

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 8th MARCH 2010

PRESENT: CLLRS J BEADLE (CHAIRMAN), MRS A BEADLE, W CORDWELL, N NEWMAN, D NUNN
MRS MARILYN GRANTHAM (COMMUNITY CENTRE ADMINISTRATOR)
MRS AMANDA DAVIS (ADMINISTRATIVE ASSISTANT)

545. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

546. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllr Brine and Cllr Porter. The previously notified reasons for absence are recorded in the Absence Book Ref: 061 and **ACCEPTED** and **APPROVED** by this Committee.

547. **DECLARATION OF MEMBERS' INTERESTS**

Cllr Cordwell declared a personal interest in item 550(c) below as he is a member of the Kilnbarn Residents Club.

548. **FINANCE**

[a] Community Centre Accounts for Payment

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

Ditton Electrical Contracts: Repairs to Oaken Hall Lights	134.00		
	Vat <u>23.45</u>		157.45
Edwardes Bros: Ignitors & Tubes	76.90		
	Vat <u>13.45</u>		90.35
Initial Washroom Solutions: Towel Rental March 2010	66.23		
	Vat <u>11.59</u>		77.82
Kent County Council: Refuse Sacks, Broom & Stationery	99.33		
	Vat <u>17.39</u>		116.72
Kentec Tool Hire: Hire of Scaffold Tower	69.00		
	Vat <u>12.08</u>		81.08
Cannon: Sanitary & Nappy Bin Rental	342.12		
February 2010 – January 2011	<u>-28.51</u>		
	313.61		
	Vat <u>55.59</u>		369.20



Secure Engineering:	CCTV Connectors	8.00	
		Vat <u>1.40</u>	9.40
Veolia ES [UK] Ltd:	Trade Waste – January 2010	118.00	
		Vat <u>20.65</u>	138.65

Deposit Refunds

Oaken Hall		Don Carman Hall	
02.02.10	£75.00	05.03.10	£50.00
25.02.10	£50.00		
27.02.10	£91.50		
03.03.10	£110.00		
06.03.10	£40.00		

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**:-

Connaught Compliance:	Supply & Fit Three Thermostatic Radiator Valves – Kilnbarn Club	99.60	
		Vat <u>17.43</u>	117.03
Emprise Services PLC	February Key Holder Fee	20.83	
		Vat <u>3.65</u>	24.48
Nivek Catering:	Kleanshine Glass Wash	20.00	
		Vat <u>3.50</u>	23.50
Silver Spring Mineral Water:	Soft Drinks	48.49	
		Vat <u>8.48</u>	56.97
TV Licensing:	TV Licence 01.04.10 to 31.03.11		142.50
Travis Perkins:	Wood to Repair KB Bench	6.88	
		Vat <u>1.20</u>	8.08

[c] Financial Analysis

The Financial Analysis was **READ** and the current situation **NOTED**.

[i] Funding for Ditton Community Centre Website

It was **NOTED** that there is approximately £250.00 in the F&A website budget to help cover this cost.

RESOLVED to ask the Webmaster for a date of completion of the new site.

[ii] Floor Refurbishment from Repairs/Replacement & Regular Maintenance Budget

It was **NOTED** that the floor refurbishment has been booked for the first week in June at a cost of £2340.00 to be paid from the 2009/10 Annual Maintenance budget and the balance of £340.00 from the 2009/10 Repairs and Replacement budget.

RESOLVED TO RECOMMEND to full Parish Council that any unspent funds in the Repairs/Replacement budget be carried forward to cover the cost of the replacement water tank.

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

[a] Cash Machines/Cash Back Service - Report from Cllr Porter – [Page 251, Item 496(a)]

RESOLVED in the absence of Cllr Porter to look at this item again at the next meeting.

[b] Replacement Water Tank - side of stage - [Page 252, Item 500]

The two quotations to remove the current tank and replace this with two smaller tanks as below were **READ** and it was hoped that the work could be carried out at the same time as the floor refurbishment. It was **NOTED** that both contractors have suggested that this work should be carried out within the next six months.

Quote 1	£2,488.00 + VAT
Quote 2	£3,520.00 + VAT

RESOLVED to accept the quote from Cube Plumbing for £2,488.00 plus VAT and place the order as soon as the 2010/11 budget is in place.

[c] Kent West Federation of W.I. – Damage to Automatic Doors - [Page 252, Item 501]

It was **NOTED** that the cheque covering the damage to the doors had now been received.

550. **BAR**

[a] Kilnbarn Club Takings

The Kilnbarn Club takings up to and including the 28th February 2010 were **READ** and the drop in takings **NOTED**. The situation will be monitored.

[b] Community Centre Sign – Response from Heineken

It was **NOTED** that the Heineken Rep will be providing some free stock to help cover the cost of erecting the new Community Centre sign, which will take four men and the hire of two scaffold towers.

[c] Bar Matters

The Assistant Bar Manager joined the meeting. She advised members that Charlie Gilham has been booked to appear in the Kilnbarn Club on Saturday, 3rd April 2010. Discussion took place on a member of casual bar staff.

The Assistant Bar Manager also raised concerns regarding the fact that one of the Senior Casuals is shortly to start maternity leave and they are desperate for cover.

RESOLVED to ask a member of the Caretaking staff if they would mind switching from caretaking to the bar for three months if one of the other caretakers can cover their evening shifts in the Community Centre.

[d] Food Preparation

It was **NOTED** that the warming trolley had not yet been purchased as problems with the food preparation had been incurred. It appears that the member of Bar Staff on duty on a Monday lunchtime does not physically have the time to prepare food for Monday Club.

RESOLVED that the Caretaking Supervisor be asked whether she could possibly take care of this as long as she has no other restraints on her at the time.

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

It was **NOTED** that there were no problems to report.

[b] Cleaning Inspection

It was **NOTED** that a cleaning inspection had not been carried out.

552. **HIRERS**a] Traill School of Dancing – Review of Hire Rate Agreed September 2009

It was **NOTED** that the hire rate agreed in September 2009 was due for review.

RESOLVED to extend the agreed rate for a further six months.

b] Request for Ditton Rate for Fund Raising event – David Rose

The letter requesting the local rate for a charity event in March was **READ** and **NOTED**.

RESOLVED to agree to the local rate on this occasion.

553. **ANNUAL CONCESSIONS**

It was **NOTED** that there are a number of Friday and Saturday evenings free in the Oaken Hall during July and August.

RESOLVED to offer the Block Hirers a one off concessionary fee of £75.00 on a first come first served basis.

554. **INCREASE IN TRADE REFUSE DISPOSAL FROM 1ST APRIL 2010**

The letter from Veolia was **READ** and it was **NOTED** that the landfill tax was increasing by £1.44 per euro bin per week. It was also **NOTED** that the Community Centre Administrator was currently in negotiation with Veolia over the increase.

555. **FIRE RISK ASSESSMENT REVIEW**

It was **NOTED** that the review was carried out on the 11th February 2010 and the only concern was that more fire drills should be carried out.

556. **CLOSURE**

The meeting closed at 9.10pm.

Chairman
7th April 2010