

DITTON PARISH COUNCIL

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

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

547. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

548. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

549. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of members' interests.

550. **FINANCE**

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

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

BBp Plumbing & Heating:	Repairs to Pipework in the Gent's Shower Room		68.85
Chubb Fire:	Fire Alarm Service	139.74	
		Vat <u>27.95</u>	167.69
Edwards Bros:	Fluorescent & Stage Lights	35.17	
		Vat <u>7.03</u>	42.20
OCS Group Ltd:	Sanitary and Nappy Disposal Annual Contract	342.12	
		Vat <u>68.42</u>	410.54
R J Hunt:	Tanker & High Pressure Jetting of Drains in Car Park	1072.00	
		Vat <u>214.40</u>	1286.40
Imperial Contract Cleaning:	Commercial Cleaning of Centre Windows		55.00
Initial Washrooms:	March Towel Rental	69.47	
		Vat <u>13.89</u>	83.36

Kent County Council:	Cleaning Materials	124.56	
		Vat <u>24.91</u>	149.47
Lyreco UK Limited:	Stationery	49.50	
		Vat <u>9.90</u>	59.40

Deposit Refunds**Oaken Hall****Don Carman Hall**

26.02.2011	100.00	25.02.2011	50.00
02.03.2011	50.00	26.02.2011	50.00
05.03.2011	75.00	05.03.2011	50.00
12.03.2011	50.00	12.03.2011	50.00
13.03.2011	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**:-

Cube Plumbing & Heating:	Remove Leaking Toilet Pan and Replace with New	246.52	
		Vat <u>49.30</u>	295.82
Emprise Services plc:	February Key Holder Service	20.83	
		Vat <u>3.65</u>	24.48
Emprise Services plc:	Accidental Alarm Activation	25.00	
		Vat <u>5.00</u>	30.00
Kent County Council:	Cleaning Products	48.15	
	Granular Salt for Glass Washer	<u>13.99</u>	
		62.14	
		Vat <u>12.43</u>	74.57
Lansdell Soft Drinks:	Cans & Snacks	61.61	
		Vat <u>9.00</u>	70.61

[c] Financial Analysis

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

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

There were no items brought forward from the last meeting.

552. **BAR**[a] Kilnbarn Takings

The Kilnbarn takings up to and including the 6th March 2011 were **READ** and **NOTED**.

[b] Bar Matters

It was **NOTED** that the Quiz machine had been out of action for a couple of days and that the Juke Box is quite pricey.

It was also **NOTED** that with effect from the 4th April 2011 the running of the function bars will be coming back in-house.

[c] Bar Prices

Discussions took place regarding the pricing structure for the function bars.

RESOLVED that in order to keep the prices in line with those of Allbars it will be necessary to use the Kilnbarn prices plus 20% on draught beers and 35% on all other products.

[d] Kilnbarn Balance Sheet

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

553. CLEANING & CARETAKING[a] Current situation

It was **NOTED** that one of the casual caretakers, who covered daytime at the weekends, had resigned but that these hours were being covered by the remaining four members of staff, although at times this was tight.

[b] Cleaning Inspection

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

[c] Quotation to Remove Scuff Marks & Apply Seal to Corridor and Entrance Hall

The quotation from Krystal Kleen Associates Ltd. of £280.00 plus VAT was **READ** and it was **NOTED** that there are insufficient funds available at the current time.

RESOLVED to look at this again in the new financial year.

554. RE-SEALING OAKEN HALL FLOOR - 2012

The quotation from Peter Dorrell & Co. of £2,570.00 plus VAT was **READ** and it was **NOTED** that provision needs to be made in the 2012/13 budget to accommodate this expense.

RESOLVED to accept the quotation and ensure that funds are available in the 2012/13 budget to cover this.

555. REFUSE DISPOSAL

It was **NOTED** that the price increases for 2011/12 from Veolia had been received and the Community Centre Administrator had negotiated that the existing rate remains unchanged.

556. **CLOSURE**

The meeting closed at 8.44pm.

Chairman
4th April 2011