

## 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> JULY 2010

PRESENT: CLLRS D NUNN (CHAIRMAN), M BRINE, P HATCHER, N NEWMAN AND M PORTER  
MRS MARILYN GRANTHAM (COMMUNITY CENTRE ADMINISTRATOR)  
MRS AMANDA DAVIS (ADMINISTRATIVE ASSISTANT)

### 140. OPENING OF MEETING

The meeting was opened by the Chairman at 7.30pm.

### 141. APOLOGIES FOR ABSENCE

Apologies were **RECEIVED** from Cllrs Mrs A Beadle and J Beadle. The previously notified reasons for absence are recorded in the Absence Book Ref: 78 and **ACCEPTED** and **APPROVED** by this Committee.

### 142. DECLARATION OF MEMBERS' INTERESTS

There were no declarations of members' interest.

### 143. FINANCE

[a] Community Centre Accounts for Payment

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

Cube Plumbing & Heating:	Supply & install New Cold Water Storage Tank	2488.00 Vat <u>435.40</u>	2923.40
R J Hunt:	Cleaning Foul Drain - Bar Jetting 5 Blocked Road Gullies - Centre Cleaning Traps & Waste in Kilnbarn	65.00 135.00 <u>75.00</u> 275.00 Vat <u>48.13</u>	323.13
Initial Washroom Solutions: July 2010 Towel Rental		66.23 Vat <u>11.59</u>	77.82
Kent Catering Services Ltd: Callout to Extractor Fan – Gas Oven		245.00 Vat <u>42.88</u>	287.88
Kent County Council:	Cleaning Materials	76.76 Vat <u>13.43</u>	90.19

Uniserve Security:	Saturday 19 <sup>th</sup> June 2010 – Security	81.00	
		Vat <u>14.18</u>	95.18
E J Cocker & Sons:	Repairs Ladies Outside Toilet Door	195.00	
		Vat <u>34.12</u>	229.12

<b>Oaken Hall</b>		<b>Don Carman Hall</b>	
19.06.10	750.00	25.06.10	50.00
24.06.10	50.00	26.06.10	115.00
25.06.10	250.00	04.07.10	50.00
26.06.10	120.00	10.07.10*	50.00
03.07.10	97.50		
04.07.10	19.00		
10.07.10	72.50		

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**:-

County Stocktakers:	Stocktake 22 <sup>nd</sup> June 2010	190.00	
		Vat <u>33.25</u>	223.25
Simon Jersey Limited:	Black Shirts for Bar Staff	60.95	
		Vat <u>10.67</u>	71.62
Emprise Services plc:	July Key Holder Fee	20.83	
		Vat <u>3.65</u>	24.48
Rural Pest Control:	Ant Treatment in the Kilnbarn		46.00

[c] Financial Analysis – 1<sup>st</sup> Quarter

The Financial Analysis was **READ** and it was **NOTED** that the training budget had already been exceeded. The Community Centre Administrator advised Members that she would look into this as she could not think why this should be the case and will advise Members of her findings accordingly.

[d] Bar Stocktake

[i] STOCKTAKE REPORT FOR 22<sup>ND</sup> JUNE 2010

The Stocktake report dated the 22<sup>nd</sup> June 2010 was **READ** and the surplus **NOTED**.

[ii] EMAIL RESPONSE FROM COUNTY STOCKTAKERS

The Stocktakers response to queries raised by the Chairman and Vice-Chairman was **READ** and **NOTED**.

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

There were no items to bring forward.

145. **BAR**

[a] Kilnbarn Takings

The Kilnbarn takings up to and including the 4<sup>th</sup> July 2010 were **READ** and **NOTED**.

Discussions took place regarding the possibility of reinstating the serving of food in the Kilnbarn. Access would need to be regained to the Oaken Hall bar area where the preparation and cooking of food was previously done. The possibility of building a kitchen extension onto the side of the Kilnbarn was also discussed.

