

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 11th JANUARY 2010

PRESENT: CLLRS J BEADLE (CHAIRMAN), MRS A BEADLE, M BRINE, N NEWMAN, D NUNN AND M PORTER
MRS AMANDA DAVIS (ADMINISTRATIVE ASSISTANT)

430. OPENING OF MEETING

The meeting was opened by the Chairman at 7.30pm.

431. APOLOGIES FOR ABSENCE

Apologies were **RECEIVED** from Cllr Cordwell. The previously notified reasons for absence are recorded in the Absence Book Ref: 053 and **ACCEPTED** and **APPROVED** by this Committee.

432. DECLARATION OF MEMBERS' INTERESTS

Cllr. Porter declared a personal interest in item 435(d) below as he is a member of Ditton Petanque Club.

Cllr. Newman declared a personal interest in item 438(a) below as he is a member of Margaret Preedy's Dance School.

433. FINANCE

[a] Community Centre Accounts for Payment

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

Astra Security Systems Ltd:	Locks for Don Carman Hall cupboards	9.83	
		Vat <u>1.47</u>	11.30
Cube Plumbing & Heating Ltd:	Replacement of fill value on W/C and removal of water stop valves in W/Cs	311.91	
		Vat <u>46.79</u>	358.70
Initial Washroom Solutions:	January Towel Rental	62.54	
		Vat <u>9.38</u>	71.92
Kent County Council:	Cleaning Materials	398.86	
	Floor tool for vacuum cleaner	10.49	
	Toilet rolls	<u>30.98</u>	
		440.33	
	less Credit Note	<u>30.98</u>	
		409.35	
		Vat <u>61.40</u>	470.75



Record UK Ltd:	Repair to automatic doors	205.00	
		Vat <u>30.75</u>	235.75
Travis Perkins:	Drain pipe sleeve	7.14	
		Vat <u>1.07</u>	8.21
Tubular Furniture:	Ferrules for Oaken Hall chairs	11.62	
		Vat <u>1.74</u>	13.36
United Balloon & Gas Co. Ltd:	Balloons for Oaken Hall	60.00	
		Vat <u>9.00</u>	69.00
Veolia Environmental Services:	Refuse Collections – November 2009	154.00	
		Vat <u>23.10</u>	177.10

Deposit Refunds

Oaken Hall		Don Carman Hall	
12.12.09	90.00	11.12.09	50.00
13.12.09	50.00	12.12.09	70.00
13.12.09	50.00	13.12.09	50.00
14.12.09	50.00	31.12.09	50.00
17.12.09	50.00	02.01.10	50.00
02.01.10	50.00	02.01.09	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**:-

Bickmore Lock and Glass:	Reglaze Georgian wired polished plate panel to main entry door	61.00	
		Vat <u>9.15</u>	70.15
County Stocktakers:	Stocktake 17 th November 2009	165.00	
		Vat <u>24.75</u>	189.75
Emprise Services PLC	December Key Holder Fee	20.83	
		Vat <u>3.13</u>	23.96
Kent County Council:	Cleaning Materials	14.94	
		Vat <u>2.24</u>	17.18

[c] Financial Analysis

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

[d] Stocktake Report – 17th November 2009

The Stocktake Report was **READ** and the deficit **NOTED**. It was also **NOTED** that included in this deficit was one 1.5 litre bottle of vodka, about which bar staff had been informed.

Concerns were raised regarding the number of days stock held and the value of this stock, although Members are aware that this was the first stocktake undertaken on the Kilnbarn Club alone since the franchising of the function bars and some of this could have resulted from the amalgamation of function bar and Kilnbarn Club stock.

RESOLVED to wait until the next stocktake is completed and compare figures at that time.

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

[a] Cash Machines/Cash Back Service- Report from Cllr Porter – [Page 172, Item 358(a)]

Cllr Porter advised Members that he has made enquiries but due to the recent adverse weather is still waiting for replies.

RESOLVED to look at this item again at the next meeting.

[b] CCTV - [Page 206, Item 415(d)]

The quotation for the installation of CCTV from Secure Engineering, the Parish Council's current contractor, was **READ** and **NOTED**.

RESOLVED not to proceed with the installation of CCTV in the Kilnbarn Club as incidents are rare and Members do not believe this to be cost effective.

435. **BAR**

[a] Kilnbarn Club Takings

The Kilnbarn Club takings were **READ** and the continuing improvement **NOTED**.

[b] Counterfeit £20.00 notes - weekend takings 20.12.09

It was **NOTED** that three counterfeit £20.00 notes had been accepted in the Kilnbarn Club over the weekend 18th-20th December 2009.

[c] Bar Matters

The Bar Manager, Mrs Judith Grimes, joined the meeting. Members asked her how counterfeit notes had been accepted over the bar and the Bar Manager agreed that this was not good enough as all her staff know to check notes with the pens provided. She advised Members that the procedure for checking the hologram on £20.00 notes and using the pens had been reiterated to all the Bar staff.

It was **NOTED** that the entertainment on Christmas Eve was well received, although on New Year's Eve the Kilnbarn Club was very quiet and consideration must be given to what kind of entertainment should be booked for next New Year's Eve.

