

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 14th FEBRUARY 2011**

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

475. OPENING OF MEETING

The meeting was opened by the Chairman at 7.27pm.

476. 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: 101 and were **ACCEPTED** and **APPROVED** by this Committee.

477. DECLARATION OF MEMBERS' INTERESTS

Cllr W Cordwell declared a personal interest in item 478(a) Deposit Refunds below as he was the hirer for one of the functions.

478. KILNBARN

The Chairman moved that Agenda Item 6(a) be brought forward.

[a] Kilnbarn Matters

Members of the Kilnbarn Review Committee gave a presentation of their recommendations and further discussions took place.

RESOLVED to support in principle the recommendations of the Kilnbarn Review Committee, subject to further consideration.

RESOLVED TO RECOMMEND that the recommendations be put forward to the Finance and Administration Committee.

479. FINANCE

[a] Community Centre Accounts for Payment

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

Appliance Services:	Replacement Gasket to Washing Machine	96.83	
		Vat <u>19.37</u>	116.20



Ditton Minors FC:	Hire Fee Refund 14.1.11 –Trans to Don Carman		235.00
Peter Dorrell & Co:	Floor Cleaning Products	106.00	
		Vat <u>21.20</u>	127.20
Easy Print:	Printing Receipts & Invoices	187.50	
		Vat <u>37.50</u>	225.00
Grogans Electrical:	Repairs to Corridor Lighting	87.50	
		Vat <u>15.31</u>	102.81
R J Hunt:	Repairs to Blocked Gully in Car Park	75.00	
		Vat <u>15.00</u>	90.00
Initial Washrooms:	January & February Towel Rental	132.46	
		Vat <u>24.84</u>	157.30
Mark Shutlar:	Hire Fee Refund 26.2.11 – Change of Hours		81.00
Kent County Council:	Cleaning Material, Stationery & Rock Salt	461.71	
		Vat <u>92.34</u>	554.05
Kentec Tool Hire Ltd:	Tower Hire 01.12.2010 and 06.01.2011	148.00	
		Vat <u>27.53</u>	175.53
Performing Rights Soc:	Licence Fees 06.01.2011 to 05.01.2012	724.06	
		Vat <u>144.81</u>	868.87
Parker Merchanting:	Hazard & Gaffer Duct Tape	14.41	
		Vat <u>2.88</u>	17.29
Poyntell Limited:	Additional Centre Keys	36.00	
		Vat <u>6.30</u>	42.30

Deposit Refunds

Oaken Hall		Don Carman Hall	
22.01.11	50.00	14.01.11	100.00
22.01.11	75.00	15.01.11	50.00
29.01.11	90.00	29.01.11	50.00
12.02.11*	120.00		

The full list of deposit refunds was **READ**.

RESOLVED that the deposit refunds be **ACCEPTED, APPROVED** and **PAID** with the exception of that for the 12th February 2011 in the Oaken Hall.

It was **NOTED** that although both the hirer and the caretakers have attempted to clean the top of the ovens these are still not acceptable and will have to be cleaned professionally.

[b] Bar Accounts for Payment

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

Aircool Systems UK:	Callout to Ice Machine – Not Repairable	46.50	
		Vat <u>9.30</u>	55.80

County Stocktakers:	Stocktake 18.01.2011	185.00	
		Vat <u>37.00</u>	222.00
Emprise Services plc:	December Escort Duties	40.00	
		Vat <u>7.00</u>	47.00
Emprise Services plc:	Key Holder Service January 2011	20.83	
		Vat <u>3.65</u>	24.48
Grogan Electrical:	Repairs to Light in the Kilnbarn Ladies	50.00	
		Vat <u>10.00</u>	60.00
Joe Lee:	Repairs to Kilnbarn Cash Register		75.00

[c] Financial Analysis

The Financial Analysis was **READ** and it was **NOTED** that item 3000 should be included under Bar and not Committee Centre.

[d] Stocktake Report

The Stocktake Report was **READ** and the small deficit **NOTED**.

It was also **NOTED** that the variations in the amount of pipe cleaning depends on the number of Wednesdays in each month.

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

[a] The Kilnbarn 25 year Anniversary – Page 203, Item 429[a]

RESOLVED to look at this item again in April 2011.

481. **KILNBARN**

[b] Kilnbarn Takings

The Kilnbarn Takings up to and including the 6th February 2011 were **READ** and **NOTED**.

