

DITTON PARISH COUNCIL

MINUTES OF A **MEETING** OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY, 11TH OCTOBER 2010**

PRESENT: CLLRS D NUNN (CHAIRMAN), J BEADLE (VICE CHAIR), W CORDWELL, P HATCHER, N NEWMAN AND M PORTER
MRS MARILYN GRANTHAM (COMMUNITY CENTRE ADMINISTRATOR)
MRS AMANDA DAVIS (ADMINISTRATIVE ASSISTANT)

277. OPENING OF MEETING

The meeting was opened by the Chairman at 7.30pm.

278. APOLOGIES FOR ABSENCE

Apologies were **RECEIVED** from Cllrs Mrs A Beadle and M Brine. The previously notified reasons for absence are recorded in the Absence Book Ref: 88 and **ACCEPTED** and **APPROVED** by this Committee.

279. DECLARATION OF MEMBERS' INTERESTS

There were no declarations of members' interests.

280. FINANCE

[a] Community Centre Accounts for Payment

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

Cube Plumbing & Heating:	Replace Safety Valve Main Boiler	150.00	
		Vat <u>26.25</u>	176.25
Peter Dorrell & Co:	Floor Cleaning Products	106.50	
		Vat <u>18.64</u>	125.14
Grogans Electrical Services:	Repairs to Outside Lighting	145.00	
		Vat <u>25.38</u>	170.38
Initial Washroom Solutions:	Towel Cabinet Rental – 1.10.10 – 31.10.10	66.23	
		Vat <u>11.59</u>	77.82
Kent County Council:	Annual Inspection of Fire Extinguisher's Hose Reels & Fire Blankets	113.50	
		Vat <u>19.88</u>	133.38
Kent County Council:	Cleaning Products & Refuse Sacks	179.17	
		Vat <u>31.36</u>	210.53
Kentec Tool Hire:	Cherry Picker for Replacing repaired Camera	145.00	
		Vat <u>25.38</u>	170.38



Record uk Limited:	Automatic Door Maintenance	245.00	
		Vat <u>42.88</u>	287.88
Travis Perkins:	Handle for Door to Kilnbarn from Oaken Hall	13.57	
		Vat <u>2.37</u>	15.94

Deposit Refunds

Oaken Hall	Don Carman Hall
02.10.10 97.50	18.09.10 100.00
	26.09.10 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**:-

Emprise Services plc:	Keyholder Service September 2010	20.83	
		Vat <u>3.65</u>	24.48
Kent County Council:	Bar Cleaning Products	25.73	
		Vat <u>4.50</u>	30.23
Silver Springs:	Soft Drinks	82.55	
		Vat <u>14.45</u>	97.00

[c] Financial Analysis

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

281. **ITEMS BROUGHT FORWARD FROM PREVIOUS MEETING**

There were no items brought forward from the previous meeting, although it was **NOTED** that a reply was still awaited from the stocktaker.

282. **BAR**[a] The Kilnbarn Takings

The Kilnbarn Takings up to and including the 3rd October 2010 were **READ** and **NOTED**.

General discussions on promoting the Kilbarn took place and further details in connection with this item are recorded in the Confidential Memorandum Book under Reference No. CM352.

RESOLVED that a questionnaire should go out to all ex-Kilnbarn Club members requesting their thoughts and opinions on subjects such as atmosphere, opening hours, entertainment, staff, etc.

[b] Bar Matters

It was **NOTED** that the Bar Manager had nothing to report.

It was **NOTED** however that forthcoming televised football matches were not being widely advertised at the present time.

RESOLVED to purchase two chalk A boards (or something similar), one to go at the Kilbarn Road entrance and the other at the Pear Tree Avenue entrance, and put the new Assistant Bar Manager in charge of keeping these boards updated with all the latest attractions. In the meantime, posters would be displayed to advertise the weekend's Premiership football games.

[c] Bar Stock

This item was dealt with in item 282 [a] above.

[d] Memo to Bar Staff from Bar Manager

The memorandum was **READ** and it was **NOTED** that the new Assistant Bar Manager had yet to be trained in pipe cleaning.

RESOLVED to ensure that all bar staff are properly trained in cellar management.

283. **CLEANING & CARETAKING**

[a] Current situation

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

[b] Cleaning Inspection

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

284. **ADDITIONAL LIGHTING OUTSIDE GUIDE HQ**

The quotation for putting an external light outside the Guide HQ was **READ** and **NOTED**.

RESOLVED to accept the quote of £250.00 plus VAT from Grogans Electrical Services to supply and fit a halogen flood light on the corner of the building to light the pathway, including wiring, photo cell for control and time clock.

285. **DISPOSAL OF UNWANTED ITEMS STORED IN THE CEDAR ROOM**

It was **NOTED** that there are a number of unwanted items being stored in the Cedar Room, including microwaves, glass-washer, scrubber dryers, bottle fridge, calor gas fires and large stainless steel trolley.

RESOLVED to move the calor gas fires down to the Community Centre as back up in the event of a heating failure and to dispose of all the other items unless they can be used within the Centre.

286. **OAKEN HALL FLOOR REPAIRS CARRIED OUT 1ST OCTOBER 2010**

[a] Report on Repairs

It was **NOTED** that the floor repairs had been carried out but not to a satisfactory standard.

[b] Reply from Peter Dorrell

It was **NOTED** that Patrick Dorrell was in the area and came to look at the repair. He agreed that this had not been done to a satisfactory standard and will be redone on Wednesday, 3rd November 2010.

287. **EMERGENCY ITEM**

It was **NOTED** that a radiator in the corridor had sprung a leak.

RESOLVED to accept the quote £272.00 plus VAT from Cube Engineering to supply and fit a new radiator, including moving pipes.

288. **CLOSURE**

The meeting closed at 8.40pm.

Chairman
1st November 2010