

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 11TH JULY 2011

PRESENT: CLLRS M BRINE [CHAIRMAN], [MRS] A BEADLE, J BEADLE, W CORDWELL,
[MRS] E DAY, D NUNN AND M PORTER

MARILYN GRANTHAM [COMMUNITY CENTRE ADMINISTRATOR]

129. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm

130. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllr N. Newman. The previously notified reasons for the absence were recorded in the absence book ref:119 and **ACCEPTED** and **APPROVED**.

131. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

132. **FINANCE**

[a] Community Centre Accounts for Payment

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

L W Burt:	Replacement Pump Main Boiler House	974.31	
		Vat <u>194.86</u>	1169.17
Kent County Council:	Wall Mounted Cigarette Bin	33.49	
	Cleaning Materials	<u>125.09</u>	
		158.58	
		Vat <u>31.72</u>	190.30
Travis Perkins:	Alloy Scaffold Tower – OH Light Bulb Change	72.90	
		Vat <u>14.58</u>	87.48
L J Pratley & Partners:	Repairs to Window Winders	208.50	
		Vat <u>41.70</u>	250.20

Deposit Refunds

Oaken Hall		Don Carman Hall	
18.06.2011	£100.00	24.06.2011	£50.00
23.06.2011	£63.75	08.07.2011	£115.00
09.07.2011	£62.50		
10.07.2011	£100.00		



[b] Bar Accounts for Payment

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

Astra Security:	Additional Bar Keys	18.40	
		Vat <u>3.68</u>	22.08
Emprise plc	June Key Holder	20.83	
		Vat <u>3.65</u>	24.48
Kent County Council:	Dishwasher Rinse Aid	35.89	
		Vat <u>7.18</u>	43.07
Lansdell Soft Drinks:	Soft Drinks	101.79	
		Vat <u>16.75</u>	118.54
Travis Perkins:	Repairs to Picnic Benches	44.02	
		Vat <u>8.80</u>	52.82

[c] Financial Analysis

The financial analysis, previously circulated was **READ** and the following points discussed. The suggestion to purchase a scaffold tower was discussed but with changing legislation this could become out of date quite quickly. It was also suggested that the cost of a storage container be investigated to accommodate the items that cannot now be stored in the Cedar Room/Youth Centre.

The Kilnbarn bar was discussed and further details in connection with this item are recorded in the Confidential Memorandum Book under Reference: CM356.

[d] Stocktake Report

The stocktake report previously circulated was **READ** and the high amount of wastage in drip trays and pipe cleaning was **NOTED**.

RESOLVED the Chairman will meet with the Bar Manager to discuss ways of reducing the wastage of beer, and to establish whether Staff training is on-going as requested.

133. ITEMS BROUGHT FORWARD FROM LAST MEETING[a] Quotation to Change Post Room to a Games Room – [Page 13, Item 31 [a]]

It was **NOTED** that the Chairman had met with J & W construction to discuss a quotation to convert the post room at the rear of the Parish Office, into a games room. It was **FURTHER NOTED** that the quotation has not yet been received.

134. BARS[a] Kilnbarn Takings

The Kilnbarn taking were **READ** and the reduction in takings over the past 12 week against last years' bar takings and gaming machine was **NOTED**.

[b] Function Bars

It was **NOTED** that the function bar income has already exceeded the estimated franchise income for the financial year 2011/12.

[c] Bar Matters

In view of the reduced income over the past two years, for both bar takings and the gaming machine, It was suggested that a professional review of all services that this Council provides should be investigated.

RESOLVED that the gaming machine be changed as soon as possible

RESOLVED TO RECOMMEND that a professional review be undertaken subject to a reasonable fee for this service being agreed.

[d] Changes to Bar Office for Preparation of Food – Update

It was **NOTED** that the second sink and fatless fryer have now been installed as requested by Tonbridge & Malling Borough Council's Environmental Health Officer. **FURTHER NOTED** that the paint and tiles have been purchased and the work should be completed in the next week or so, plus and the twin socket needs replacing.

[e] Repairs to Replace Leaking Heating Pipes - Quotation

It was **NOTED** that the quotation of £5,915.80 to replace the damaged heating pipes in the Kilnbarn which had previously been discussed at the full Council meeting held on Monday 4th July 2011, has been passed to the Community Centre to establish where the money to fund this work will found from. After discussion it was:

RESOLVED TO RECOMMEND that the quotation from LW Burt be accepted and that the work take place in October, at which time, the interest on the investment should be able to cover the project, if there is a short fall this would be met by the Repairs and Replacement budget.

[f] Kilnbarn - 25th Birthday Celebrations

The 25th birthday celebrations will take place during the weekend 3rd and 4th September 2011, a BBQ and drinks promotion will take place on the Saturday, 3rd September 2011, plus entertainment in the evening with a quiz night on the Sunday, 4th September 2011.

[g] Monday to Thursday – Lunchtime Opening Hours

It was **NOTED** that the trial lunchtime opening hours from 12.00 noon until 4.00pm on Monday to Thursday, have been unsuccessful.

RESOLVED the additional hour be discontinued and in future the till will close at 3.00pm.

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

It was **NOTED** that the advertisement in the last Ditton Gazette, had resulted in two additional female bank staff being engaged and they are in training to provide additional cover for the cleaning and caretaking. This will ease the load on other staff members.

[b] Cleaning Inspection

It was **NOTED** that no cleaning inspection had taken place this month.

136. **WEDDING PACKAGES**[a] Wedding Package Hire Fees and Deposits for 2012

Discussion took place regarding fees and it was suggested that due to the current economic climate, there should be no increases to any hire rate for a further 12 months.

RESOLVED to review all the hire rates at the September 2012 meeting.

[b] Security/ SIA Door Person at Weddings

It was **NOTED** that two new security companies with SIA doorpersons are now available for use, the rate is £14.50 per hour, and the usual hire period is 7.30pm to 12.30pm.

RESOLVED that the new ratio for SIA door persons for weddings will be 150 persons to one SIA door person.

[c] Additional Toilet Facilities at Large Weddings

It was suggested that the shower rooms, which also have a toilet, could be made available at large functions. However, this area was thought to be unsuitable for this use. It was generally felt that by moving the rose bushes or planting prickly bushes closer to the resident's fences in Scott Close could alleviate the problems that have arose in the past.

137. **BOOKINGS**[a] Refundable Deposits on 18th Birthday Parties in the Oaken Hall

After discussion it was decided not to increase the refundable deposit held on 18th birthdays at this point.

138. **CORRESPONDENCE**

St Peters & St Pauls Preschool: Request to erect a Notice Board in the Don Carman Hall corridor.

RESOLVED TO ACCEDE TO THIS REQUEST

Ditton 0-5 Club: Request for Financial Help

RESOLVED THAT IT IS NOT POSSIBLE TO GIVE FINANCIAL HELP TO HIRERS IN THE CURRENT CLIMATE

139. **WEBSITE**

Cllr Beadle stated that there has been no progress on this item at present.

140. **CLOSURE**

The meeting was closed at 9.35pm

Chairman
1st August 2011