

**DITTON PARISH COUNCIL**

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 12<sup>th</sup> SEPTEMBER 2005

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

238. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

239. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** and **ACCEPTED** from Cllrs Mrs J E Desave and Mrs A Throssell.

240. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

241. **FINANCE**

The following accounts paid during August were **READ, ACCEPTED** and **APPROVED:-**

[a] Community Centre Accounts Paid

All Day All Night Plumbing:	Installation of 2 Themostatic Mixing Values in Toilets	420.00	
			Vat <u>73.50</u>
	493.50		
Best Developments Ltd:	Rubber Feet for Banqueting Chairs – Don Carman Hall	38.00	
			Vat <u>6.65</u> 44.65
British Gas:	Gas Supply to 1 <sup>st</sup> July 2005	776.67	
			Vat <u>135.91</u> 912.58
Cleanaway Limited:	June Refuse Collection	164.63	
	Less Overcharge	<u>35.46</u>	
		129.17	
			Vat <u>22.61</u> 151.78
Initial Textile Services:	Towel Rental to 31 <sup>st</sup> August	55.80	
			Vat <u>9.77</u> 65.57
Kent County Council:	Whiteboard & “V” Mop	92.94	
	Fire Extinguishers	<u>42.30</u>	
	Annual Inspection	135.24	
			Vat <u>23.66</u> 158.90

Peter Dorrell & Co:	Re-Sealing Don Carman Hall	1120.00	
		Vat <u>196.00</u>	1316.00
Phonographic Performance Limited:	Annual Licence Fee	626.31	
		Vat <u>109.61</u>	735.92
Poyntell Limited:	Fitting of Steel Fire Door - The Don Carman Hall	3800.00	
		<u>665.00</u>	4465.00
Southern Water:	Waste Water		1333.30

Deposit Refunds

<u>Oaken Hall</u>		<u>The Don Carman Hall</u>	
23.07.05	125.00	22.07.05	50.00
30.07.05	175.00	05.08.05	75.00
06.08.05	125.00		

The full list of deposit refunds was **READ**.

(b) Bar Accounts Paid

The following accounts paid during August were **READ, ACCEPTED** and **APPROVED:-**

DCC Bar Imprest:	Voucher Charge	3.25	
	Wages	100.41	
	Petty Cash	<u>121.66</u>	225.32
Adrian Mecklenburgh:	Post Mix Wine & Syrup	422.67	
		Vat <u>73.96</u>	496.63
All Day All Night Plumbing:	Renewal of Sink Waste and Overflow pipes	104.00	
		Vat <u>18.20</u>	122.20
Initial Fire & Security:	Service to Bar/Office Alarm	55.00	
		Vat <u>9.63</u>	64.63
SSG Emprise Limited:	Monthly Key Holder Fee – July	30.00	
		Vat <u>5.25</u>	35.25

(c) Community Centre Accounts for Payment

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

All Day All Night Plumbing:	Replace Tap in Acorn room	77.00	
		Vat <u>13.48</u>	90.48
Best Developments Ltd:	Feet Bungs for Don Carman Hall	38.00	
		Vat <u>6.65</u>	44.65
Cleanaway Limited:	Refuse Collection 03.07.05-30.07.05	120.20	
		Vat <u>21.03</u>	141.23

Edwardes Dulwich:	Assorted Lamps	31.98	
		Vat <u>5.59</u>	37.57
Gasforce Limited:	Repairs to Gala Oven	154.00	
	To Add Office/KB Club to	<u>184.00</u>	
	Annual Contract	338.00	
		Vat <u>59.15</u>	397.15
Initial Textile Services:	September Towel Rental	55.80	
		Vat <u>9.77</u>	65.57
Kent County Council:	Cleaning Materials	218.74	
		Vat <u>38.29</u>	257.03
B. Millbank:	Handy Man Charges		150.00
Peaks of Bournemouth:	Autumn Decorations for	45.10	
	Oaken Hall	Vat <u>7.89</u>	52.99
Travis Perkins:	Replacement Toilet Seats	56.14	
		Vat <u>9.83</u>	65.97

#### Deposit Refunds

<b><u>Oaken Hall</u></b>		<b><u>Don Carman Hall</u></b>	
12.08.05	81.25	13.08.05	50.00
26.08.05	168.88	19.08.05	50.00
03.09.05	100.00	20.08.05	50.00

The full list of deposit refunds was **READ**.