[c] Bar Matters

It was **NOTED** that the ice machine had broken down and cannot be repaired.

RESOLVED that a new ice machine be purchased at a cost of £199.99.

[d] Annual Barrelage Figures

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

[e] Pricing Structure

It was **NOTED** that the brewery's annual price increases had all been received.

RESOLVED that as the Parish Council's profit margins were still intact no increases would be made to the current bar prices.

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

It was **NOTED** that a new male caretaker had been employed on a casual basis primarily to help cover weekends but also to fill in for holidays, sickness, etc.

[b] Cleaning Inspection

It was **NOTED** that a cleaning inspection had been carried out that day by the Community Centre Administrator and the Clerk of the Council and everything was satisfactory.

483. **ELECTRICITY CONTRACT** – Quotations for renewal of contract 1st April 2011

The quotations received from makeitcheaper.com were **READ** and **NOTED** as follows:-

Supplier	Fixed price period	Standing Charge	Day Unit Rate	E&W Unit Rate	Night Unit Rate
A	31/03/12	23p/day	8.72p	7.91p	5.22p
B	12 months	21.85p/day	10.12p	9.42p	6.03p
C	12 months	12.806p/day	9.59p	7.60p	5.78p
D	31/10/2013	21p/day	8.76p	7.44p	6.00p
E	12 months	25p/day	9.37p	9.04p	4.78p

RESOLVED to accept the quotation from Scottish Power (Supplier D) to run from the 1st April 2011 for 19 months through to the 31st October 2013.

484. **BOOKINGS**[a] Footlights on Stage & Large Screen for Race Nights and Large Meetings - Request from Cllr Mulcuck

The request from Cllr Mulcuck was **NOTED**.

RESOLVED to decline the request as there are no funds left in the budgets.

[b] Installation of Illuminated signage outside Centre - Suggestion from Cllr Mulcuck

The suggestion from Cllr Mulcuck was **NOTED**.

RESOLVED not to proceed with the suggestion as there may possibly be planning issues and it could also lead to an increase in vandalism.

[c] Cancelled Wedding – Don Carman Hall 1st July 2011

The reason for the cancellation was **READ** and **NOTED**.

RESOLVED in accordance with the Conditions of Hire to refund 25% of the deposit held.

[d] Cancelled Wedding – Don Carman Hall 16th July 2011

The reason for the cancellation was **READ** and **NOTED**.

RESOLVED in accordance with the Conditions of Hire to refund 50% of the deposit held.

[e] Cancelled Wedding – Oaken Hall 27th August 2011

The reason for the cancellation was **READ** and **NOTED**.

RESOLVED in accordance with the Conditions of Hire to refund 50% of the deposit held.

[f] Cancelled Wedding – Don Carman Hall 21st May 2011

The reason for the cancellation was **READ** and **NOTED**.

RESOLVED in accordance with the Conditions of Hire to refund 25% of the deposit held.

485. **ANNUAL CONCESSIONS FOR 2011**

It was **NOTED** that there are a number of Friday and Saturday evenings free in the Oaken Hall during July and August.

RESOLVED to offer the Block Hirers a one off concessionary fee of £75.00 on a first come first served basis.

486. **GAS APPLIANCES & BOILER MAINTENANCE COVER 2011/12**

The following quotations were **READ** and **NOTED**:-

	CALL OUT CHARGE PER HOUR	VISITS PER ANNUM	TOTAL CONTRACT SUM
Supplier A	Highest Rates		
Normal work days	£36.95	one	NO CONTRACT SUM
Saturdays	£55.42		
Sunday & Bank Holidays	£73.90		
Supplier B	None on boilers, convection heaters & cooker Large Water Cylinder £60.00 per hour £30.00 per ½ hour after	one	£3311.60
Supplier C	Were asked on three occasions to carry out a site visit and to supply a quotation		

RESOLVED to accept the quotation from L W Burt (Supplier A).

487. **ANNUALSERVICE CONTRACT FOR SCRUBBER /DRIER**

The Annual Service Contract from the current supplier, START Engineering, was **READ** and **NOTED**.

RESOLVED to accept the contract at a cost of £75.00 per visit.

488. **CORRESPONDENCE**

Mr G Smith:

Letter re Autumn Booking

The letter from Mr Smith was **READ** and it was **NOTED** that his comments about the success of the Horticultural Show had been passed to the caretakers.

489. **CLOSURE**

The meeting closed at 9.28pm.

Chairman
7th March 2011