

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY, 14th JUNE 2010

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

74. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

75. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

76. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of members' interest.

77. **FINANCE**

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

[a] **Community Centre Accounts for Payment**

| | | | |
|-----------------------------------|---|------------------|---------|
| Initial Washroom Solutions: | 01.06.10 to 31.06.10 Towel Rental | 66.23 | |
| | | Vat <u>11.59</u> | 77.82 |
| Kent County Supplies: | Stationery and cleaning materials | 179.75 | |
| | | Vat <u>31.46</u> | 211.21 |
| Logopro T/A GoldstarUK: | Polo shirts | 65.40 | |
| | | Vat <u>11.45</u> | 76.85 |
| Record UK Ltd: | Maintenance visit | 90.00 | |
| | | Vat <u>15.75</u> | 105.75 |
| South East Water: | Water Account to 30.04.10 | | 946.75 |
| Southern Water: | Metered Waste Water | | 1412.51 |
| Start Engineering (Southern) Ltd: | Supply and fit new hose drain on scrubber dryer | 42.50 | |
| | Service on scrubber dryer | <u>75.00</u> | |
| | | 117.50 | |
| | | Vat <u>20.57</u> | 138.07 |

| | | | |
|-----------------------------------|---|---|--------|
| Tom Stewart: | Design, build and publish new website Domain name registration & 2 year Registration | 300.00 Vat <u>88.11</u> | 388.11 |
| United Flooring Ltd: | Repairs to Oaken Hall floor | 185.00 Vat <u>32.38</u> | 217.38 |
| Veolia Environmental Services: | Refuse Disposal 01.04.10 to 30.04.10 Refuse Disposal 01.05.10 to 31.05.10 Underpayment of prior invoice | 162.00 <u>162.00</u> 324.00 0.10 Vat <u>56.70</u> | 380.80 |

Deposit Refunds

| Oaken Hall | | Don Carman Hall | |
|-------------------|--------|------------------------|--------|
| 15.05.10 | 100.00 | 22.05.10 | 50.00 |
| 16.05.10 | 50.00 | 28.05.10 | 100.00 |
| 19.05.10 | 50.00 | 11.06.10 | 50.00 |
| 30.05.10 | 90.00 | 13.06.10 | 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**:-

| | | | |
|---------------------------------|--|---------------------------|--------|
| Astra Security Systems Ltd: | Keys cut for door between office/bar and top track KB Recreation Ground | 46.20 Vat <u>8.08</u> | 54.28 |
| Edwardes Bros (Dulwich) Ltd: | Reflector Lamps for bar | 5.88 Vat <u>1.02</u> | 6.90 |
| Emprise Services plc: | May Bar Key Holder Service | 20.83 Vat <u>3.65</u> | 24.48 |
| Kent County Supplies: | Dishwasher salt and toilet rolls | 27.79 Vat <u>4.86</u> | 32.65 |
| Silver Spring: | Soft drinks | 89.91 Vat <u>15.73</u> | 105.64 |

[c] Financial Analysis

The Financial Analysis was **READ** and **NOTED**.

Concerns were raised regarding the budget for sewerage, but it was explained by the Community Centre Administrator that only one more bill is expected during this financial year which following the installation of cisternisers should be considerably lower than the first bill. The drop in Kilnarn takings also raised concerns and this will be discussed in item 79(a) below.

78. ITEMS BROUGHT FORWARD FROM LAST MEETING

There were no items brought forward from the previous meeting.

79. **BAR**[a] Kilnarn Takings

The Kilnarn takings from 1st April 2010 to 6th June 2010 were **READ** and **NOTED**. The Chairman advised Members that he had asked the Bar Manager to investigate reasons why the takings were slightly down on last year.

[b] Bar Matters

The Bar Manager joined the meeting. She advised Members that having looked at the takings she could identify three weeks during the same period last year where the takings were high because of events going on in and around the Community Centre. Ditton Minors had their three day tournament at the beginning of May, Ditton United held their annual presentation evening mid-May in the Kilnarn itself and the FA Cup Final took place during the last week of May.

She is hopeful that there will be a Darts team up and running for the Winter League.

It was also **NOTED** that the re-opening night went well but not as well as expected. The promotion of £2.00 per pint for all the England World Cup matches will continue although the Bar Manager advised Members that more bottled beer than pints was sold during the first England match.

RESOLVED to extend the promotion to the Semi Finals, Play Off final and Final, regardless of who's playing, with hot food being provided free of charge during the Final.

The Bar Manager advised Members that the Cricket Club had asked her to do a BBQ for them on the 1st August 2010. She does not have a problem with this although believes that it should be open to anyone and not just the cricket teams.

RESOLVED that the Bar Manager will organise the BBQ open to anyone who wishes to attend.

Finally, the Bar Manager asked Members whether or not customers could bring in and eat take-aways, i.e. pizzas or kebabs, as a lot of trade is being lost at the moment due to the fact that there are no facilities to prepare and serve food.

RESOLVED to refer this item back to the Review Committee to see whether facilities to prepare food for the Kilnarn could be made available.

The possibility on quiet nights in the Kilnarn that a security company could be employed to accompany staff during lock up was discussed.

RESOLVED to refer this item to the next Personnel Committee meeting.

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

The Community Centre Administrator advised Members that 10 applications for the part-time caretaker/cleaner position had been received.

The successful applicant from the last interviews completed his induction day and then resigned from the position. This position has since been filled by an applicant for the bar position, who also holds an SIA licence.

[b] Cleaning Inspection

Cllr. Mrs Beadle apologised that an inspection had not been done and explained that she will not have time in the near future to carry one out.

RESOLVED that the Clerk of the Council and the Community Centre Administrator will conduct a cleaning inspection before the next meeting.

81. **RE-SEALING OF OAKEN HALL FLOOR**

It was **NOTED** that the Oaken Hall floor was resealed during the week commencing the 31st May 2010. There is, however, a few problem areas on the floor and Peter Dorrell have agreed to come back and flatten, prime and re-seal these sections.

82. **REPLACING WATER TANKS**

It was **NOTED** that the new water tanks are now in place and the original tank is empty. This could not be removed as it would have to be lifted through the roof.

83. **CORRESPONDENCE**

[a] Kent Police – Activation of Personal Attack Alarm

The letter from Kent Police was **READ** and it was **NOTED** that the Personal Attack Alarm had been set off as a test as a member of the Bar Staff doubted its effectiveness. Unfortunately, because the alarm is silent it cannot be stopped once activated and automatically receives a police response, although they were phoned to stop them attending.

[b] The Heart of Kent Hospice – Letter of thanks

The letter from the Heart of Kent Hospice was **READ** and **NOTED**.

84. **CLOSURE**

The meeting closed at 8.46pm.

Chairman
5th July 2010