**RESOLVED** that the deposit refunds be **ACCEPTED, APPROVED** and **PAID**.

[d] Bar Accounts for Payment

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

DCC Bar Imprest:-	Voucher Charge	3.25	
	Wages	150.44	
	Petty Cash	83.72	
	Food	<u>49.13</u>	286.54
Charus Automatic Ltd:	Machine Rental 31.07.05	173.34	
	Machine Rental 31.08.05	<u>173.33</u>	
		346.67	
		Vat <u>60.66</u>	407.33
County Stocktakers:	Stocktake 9 <sup>th</sup> August 2005	180.00	
		Vat <u>31.50</u>	211.50
Hart Chemicals:	Glasswash & Safescale	98.00	
		Vat <u>17.15</u>	115.15
Kilnbarn Residents	Donation towards Replacement TV		1200.00

Club:	as agreed at PC Meeting 01.08.05		
Adrian Mecklenburgh:	Post Mix Syrup & Wine	534.51	
	Less Credit	<u>-39.39</u>	
		495.12	
		Vat <u>86.65</u>	581.77
Nivek Supplies:	Coffee & Cream		62.04
Poyntell Limited:	Call out to Repair KB Entry Door	90.00	
	Lock	Vat <u>15.75</u>	105.75
Silver Spring Minerals Limited:	Soft Drinks	132.26	
		Vat <u>23.15</u>	155.41
SSG Emprise Limited:	August Keyholder Charge	30.00	
		Vat <u>5.25</u>	35.25

[e] Financial Analysis

The Financial Analysis was **CIRCULATED** and **READ**. It was **NOTED** that the gaming machine takings were down.

[f] Stocktake Report

A report of the Stocktakers findings was **CIRCULATED** and **READ**.

**RESOLVED** that a memo be sent to bar staff advising them that in future if offered drinks by customers they should accept £1 for the staff tip box.

**RESOLVED** that a memo be sent to bar staff reiterating the procedures for correctly measuring ullage.

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

The Chairman requested that this item be held over until later in the meeting to enable David Stephens to address the Committee with his proposals.

[a] Hi Centre for The Deaf – Hearing Loop -[Page 84, Item 154][b]

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

243. **BAR**[a] Kilbarn Club Takings

It was **NOTED** that takings were down but with the football season starting these should hopefully now pick up.

[b] Bar Matters

The Bar Manager, Mrs Judith Grimes, joined the meeting. It was **NOTED** that the singer went down very well on Saturday, 3<sup>rd</sup> September 2005 and it would be worth booking him again in the future.

[c] Thursday Evenings - No Smoking & Special Evenings

It was **NOTED** that the next special evening will be on Thursday, 15<sup>th</sup> September 2005 and this would be a WKD promotion, whereby every WKD bought entitles the purchaser to a free frizbee.

**RESOLVED** that the special evening in October would be a wine at 60p a glass night.

[d] Kilbarn Club Balance Sheet at 10/7/05

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

244. **CLEANING & CARETAKING**[a] Current situation

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

[b] Inspection Report

It was **NOTED** that the inspection would take place in the next couple of weeks.

245. **BOOKINGS**[a] 5<sup>th</sup> August 2005 Wedding – Complaint/Reply

The letter of complaint and response were **NOTED**.

[b] 12<sup>th</sup> August 2005 – Damage to Don Carman Hall floor

It was **NOTED** that a report from the flooring company was still awaited.

246. **REPLACEMENT GLASS UNITS FOR MISTED UNITS**

The quotation for replacing the three units was **READ, ACCEPTED** and **APPROVED** at a cost of £345.90, plus VAT.

247. **QUOTATION FOR AN ADDITIONAL FRIDGE FOR OAKEN HALL KITCHEN**

The quotes for an additional fridge were **READ** and **ACCEPTED**.

**RESOLVED** to purchase Hotpoint Larder Fridge from Comet at a cost of £300.

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

[a] Hi Centre for The Deaf – Hearing Loop -[Page 84, Item 154[b]

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

David Stephens advised the Committee on a phased programme to improve the audio and lighting facilities in the Oaken Hall to incorporate the Hearing Loop.

**RESOLVED** that David Stephens would provide a quotation for a phased programme to provide equipment over the next three years.

249. **REPLACEMENT CHRISTMAS DECORATION**

**RESOLVED** to put this on hold until 2006.

250. **SPECIAL WORKS GRANT 2006/07**

**RESOLVED** not to apply for any grants.

251. **CORRESPONDENCE**

Allianz Cornhill Insurance – Cedar Room & Guide HQ Insurance Cover

The Insurer's surveyor has reported on the poor state of the building as a result of which the cover provided will be reconsidered unless improvements are made.

**RESOLVED** to rehouse Brownies in main building and re-classify the building as storage space and Mess Room for Grounds Staff as opposed to function facility.

252. **CLOSURE**

The meeting closed at 9.15pm.

Chairman  
3rd October 2005