**RESOLVED** to obtain an approximate cost for this project.

**RESOLVED** to set up a meeting with Allbars to ascertain whether or not Parish Council Bar Staff could access the Oaken Hall bar in order to prepare and cook food when no functions are taking place.

It was suggested that the gaming machine was due to be changed.

[b] Bar Matters

It was **NOTED** that the Bar Manager had requested whether a phone could be purchased for use by herself and two Assistants for contacting casual bar staff as up until now she has been using her own mobile.

**RESOLVED** that as there are now fewer casual staff to contact the landline was perfectly adequate and, therefore, the request was denied.

It was **NOTED** that the possibility of hiring a security company to accompany staff during lock up was discussed at the last meeting and referred to the Personnel Committee. As there is no meeting of the Personnel Committee in July this had been referred back to the Community Centre Committee.

**RESOLVED TO RECOMMEND** to the full Parish Council that a security company be employed to do lock up at 11.45pm with the Senior Member of Staff on Sundays through to Thursdays at a cost of £10.00 per night.

The Bar Manager joined the meeting and advised Members that the hot buffet appeared to go down well for the World Cup Final.

A female singer, Jenny Barlow, has been booked for Saturday, 7<sup>th</sup> August 2010. She also has an act booked for Halloween, but with the loss of guest fees the social funds are now only reliant on the Bonus Ball and weekly meat raffle income she has to watch what she can spend.

Discussions took place on whether or not to advertise the Kilnbarn in the next edition of the Ditton Gazette and it was agreed that the type of advertisement depends upon whether or not food can be served.

[c] Pricing Structure

It was **NOTED** that price increases from the budget in March had not been passed on to the customers.

**RESOLVED** that this item be brought back to the October meeting.

146. **CLEANING & CARETAKING**

[a] Current situation

It was **NOTED** that the final caretaking vacancy had now been filled.

[b] Cleaning Inspection

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

147. **CHANGES TO WEDDING PACKAGES**

[a] Increase Capacity from 250 to 300 Persons Attending

It was **NOTED** that since the maximum capacity was decreased to 250 people in November 2009 four weddings had been lost and no new bookings taken.

**RESOLVED** to increase the maximum capacity back to 300 people.

[b] Decrease in Deposit from £750.00 to £500.00

It was **NOTED** that the deposit increase from £500.00 to £750.00 in November 2009 had the same effect as decreasing the maximum capacity.

**RESOLVED** to decrease the deposit to £500.00.

**RESOLVED** that both these items be sent to the Web Master to update the web site and that the number of 'hits' be requested.

148. **BOOKINGS**

(i) Complaint re 19<sup>th</sup> June 2010 Wedding – Helen Johnson

The letter from Miss Johnson and the Chairman's drafted reply were **READ** and **NOTED**.

**RESOLVED** to make an ex gratia payment of £50.00 in respect of the inconvenience caused with the oven not working, together with a full refund of her deposit of £750.00.

(ii) 4D Learning

The letter from 4D Learning regarding the cancellation of the booking due to lack of take up for their Summer Play Scheme was **READ** and the request for a refund **NOTED**.

Cllr Newman **PROPOSED** that three quarters of the hire fee be returned, with the Parish Council retaining the other quarter. This proposal was not seconded and, therefore, the motion failed.

Cllr Hatcher **PROPOSED** that half the hire fee be retained with the other half being returned. This proposal was **SECONDED** by Cllr Brine and **CARRIED UNANIMOUSLY**.

**RESOLVED** to refund half of the hire fee paid as the hall is unlikely to be rebooked during the school summer holidays.

149. **CORRESPONDENCE**

Kent Police:

Letter of Confirmation of Cancellation of the  
Accidental Activation

The letter from Kent Police was **READ** and it was **NOTED** that the accidental activation of the alarm has been cancelled.

Cobtree Scottish Dance Group:

Letter of Thanks – 26<sup>th</sup> June 2010

The letter from Cobtree Scottish Dance Group was **READ** and **NOTED**.

150. **CLOSURE**

The meeting closed at 9.10pm.

Chairman  
2<sup>nd</sup> August 2010

