

DITTON PARISH COUNCIL

MINUTES OF **A MEETING** OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 16th MAY 2011 at 7.30PM**

PRESENT: M BRINE [CHAIRMAN], MRS A BEADLE, J BEADLE, W CORDWELL, D NUNN
and M PORTER
MARILYN GRANTHAM [COMMUNITY CENTRE ADMINISTRATOR]

25. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

26. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

27. **ELECTION OF VICE CHAIR**

The Chairman requested nominations for the position of Vice Chair. Cllr Brine **NOMINATED** Cllr Nunn, **SECONDED** by Cllr Porter. Cllr Nunn **NOMINATED** Cllr Beadle, **SECONDED** by Cllr Mrs Beadle VOTING RESULTED IN 3 VOTES FOR CLLR BEADLE, 2 VOTES FOR CLLR NUNN, AND ONE ABSTENTION. Cllr Beadle was duly elected Vice-Chair of the Community Centre Committee for the municipal year 2011/12.

28. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

29. **FINANCE**

[a] Community Centre Accounts for Payment

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

E J Cocker & Son:	Replacement Window Handle	45.00	
	Parish office	Vat <u>9.00</u>	54.00
Drips Plumbing:	Repairs to Don Carman Hall Ladies Toilets		85.00
Initial Washroom Solutions:	May Towel Rental	69.47	
		Vat <u>13.89</u>	83.36
Kent County Council:	Clock & Cleaning Materials	280.78	
		Vat <u>56.15</u>	336.93



Lyreco UK Limited:	Paper & Bleach	54.50	
		Vat <u>10.90</u>	65.40
Poyntell Ltd:	Repairs to Panic Bar	67.50	
		Vat <u>13.50</u>	81.00
Record UK Limited:	Planned Maintenance	245.00	
		Vat <u>49.00</u>	294.00
Travis Perkins Trading:	Post Hole Digger for Drains	31.18	
		Vat <u>6.23</u>	37.41
Uniserve Security:	2 x SIA Door Supervisor 9 th April 2011	162.00	
		Vat <u>32.40</u>	194.40

Deposit Refunds

Oaken Hall		Don Carman Hall	
11.04.11	£85.00	30.04.11	£50.00
12.04.11	£85.00		
14.04.11	£50.00		
14.05.11	£100.00		
15.05.11	£90.00		

[b] Bar Accounts for Payment

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

County Stocktakers:	Stocktake 31 st March 2011	185.00	
		Vat <u>37.00</u>	222.00
Emprise plc	April March Key Holder	20.83	
		Vat <u>3.65</u>	24.48
Lansdell Soft Drinks:	Soft Drinks	104.44	
		Vat <u>17.28</u>	121.72
Joe Lee:	Additional Keys for Function Bars Cash Registers		60.00
Travis Perkins:	Glass Washer Pipe	20.01	
		Vat <u>4.01</u>	24.02

[c] Financial Analysis

The financial analysis for Month 12 was **READ** and **NOTED**.

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

[a] Damage to Fascia Outside Office - [Page 271, Item 601]

It was **NOTED** that despite several letters and telephone calls to the parents of the youth that damaged the fascia outside of the Parish Office they have declined the opportunity to pay for the damage.

RESOLVED to investigate the issuing of a Section 32 County of Kent Act 1981 banning him from the area.

31. **BARS**

[a] Kilnbarn Takings

The takings in the Kilnbarn for the past 6 weeks were **READ** and **NOTED**.

[b] Function Bars

Members who attended the dance on Saturday 14th May, stated that the Oaken Hall bar was very well run and the staff on duty were very pleasant.

[c] Bar Matters

The Senior Bar Manager was not on duty but passed a list of items raised by customers:-

- A number of customers have been commenting on the state of the wooden benches outside the Kilnbarn they are very tatty and are in dire need of refurbishment.

RESOLVED the benches be refurbished as a matter of urgency and that an industrial sander be hired for a day if necessary.

- Customers are complaining about the youth congregating on the benches outside of The Kilnbarn and drinking alcohol not supplied by the Kilnbarn. It was suggested by customers that the patio area be fenced off for sole use by the patrons of the Kilnbarn.

