

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 13th JUNE 2011**

PRESENT: CLLRS M BRINE [CHAIRMAN], J BEADLE, W CORDWELL, N. NEWMAN,
and M. PORTER.
MARILYN GRANTHAM [COMMUNITY CENTRE ADMINISTRATOR]

68. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.40pm

69. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllrs Mrs A Beadle, Mrs E Day and D. Nunn. The previously notified reasons for absence were recorded in the absence book ref: 114 and **ACCEPTED** and **APPROVED**.

70. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

71. **FINANCE**

[a] Community Centre Accounts for Payment

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

L W Burt:	Service to Boilers & Equipment	1440.26	
	And Gas Carcass Test	Vat <u>288.05</u>	1728.31
Edwardes Bros:	Bulbs & Tubes	56.88	
		Vat <u>11.36</u>	68.24
Grogans Electrical:	Repairs to Light Fitting in Corridor	70.00	
		Vat <u>14.00</u>	84.00
Imperial Contract Cleaning:	Window Cleaning – Centre & Office		55.00
Initial Washrooms Solutions:	June Rental	69.47	
		Vat <u>13.89</u>	83.36
Kent County Council:	Cleaning Materials & Sationery	207.13	
		Vat <u>41.42</u>	248.55



Lyreco UK Ltd:	Bleach & Paper	109.00	
		Vat <u>21.80</u>	130.80
Poyntell Ltd:	Service to Fire Door & Parts	220.75	
		Vat <u>44.15</u>	264.90
South East Water:	Fresh Water – 6 months		609.94
Southern Water:	Sewerage – 6 months		868.24
Travis Perkins Trading:	Kilnbarn Bench Refurbishment Materials	51.67	
		Vat <u>10.34</u>	62.01
<u>Deposit Refunds</u>			

Oaken Hall

21.05.2011	63.75
21.05.2011	97.50
25.05.2011	65.00
28.05.2011	100.00
11.06.2011	120.00

Don Carman Hall

21.05.2011	50.00
28.05.2011	50.00
04.06.2011	100.00

[b] Bar Accounts for Payment

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

Emprise plc	May Key Holder	20.83	
		Vat <u>3.65</u>	24.48
Kent County Council:	Toilet Rolls, Wipes & Stationery	43.42	
		Vat <u>8.68</u>	52.10
Lansdell Soft Drinks:	Soft Drinks	128.55	
		Vat <u>25.73</u>	154.28
Westways Vending Ltd:	Capsules	121.85	
	Purchase of a Coffee Machine	<u>666.00</u>	
		787.85	
		Vat <u>133.20</u>	921.05

[c] Financial Analysis

The financial analysis previously circulated was **READ** and **NOTED**.

[d] Stocktake Report

It was **NOTED** that the stocktake report had not yet been received.

72. **ITEMS BROUGHT FORWARD FROM LAST MEETING**[a] Damage to Fascia Outside Office - [Page 12, Item 30[a] – Update

Despite the Clerk sending a final letter to try to recover the cost of the damage to the fascia, nothing further has been heard.

NOTED that the Section 32 County of Kent Act 1981 has been issued.

[b] Quotation to Change Post Room to a Games Room – [Page 13, Item 31 [a]

It was **NOTED** that to date the quote for the above changes had not yet been received.

73. **BARS**

[a] Kilnbarn Takings

Details of the Kilnbarn takings, previously circulated, were **READ** and **NOTED**.

[b] Function Bars

Details of the function bar income and expenditure was circulated at the meeting.

[c] Bar Matters

The Bar Manager joined the meeting, and reported on the current position regarding the provision of bar food. It was **NOTED** that a previously arranged visit from the Environmental Health Officer had taken place on Thursday 9th June 2011, to try to establish the best way forward for the provision of bar snacks. It was established that the bar office was the most suitable area for the preparation and cooking of microwaved snacks etc. It was agreed that the deep fat fryer could be used for a further 7 weeks, but it was essential that a fat free fryer be purchased at a cost of £128.00 as soon as possible. The bar office would not need to have sinks fitted, as previously thought, and flaking paint and holes in the walls will require filling and then painting. A wipe clean surface above the work surfaces would also be required.

Cllr Brine offered to carry out the repairs to the walls and ceiling and to also paint them, he mentioned that he may have to call in help to rehang the door the opposite way if required.

RESOLVED that a fat free fryer be purchased immediately, at a cost of £128.00 and a budget of £400.00 from the repairs and replacement budget be made available to carry out the work to the bar office.

It appears that a lot of people do not realise that the bar is open, and it was suggested that a LED display sign be purchased to be displayed in the front window.

[d] Kilnbarn 25th Birthday Celebrations

It was suggested that a celebration weekend be organised for the 3rd and 4th September 2011, with a BBQ on the Saturday and the Quiz night already scheduled for the Sunday.

It was suggested that music from 1986 to 2011 be played on the Saturday evening, costs for this to be investigated. It was also suggested that a special beer price of £1.50 per pint and a spirit price of £1.00 per measure be run on a day over this weekend. This will of course be subject to legalities on drinks promotions that apply to all liquor licences.

[e] Fencing Off Benches – Quotations

The fencing quotation to fence off the patio furniture was **READ** and **NOTED** but at this stage there are no funds available to carry out this work.

[f] Heineken Sales Report

The Heineken sales report was **READ** and **NOTED**.

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

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

[b] Cleaning Inspection

NOTED no cleaning inspection was available.

It was **NOTED** that the Oaken Hall curtains are looking dirty. The cost of cleaning the curtains and retaining the flame retardant quality be investigated. It was also **NOTED** that some of the window winders were not working. The Community Centre Administrator informed the Committee that she had emailed, faxed and telephoned the repair company asking them to attend site, but would chase them again.

75. **CONTROL PANEL INSTALLATION TO MAIN BOILER HOUSE** - Quotation

A quotation to install an up to date control panel for the main boiler house was **READ** and it was **NOTED** at present there are no funds available to carry out this work.

76. **BOOKINGS**[a] Mr Carty 3rd June 2011 – 17th Birthday Party – Alcohol Brought In

A report from the Bar Manager on duty at the above party stated that alcohol was brought into the Centre, and when confronted the youths took the alcohol into the car park and drank it in their cars. It was **NOTED** that the actual hirer was not present in the Hall for most of the evening.

RESOLVED that the refundable deposit of £100.00 be held to cover the loss of bar revenue at this booking.

[b] Emma Cannon Booking 4th June 2011 – Soft Drinks Brought Into Centre

It was **NOTED** that despite signing the declaration stating that no alcohol or soft drinks are permitted to be brought into the Centre, the above hirer had a tea bar selling cans of drinks much cheaper than our bar.

RESOLVED that the refundable deposit of £125.00 be held to compensate for the loss of revenue.

RESOLVED that refundable deposits that have been retained be placed in a forfeited deposit income heading on the financial analysis, this fund can be used for small maintenance jobs in and around the Centre.

[c] Decision on 16th & 17th Birthday Parties

After discussion on the problems that occurred on the 3rd June 2011, together with the difficulties that arise trying to ensure that minors are not obtaining and drinking alcohol on our premises, it was

RESOLVED that, in future, no under 18 year old parties with a bar be accepted.

77. **CORRESPONDENCE**

The British Wheel of Yoga:

Letter of Thanks

READ AND NOTED

78. **CLOSURE**

The meeting was closed at 9.00pm

Chairman
4th July 2011