It was also **NOTED** that the Bar Manager is considering putting on entertainment on Saturday, 13th February 2010 for Valentine's Day, possibly Karaoke.

The brewery increases to some beers and the increase in VAT were **READ** and **NOTED**.

RESOLVED to look at these again at the next meeting when more brewery increases should have been received.

[d] Purchase of Commercial Warming Trolley

It was **NOTED** that the Review Committee had agreed that the purchase of the trolley would be financed from the sale of the large catering fridge to Allbars.

RESOLVED to purchase the trolley once payment has been received for the fridge from Allbars on the understanding that both Ditton Petanque Club and MCCH Monday Club wish to revert to having hot food supplied.

[e] Authority for Review Committee to Continue Liaison with Allbars

It was **NOTED** that at the last Review Committee meeting it was agreed that regular monitoring meetings should continue with Allbars with either members of the Review Committee or members of the Community Centre Committee.

RESOLVED that the Review Committee continue these meetings and update the Community Centre Committee or Parish Council as necessary.

[f] Replacement TRVs to Kilbarn Club radiators

The quotation of £99.60 from Connaught Gasforce, the Parish Council's current contractor, to replace and fit four new TRVs to the radiators in the Kilbarn Club was **READ** and **NOTED**.

RESOLVED to accept the quotation.

436. **CLEANING & CARETAKING**

[a] Current situation

It was **NOTED** that the Caretaking Supervisor had undergone a carpal tunnel operation that day and would be off work for six weeks. Her shifts will be covered by the remaining cleaners/caretakers.

[b] Cleaning Inspection

It was **NOTED** that due to recent adverse weather conditions a cleaning inspection had not been carried out.

437. **ELECTRICITY CONTRACT** – Quotation for renewal of contract 1st April 2010

The quotes received were **READ** and it was **NOTED** that these are based on an annual consumption of 150,000 kWh.

RESOLVED to obtain further quotes based on an annual consumption of 200,000 kWh and also to contact the current suppliers to obtain a quote from them.

438. **BOOKINGS**

[a] Margaret Preedy Dance Studios: Complaint about floor – 4th July 2009

The letter from Margaret Preedy was **READ** and **NOTED**.

RESOLVED to reply to Margaret Preedy stating that Members of the Community Centre Committee have nothing further to add on the subject and their decision remains the same.

[b] Mrs L Clarke: Cancelled Booking – 29th December 2009

The e-mail received from requesting the return of the deposit less an administration fee was **READ**. It was **NOTED** that they have since provisionally booked another event for the 29th December 2010 and have requested that the deposit be transferred to the new date if possible.

RESOLVED to transfer the deposit to the new date less an administration fee of £25.00 as the hall was not rebooked for the original date.

[c] 1st Ditton Scouts: Request for Retrospective Reduction in Hire Fee 8th December 2009

The letter from 1st Ditton Scouts was **READ** and the request for a reduction in the hire fee for the Don Carman Hall was **NOTED**.

RESOLVED not to agree to the request as they were only charged the local rate of £15.00 per hour.

[d] West Kent WI: Damage to functioning of automatic doors – 6th November 2009

The letter from West Kent Federation of WI and the reply from the Clerk of the Council were **READ** and **NOTED**.

439. **OAKEN HALL SOUND AND STAGE LIGHTING**[a] Quotation for Purchase

The quotation to purchase new lighting for the stage from David Stephens was **READ** and **NOTED**.

[b] Quotation for Hire

The quotation to hire new lighting for the stage from David Stephens was **READ** and **NOTED**.

RESOLVED that as funds are currently not available this item should be placed on the Five Year Plan.

440. **CANCELLATION OF WEDDING PACKAGES DUE TO CHANGES IN NUMBERS**

It was **NOTED** that the change in the Wedding Conditions of Hire and in particular the change of maximum number attending had resulted in all but one of the 2010 weddings already booked being cancelled, resulting in an approximate loss of revenue of £2,800.00 and bar take commission.

RESOLVED to look into whether the decision to change the Conditions of Hire can be reversed or if the six month rule has to be adhered to before any changes can be made.

441. **REPLACEMENT WATER TANK – SIDE OF STAGE**

The quotation received was **READ** and it was **NOTED** that two more quotes were required.

RESOLVED to obtain further quotes and to ascertain the exact urgency of the job.

442. **REPLACEMENT URINAL & TILING OF OAKEN HALL GENTS TOILET**

The updated quotes were **READ** and **NOTED**.

RESOLVED to accept the quote from Facilities Management for £966.43 plus VAT.

443. **REPORT ON BOILERS BY INSURERS**

The report on the boilers was **READ** and **NOTED**.

444. **GAS APPLIANCES & BOILER MAINTENANCE COVER 2010/2011**

The three quotations were **READ** and **NOTED**.

	CALL OUT CHARGE PER HOUR	VISITS PER ANNUM	TOTAL CONTRACT SUM
Option 1	£38.97 to £77.58	one	£998.77
Option 2	no	one	£2180.76
Option 3	no	twice in compliance with KCC recommendations	£1688.04

RESOLVED to accept Option 3 from Cube Plumbing & Heating for £1688.04 as this contract provides the Parish Council with two visits per annum as opposed to just the one.

445. **CLOSURE**

The meeting closed at 9.44pm.

Chairman
1st February 2010