

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 15th NOVEMBER 2010**

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

339. **OPENING OF MEETING**

The meeting was opened by the Chairman at 1.05pm.

340. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllrs Mrs A Beadle and N Newman. The previously notified reasons for absence are recorded in the Absence Book Ref: 92 and were **ACCEPTED** and **APPROVED** by this Committee.

341. **DRAFT ESTIMATES FOR 2011/12**

This item was brought forward on the agenda as Cllr Hatcher could not stay for the whole meeting due to work commitments.

Discussions took place on the draft estimates and it was:

RESOLVED to reduce the bar stock by £2,500.00 and to delete bar food as this would no longer be required – see item 345(d) below.

RESOLVED to delete Bar Services on the proviso that this can be looked at again in six months time.

RESOLVED that the Review Committee be instructed to look into the possibility of obtaining capital funds in order to replace the Oaken Hall chairs, the Oaken Hall heaters, etc.

RESOLVED TO RECOMMEND the following as the estimates for the Community Centre Committee for the financial year 2011/12.



Community Centre Expenditure	2011/12 Suggestions	
Salaries	15955.00	
Caretaking Salaries	31503.00	
Caretaking Contingency	2000.00	
NIC Employers	2700.00	
Superann Employers	4569.00	
Training	500.00	
Mentor Services	932.00	
Business Rate	14000.00	
Water	2000.00	
Hall Decorations/Scaffold Hire	300.00	
Electricity & Car Park Lighting	12500.00	
Services: Gas	7500.00	
Hygiene Items & PAT Testing	2500.00	
Sewage	2000.00	
Toilet Rolls	300.00	
Towel Rental	800.00	
Telephone	1500.00	
Postage	450.00	
Stationery	1000.00	
Insurances	4000.00	
Licences	2750.00	
Function Security	600.00	
Mobile Phone Top-Up	70.00	
Repairs & Replacements	8000.00	
Service Contracts	5000.00	
Vandalism	250.00	
Public Works Loan Board	2940.00	
Refuse Collection	2000.00	
Provision of Salt	200.00	
Advertising	200.00	
Pest Control	50.00	129069.00
Centre Anticipated Income		
Function Security	750.00	
Cupboard Hire	350.00	
Allbars Expenses	72.00	
Hirers Refuse	50.00	
Forfeited Deposit	0.00	
Hire Fees 11/12	102000.00	
Performing Rights Society Fees	450.00	
T&MBC (Debt Charges)	2940.00	
Exam Desk Hire	1000.00	
Function Bar Services	0.00	
Bar Services	0.00	107612.00
PROJECTED LOSS		-21457.00

Bar Expenditure	2011/12 Suggestions	
Bar Salaries	39772.00	
Casual Bar Staff	6000.00	
Overtime	5000.00	
NIC Employers	2600.00	
Superann Employers	5654.00	
Training	500.00	
Mentor Services	933.00	
Cleaning Sundries	250.00	
Toilet Rolls	100.00	
Stationery	50.00	
Insurance	300.00	
Licences	400.00	
Repairs & Replacements/Contingency	2000.00	
Security & Assisted Locking	2750.00	
Service Contract - Alarms & Coolers	250.00	
Vandalism	150.00	
Stocktaking	750.00	
Advertising	0.00	
Pest Control	125.00	
Intruder Alarm Maintenance	350.00	
Bar Glasses	100.00	
Bar Counter Snacks	300.00	
Cherries & Straws	50.00	
Quiz Snacks	0.00	
Sky TV	5250.00	
Bar Services	0.00	
Function Bar Services	0.00	
Bar Stock	32500.00	
Bar Food	0.00	
Bar Snacks	2000.00	
Capital Items	0.00	108134.00
Bar Anticipated Income		
Function Bar Income	4500.00	
Kilnbarn Club Counter	100000.00	
Kilnbarn Club Food	0.00	
Gaming Machine	4000.00	
KB Social Club Donation	0.00	
Heineken Retro Discount	0.00	
Allbars Expenses	0.00	108500.00
PROJECTED PROFIT		366.00

Cllr Hatcher left the meeting at 2.15pm.

342. **DECLARATION OF MEMBERS' INTERESTS**

Cllr J Beadle declared a personal interest in item 347 below as he is a member of the Twinning Association.

