reported to the police.

597. **REPAIRS TO FLAPPER BARRIER**

A quotation for repairs to the Flapper Barrier of £830.00 plus VAT was **READ** and **ACCEPTED**.

RESOLVED TO RECOMMEND to full Parish Council and to the Open Spaces & Amenities Committee that this should be split three ways as it affects anyone using the car park not just those people coming into the Community Centre.

598. **CORRESPONDENCE**

Action with Communities in Rural Kent:

**Community Halls Conference, Lenham
Community Centre, Saturday 25th
March 2006**

READ AND NOTED.

Time of Our Lives Music Theatre:

Musical Comical Revue

**THE LEAFLET WAS READ AND
MEMBERS SUGGESTED THAT THIS
INFORMATION BE PASSED TO
DAMARA.**

599. **CCTV** – quotation referred by Parish Council

The quotation to install CCTV to the outside of the premises was **READ**. It was **NOTED** that further quotes should be obtained to include inside the building, i.e. foyer and corridor.

RESOLVED TO RECOMMEND to full Parish Council that this is a capital item and, as such, should be paid for from Capital funds.

600. **CLOSURE**

The meeting was closed at 9.15pm.

Chairman
3rd April 2006