RESOLVED that if they are drinking under age the Police be called, and that quotations be obtained for a fenced off area from the Kilnbarn windows and with swing gates at either end.

Customers have been asking whether a wi fi connection could be available in the Kilnbarn.

RESOLVED that a cost for this service be obtained.

Cllr Mrs Beadle stated that the Kilnbarn is looking very unattractive and is in need of re-decoration. She was also disappointed at the time it took the Bar Staff to re-launch food, which was far longer than she had expected.

RESOLVED that the menus be laminated and then displayed on every table and that bowls of chips should be put on the bar at weekend lunchtimes. It was also suggested that a food stock list be implemented.

Cllr Brine stated that he felt something should be done to accommodate a pool table and had looked at various areas in the building to site a pool table and also the dart board. It was generally felt that the best area for this project would be the post room at the back of the Parish Office, but this could require re-figuration of the toilets.

RESOLVED that enquiries be made into converting the post room to a games room.

[d] Kilnbarn Social Funds Balance Sheet

The Kilnbarn social fund balance sheet was **READ** and **NOTED**.

[e] Petanque Food

It was **NOTED** that the Clerk had recently met members of the Petanque Club where various food suggestions and charges were discussed.

It was **FURTHER NOTED** that an email from the Petanque Club was received today, stating that the Petanque Club feel that the menus and price structure suggested were an acceptable solution for all concerned.

[f] Coffee Machine Cost Comparison

Three quotations to lease or buy a coffee vending machine were discussed. It was felt that an outright purchase of a refurbished machine was the best way forward.

- [1] Refurbished machine purchase price £750.00 or 3 year lease £12.00 rental per week.
- [2] No outright purchase available or 5 year lease £12.50 rental per week or 3 year lease £16.00 rental per week.
- [3] Refurbished machine purchase price £666.00 or 39 month lease £8.36 rental per week.

RESOLVED to accept the quotation [3] from West Way Vending Ltd to supply a refurbished coffee machine for £666.00 which includes a 12 months full parts and labour warranty.

It was **AGREED** to keep the Kilnbarn open until 4.00pm for a trial period on Mondays to Thursdays to try to attract the mums on the school run. This could be advertised in the Ditton Gazette.

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

It was **NOTED** that an additional member of Caretaking Staff is required. It was suggested that an advert be placed in the next edition of the Ditton Gazette.

[b] Cleaning Inspection

The cleaning inspection circulated at the meeting was **READ** and the comments reflected the fact that some of the employees are ticking the toilet inspection forms without cleaning them.

33. **GAS CONTRACT RENEWAL – Renewal Due 23rd June 2011**

It was **NOTED** that the quotations requested from makeitcheaper.com had not arrived in time for the meeting.

RESOLVED that delegated powers be given to the Clerk in consultation with the Chair and Vice Chair of the Community Centre Committee to accept the best quotation.

34. **BOOKINGS**

[a] Mr Mannering – Cancelled Engagement Party in the Oaken Hall – 24th June 2011

An email from Mr Mannering dated 12th April 2011, cancelling his engagement party for 24th June 2011 was **READ** and it was **NOTED** that it has not been possible to re hire this date.

After discussion it was

RESOLVED that £25.00 be retained as an administration charge and the balance of £25.00 be returned to the hirer.

[b] David Rose - Request to Hire the Oaken Hall on Saturday 19th November 2011

A request from David Rose to hire the Oaken Hall on the 19th November 2011, for a charity dance, was **READ**.

RESOLVED to accede to the request providing the full rate is paid.

35. **REQUEST FROM HIRER FOR AN INDUSTRIAL DISHWASHER**

A letter from DAMARA requesting that the Community Centre Committee install an industrial dishwasher was **READ** and it was **NOTED** that this Committee has no funds available to make this purchase.

36. **SERVICE TO FIRE EXIT DOORS**

A quotation from Poyntell to service the fire exit door furniture was **READ** and it was **NOTED** that it will take approximately 3 hours.

RESOLVED to accept Poyntell's quotation.

37. **CLOSURE**

The meeting was closed at 9.05pm.

Chairman
6th June 2011