343. **FINANCE**

[a] Community Centre Accounts for Payment

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

Zurich Municipal Insurance:	Traders Combined fro 1.11.10 to 31.10.11		3550.19
Astra Security Systems:	Cutting Keys	30.30	
		Vat <u>5.31</u>	35.61
Cube Plumbing & Heating:	Grundfos Heat Pump	638.22	
		Vat <u>111.69</u>	749.91
Edwardes Bros:	Assorted Reflector Flood Lights	30.83	
		Vat <u>5.39</u>	36.22
Initial Washroom Solutions:	November Towel Rental	66.23	
		Vat <u>11.59</u>	77.82
Kent County Council:	Cleaning Materials	94.03	
		Vat <u>16.46</u>	110.49
Kentec Tool Hire:	Stabiliser & Tower to repair Curtain Rail in Oaken Hall	100.50	
		Vat <u>17.59</u>	118.09
Secure Engineering:	Repairs to CCTV Camera	549.50	
		Vat <u>96.16</u>	645.66
Start Engineering:	Service to Scrubber Drier + Parts	134.69	
		Vat <u>23.58</u>	158.27
Uniserve Security:	Door Supervisor – 9 th October 2010	67.50	
		Vat <u>11.81</u>	79.31

Deposit Refunds

Oaken Hall		Don Carman Hall	
22.10.10	90.00	15.10.10	50.00
03.10.10	150.00	30.10.10	50.00
26.10.10	19.00	31.10.10	50.00
27.10.10	39.00		
29.10.10	50.00		
03.11.10	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**:-

Chubb Electronic Security:	Emergency Work to Oaken Hall bar Alarm	130.00	
	Installation of Upgrade Intruder Alarm System	<u>1439.00</u>	
		1569.00	
		Vat <u>274.58</u>	1843.58
Chubb Electronic Security:	Revised Service Charge 01.11.2010 To 31.10.2011 - Credit Note	638.94	
		- <u>626.36</u>	
		12.58	
		Vat <u>2.19</u>	14.77
Emprise Services plc:	October Key Holder Fee	20.83	
		Vat <u>3.65</u>	24.48
Emprise Services plc:	September Locking Up Fee	110.00	
		Vat <u>19.25</u>	129.25
Grogans Electrical Services:	Supply & Fit RCD on stage	90.00	
	Repairing Kilnbarn Lights	<u>90.00</u>	
		180.00	
		Vat <u>31.50</u>	211.50

[c] Financial Analysis

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

[d] Bar Stocktake

The response to this Council's request for an explanation of the Stocktaker's comments on the last two stocktake reports was **NOTED**.

A report of the stocktake which was carried out on 2nd November 2010 was **READ** and the small deficit **NOTED**.

RESOLVED to keep the stocktakes on a quarterly basis.

344. ITEMS BROUGHT FORWARD FROM LAST MEETING

There were no items brought forward from the previous meeting.

345. BAR[a] Kilnbarn Takings

The Kilnbarn takings up to and including the 31st October 2010 were **READ** and **NOTED**.

[b] Bar Matters

It was **NOTED** that there had been a couple of incidents on the same evening and these were being dealt with by the Police.

[c] Returned Questionnaires

It was **NOTED** that out of the 475 questionnaires sent out to ex-members 69 had been returned. These questionnaires have been passed to the Kilbarn Review Working Group.

[d] Provision of Food

It was **NOTED** that two members of staff are on duty on a Wednesday evening to cover the preparation and serving of food for Ditton Petanque, as well as serving customers.

RESOLVED to advise the Petanque Club that in future they will be allowed to bring in their own food in order to enable the bar to be staffed by one member of staff only.

[e] The Kilbarn 25th Anniversary – 5th September 2011

This item will be discussed at the January 2011 meeting.

346. **CLEANING & CARETAKING**

[a] Current situation

It was **NOTED** that one of the new caretakers had resigned for personal reasons.

It was also **NOTED** that a couple of candidates had already been interviewed for the position.

[b] Cleaning Inspection

The cleaning inspection carried out by the Community Centre Administrator and Mrs Curtin was **READ**.

It was **NOTED** that there is paint coming off the walls in the Don Carman Hall Gents toilets and some of the pipework and tiling needs to be replaced.

RESOLVED to obtain quotes for the work as soon as possible.

RESOLVED TO RECOMMEND that the quotes go to the full Parish Council at its meeting in December 2010 for decision.

347. **CONCESSIONARY HIRE RATES**

It was **NOTED** that the Twinning Association are not charged when hiring the hall.

RESOLVED to write advising them that with effect from the 1st April 2011 they will be charged 50% of the local hire fee.

348. **2011 DANCES**

A discussion took place concerning the popularity of both the Valentine and Halloween dances and whether in their place a Spring Dance with Unit 5 could be held.

RESOLVED TO RECOMMEND to continue to hold the two Christmas dances and the New Years Eve dance as well as a Spring Dance in 2011 and keep the ticket prices at £17.00 each.

349. **CLOSURE**

The meeting closed at 2.37pm.

Chairman
6th December 2010