

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 10th JANUARY 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)

425. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

426. **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: 97 and were **ACCEPTED** and **APPROVED** by this Committee.

427. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of Members' interest.

428. **FINANCE**

[a] Community Centre Accounts for Payment

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

Cube Plumbing/Heating:	Install New Heating Pump – Don Carman Hall	120.00	
		Vat <u>21.00</u>	141.00
Edwardes Bros:	Assorted Lamps – Oaken Hall Stage etc.	36.21	
		Vat <u>6.33</u>	42.54
R J Hunt:	Locating Lost Drain Rod – 26.11.10	75.00	
		Vat <u>13.13</u>	88.13
Kent County Council:	PAT Testing	267.27	
	Rock Salt	125.80	
	Cleaning Materials	<u>354.30</u>	
		747.37	
		Vat <u>130.79</u>	878.16
Kentec Tool Hire Ltd:	Hire of Scaffold Tower for Christmas Decs	83.00	
		<u>14.53</u>	97.53

Record uk Limited:	Planned Maintenance	90.00	
	Call Out Faulty Door	<u>113.00</u>	
		203.00	
		Vat <u>35.53</u>	238.53
S & S Painting & Decorators:	Painting and Plumbing Gents Toilets - Don Carman Hall	810.00	
		Vat <u>141.75</u>	951.75
Secure Engineering Ltd:	Repairs to DVR	592.50	
	Planned Maintenance Visit	<u>242.50</u>	
		835.00	
		Vat <u>146.13</u>	981.13
Travis Perkins:	Mortice Lock for Storage Cupboard	12.07	
		Vat <u>2.11</u>	14.18
Uniserve Security:	Door Supervisor – 4 th December 2010	67.50	
		Vat <u>11.81</u>	79.31

Deposit Refunds

Oaken Hall		Don Carman Hall	
11.12.10	97.50	05.12.10	50.00
13.12.10	50.00	10.12.10	50.00
29.12.10	117.00	11.12.10	50.00
		08.01.11	50.00
		08.01.11	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**:-

Aircool Systems UK:	Maintenance to Bottle Cooler & Glass Washer In the Kilnbarn	159.50	
		Vat <u>27.91</u>	187.41
Emprise Services plc:	Assisted Locking – November 2010	40.00	
		Vat <u>7.00</u>	47.00
Emprise Services plc:	Key Holder Service – December 2010	20.83	
		Vat <u>3.65</u>	24.48
K College:	Food Safety Course – J Grimes & J Shephard		150.00
Kent County Council:	Toilet Rolls, Gloves & Rinse Aid	56.73	
		Vat <u>9.93</u>	66.66
Lansdale Soft Drinks Ltd:	Soft Drinks	105.43	
		Vat <u>16.72</u>	122.15

[c] Financial Analysis

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

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

[a] The Kilnarn 25 Year Anniversary – Page 152, Item 345[e]

RESOLVED to look at this item again in April 2011.

430. **BAR**

[a] Kilnarn Takings

The Kilnarn Takings up to and including the 3rd January 2011 were **READ** and **NOTED**.

[b] Bar Matters

The Chairman advised Members that he had a meeting arranged the following day with the Bar Managers to discuss procedures regarding the bar float as there was a discrepancy in November 2010.

[c] Result of Questionnaires

The summary of the answers on the questionnaires was **READ** and **NOTED**.

It was also **NOTED** that the Kilnarn Review Working Group are currently looking at all the comments and hope to present their findings to the Community Centre Committee at the next meeting in February 2011.

[d] Cash Back Service

The possibility of being able to offer a cash back service was discussed.

RESOLVED to have the Kilnarn Review Working Group look into whether or not this would be financially viable.

[e] VAT Increases & Pricing Structure

Discussion took place regarding the recent VAT increase and current prices in the Kilnarn.

RESOLVED not to pass the VAT increase on to customers but to leave prices as they are at the current time, with a poster being put up in the bar to this effect.

[f] Kilnarn Balance Sheet up to 6th December 2010

The Balance Sheet was **READ** and **NOTED**.

431. **CLEANING & CARETAKING**

[a] Current situation

It was **NOTED** that one of the new caretakers had resigned after just one weekend but had been replaced by some one else.

[b] Cleaning Inspection

It was **NOTED** that due to circumstances a cleaning inspection had not been carried out.

432. **ELECTRICITY CONTRACT** – Quotation for renewal of contract 1st April 2011

It was **NOTED** that the 'live' figures expected had not been received.

RESOLVED to look at this item again at the next meeting in February 2011.

433. **BOOKINGS**

[a] **Request from Malling Short Mat Bowls for a Concessionary Hire Rate**

The request from Malling Short Mat Bowls was **READ** and **NOTED**.

RESOLVED to offer them a concessionary hire rate of £25.00 per hour for three months and to review the situation in the new financial year.

[b] **Ditton Dog Training – Request for Ditton Rate**

The request from Ditton Dog Training was **NOTED**.

RESOLVED to offer the Club the local rate providing their register shows that 60% of their members are Ditton residents.

[c] **Community Centre - Peak Rate Charges**

It was **NOTED** that in the past bookings in the weeks which include Christmas and New Year have been classed as Peak Rate and regular bookings have been lost because of this.

RESOLVED that only actual Bank Holidays will be classed as Peak Rate in future.

[d] **David Rose – Saturday Night Bookings**

The request from David Rose to book one Saturday evening per month until the end of the year was **NOTED**.

RESOLVED to continue with the current conditions and advise him that he can still only make three Saturday bookings in advance.

434. **PREVENTATIVE MAINTENANCE ON KITCHEN EQUIPMENT** - Quotation

[a] **Fridge & Water Boilers & Extraction Canopy**

The quotation to service this equipment was **READ** and **NOTED**.

RESOLVED not to accept the quote from Kent Catering Services for £145.00 plus VAT per visit.

[b] **Oven and Burners**

It was **NOTED** that this equipment is already covered by our current contractor.

[c] **Gas Safety Inspection**

It was **NOTED** that this is already covered by our current contractor.

435. **CLOSURE**

The meeting closed at 8.42pm.

