

**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> APRIL 2010.

PRESENT: CLLRS J BEADLE [CHAIRMAN], MRS A BEADLE, N NEWMAN.  
M BRINE, W CORDWELL [from 7.30pm until 7.43pm]  
MRS MARILYN GRANTHAM [COMMUNITY CENTRE ADMINISTRATOR]

**603. OPENING OF MEETING**

The Meeting was opened by the Chairman at 7.44pm who stated that Cllrs Brine & Cordwell had resigned from the Community Centre Committee following advice from the Monitoring Officer regarding conflict of interest, as both these Councillors are members of the Kilbarn Club and wish to remain so.

**604. APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllr Nunn due to a potential conflict of interest. The absence was **ACCEPTED** and **APPROVED** by this Committee and is recorded in the Absence Book Ref: 065.

**605. DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

**606. FINANCE**

[a] Community Centre Accounts for Payment

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

Chubb Fire Limited:	Fire Alarm Service	135.75	
		Vat <u>23.76</u>	159.51
Peter Dorrell & Company:	Refurbishment of Oaken Hall Floor	2340.00	
		Vat <u>409.50</u>	2749.50
Facilities Management:	Replacement Urinals – Oaken Hall Gents	966.43	
		Vat <u>169.13</u>	1135.56
Forge Engineering:	Replacement Barrier in Carpark – Covered by Drivers Insurance	375.00	
		Vat <u>65.63</u>	440.63
Imperial Contract Cleaning:	Cleaning Centre Windows		55.00

Initial Washrooms Solutions: April Towel Rent		66.23	
		Vat <u>11.59</u>	77.82
Kent County Council:	Fire Extinguisher Testing	243.00	
	Cleaning Materials & Stationery	<u>299.42</u>	
		542.42	
		Vat <u>94.92</u>	637.34
Travis Perkins:	Materials Hire of Scaffold Tower	81.37	
	Hire for Community Centre Sign	150.14	
	Materials for Oaken Hall Gents Toilets	<u>22.40</u>	
		253.91	
		Vat <u>44.45</u>	298.36
Veolia:	Trade Waste- February	154.00	
		Vat <u>26.95</u>	180.95

It was **NOTED** that free stock has now been received from Heineken to cover the cost of materials and equipment hired for the of erection the new Community Centre sign.

#### Deposit Refunds

<b>Oaken Hall</b>		<b>Don Carman Hall</b>	
11.03.10	50.00	13.03.10	50.00
17.03.10	82.50		
26.03.10	100.00		
27.03.10	97.50		
28.03.10	50.00		
10.04.10	97.50		

#### [b] Bar Accounts for Payment

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

Edwardes Bros [Dulwich]	Par 38 Flood Lights – OH Bar	15.96	
		Vat <u>2.79</u>	18.75
Emprise Services PLC:	March Keyholder Fee	20.83	
		Vat <u>3.65</u>	24.48
Silver Springs:	Soft Drinks	74.00	
		Vat <u>12.95</u>	86.95

#### [c] Financial Analysis

It was **NOTED** that financial analysis for month 12 was not yet available.

#### [d] Stocktake Report 31<sup>st</sup> March 2010

It was **NOTED** that the stocktake report had not yet been received.

### 607. ITEMS BROUGHT FORWARD FROM LAST MEETING

- [a] Cash Machines/Cash Back Service – Report from Cllr Porter & Information from Clerk - [Page 279, Item 496(a)]

The report compiled by the Clerk on advice from KALC was **READ** and it was **NOTED** that there are a number of security implications. It was **FURTHER NOTED** that the report from Cllr Porter has still not been received.

**RESOLVED TO RECOMMEND** to full Council that this project should be abandoned as the security risks far outweigh the benefits.

[b] Increase in Trade Refuse Disposal – Page 280, Item 554

It was **NOTED** that the Community Centre Administrator has been negotiation with Veolia Environmental Services and there will now be an increase of 50p per bin per week and not £1.44 as previously notified.

## 608. **BAR**

[a] Kilnbarn Club Takings

The Kilnbarn Club takings for financial the year ending 31<sup>st</sup> March 2010 were **READ** and it was **NOTED** that the Kilnbarn bar and gaming machine takings were above those predicted.

It was suggested that the Heineken Representative be contacted and asked for comparisons with other clubs.

[b] Bar Matters

The Bar Manager joined the meeting. She advised that they have been putting food on the counter on both Saturday & Sunday lunchtimes. On Sundays when the Oaken Hall kitchen is available, the Bar Manager has been cooking roast potatoes, although she does have to vary the menu when the kitchen is not available.

It was also **NOTED** that some of the customers have been returning, this could be because the Fosters at the local establishment is 47p dearer.

[c] Information from Heineken & Duty Increase

It was **NOTED** that after a meeting with the Heineken Representative new discounts have been agreed, with this in mind it was

**RESOLVED** that the duty increase will not be passed on to the Kilnbarn Club customers at this time, but this item will be discussed again at the July meeting.

**RESOLVED** a poster should be put up the Kilnbarn club, advising members of this decision.

## 609. **CLEANING & CARETAKING**

[a] Current situation

It was **NOTED** that a temporary caretaker will take over Wednesday & Thursday nights to cover another member of staff who is transferring to the bar to cover a casual member of bar staff that is currently on maternity leave. There were no other problems to report.

[b] Cleaning Inspection

There was no inspection carried out this month.

**610. COMMUNITY CENTRE & CEDAR ROOM BUSINESS RATES 2010/11**

The Business Rates for 2010/11 of £11371.38 and £672.76 were **READ** and It was **NOTED** That these will be paid in 10 monthly instalments and that 50% of the Cedar Room Business Rates will be paid by the Open Spaces & Amenities Committee.

**611. STAGE LIGHTING – RENTAL CHARGES**

It was **NOTED** that the stage lighting that had been left in the Centre for some three years, had to be removed by the sound and lighting contractor that installed it. It appears that nearly every dance club relied on this additional lighting. After negotiation with the contractor it has been agreed that the equipment will be reinstated, but there will a charge of £66.66 for a three month period. **NOTED** this was agreed as an emergency item by Cllrs Beadle, Nunn & Porter. It was **FURTHER NOTED** that the Caretakers will log the usage of this equipment.

**RESOLVED TO APPROVE THE ACTION TAKEN.**

**612. CUPBOARD HIRE – REVIEW OF PRICING SCHEDULE**

A copy of the current cupboard hire charges previously circulated were **READ**, it was **NOTED** that the annual fees for the storage cupboards have not been increased since 2000.

**RESOLVED** that current storage rates will be increased by 20%, with effect from 1<sup>st</sup> April 2010.

**The Chairman to move that due to the confidential nature of the following items of business the remainder of the meeting will exclude the press and public in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Orders 27 & 50.**

**613. INCIDENT IN KILNBARN CLUB**

Correspondence on this incident was **READ** and recorded under the confidential memorandum reference number CM306.

**RESOLVED** to write to the people concerned as set out in the confidential memorandum book.

**614. CLOSURE**

The Meeting closed at 9.03pm