

## DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 10TH OCTOBER 2011

PRESENT: J. BEADLE [VICE CHAIR], [MRS] A BEADLE, W CORDWELL, [MRS] E DAY, N. NEWMAN, D NUNN & M PORTER.  
MARILYN GRANTHAM [COMMUNITY CENTRE ADMINSTRATOR]

### 200. OPENING OF MEETING

The meeting was opened by the Vice Chairman at 7.33pm.

### 201. APOLOGIES FOR ABSENCE

Apologies were **RECEIVED** from Cllr Brine. The previously notified reason for absence was recorded in the absence book ref: 129 and **ACCEPTED** and **APPROVED**.

### 202. DECLARATION OF MEMBERS' INTERESTS

Cllrs Mrs Beadle, Cllr J Beadle and Mrs Day declared an interest 208[a] as they are members of the Ditton Twinning Committee.

### 203. FINANCE

[a] Community Centre Accounts for Payment

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

Chubb Fire & Security:	Annual Alarm Monitoring and Maintenance	638.94 Vat <u>127.79</u>	766.73
Edwardes Bros:	Low Energy Outside Lights	55.00 Vat <u>11.00</u>	66.00
Imperial Contract Cleaning:	Commercial Cleaning – Outside Windows		55.00
Kent County Council:	Cleaning Materials	120.44 Vat <u>24.09</u>	144.53
Poyntell Limited:	Repairs to Don Carman Outside Door	135.00 Vat <u>27.00</u>	162.00



Record UK Ltd:	Planned Maintenance	245.00	
		Vat <u>49.00</u>	294.00
Travis Perkins:	Macadam for Car Park Repairs	90.80	
		Vat <u>18.16</u>	108.96

Deposit Refunds

<b>Oaken Hall</b>		<b>Don Carman Hall</b>	
23.09.11	£50.00	23.09.11	£50.00
25.09.11	£47.00	24.09.11	£50.00
30.09.11	£50.00		
01.10.11	£97.50		
17.10.11	£50.00		

[b] Bar Accounts for Payment

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

Edwards Bros:	Tubes for Bar	14.00	
		Vat <u>2.80</u>	16.80
Emprise Services plc:	Key Holder Service – September 2011	20.83	
		Vat <u>3.65</u>	24.48
Kent County Council:	Cleaning Materials	42.90	
		Vat <u>8.58</u>	51.48
Lansdell Soft Drinks:	Soft Drinks	51.52	
		Vat <u>10.30</u>	61.82

[c] Financial Analysis - Month 5 – herewith, Month 6 - available at meeting

The month 5 financial analysis which had previously been circulated, together with the Month 6 financial analysis were **READ** and it was **NOTED** that that the salaries in the Community Centre are over budget as no allowance has been made for 1 day additional administration staff. The budget for this is in the Open Spaces Committee salaries budget.

**RESOLVED** that sufficient funds be transferred from the OSA budget to cover the the deficit in Community Centre Administration costs for 9 months.

Thanks were extended to the member of Administration Staff who prepared the up to date information for this meeting.

[d] Stocktake Report

The stocktake carried out on 26<sup>th</sup> September 2011, was **READ** and it was **NOTED** that there was a deficit in the Kilnbarn. The stocktaker had stated that not all of the products sold at the 25<sup>th</sup> anniversary celebrations were recorded properly.

**RESOLVED** to send a memo to the staff on duty that afternoon asking why the items sold were not recorded correctly and their responses will be discussed at the November meeting of this Committee

**RESOLVED** that a further memo be sent to all members of bar staff reminding them that care must be taken when pouring drinks as the cost of the drip trays in 63 days amounted to £624.26

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

[a] Decision on Changing the Post Room to a Games Room – Page 99, Item 139

Discussion took place on the siting of the pool table, it was **NOTED** that SE Leisure who would supply a pool table if required, had made a site visit and the only area that would accommodate a 6 x 3 pool table was the area in front of the dart board.

Discussion took place on the awaited reports from Arthur Blake, and the Heineken Club Representative.

**RESOLVED** that once all the reports are received together with the report from SE Leisure they will be stamped private & confidential and circulated to all members and then an extra meeting will be called to discuss the reports in detail.

[b] Chubb Fire Quotation – Page 100, Item 143

It was **NOTED** that the system is currently fully operational and that the updates are not essential at this time. It was **FURTHER NOTED** that the quotation from Chubb Fire Security has been investigated, and the replacements that are required are not urgent and will be carried out over the next two six monthly visits.

**205. BARS**

[a] Kilnbarn Takings

The Kilnbarn takings sheets for the last 26 weeks were **READ** and the improvement from July to September was **NOTED**.

[b] Function Bars

It was **NOTED** the function bars are progressing well.

[c] Bar Matters

Cllr Day stated that she finds the Kilnbarn unwelcoming to females and a pool table and painting the bricks will not improve this situation.

[d] ECJ Ruling On Foreign Decoders

It was **NOTED** that the European Court of Justice stated that national laws which prohibit the import, sale or use of foreign decoder cards are contrary to the freedom to provide services. The ECJ findings will now go back to the High Court in London.

[e] Visit from Club Specialist – Friday 30<sup>th</sup> September 2011

It was **NOTED** that the club specialist had been to the Kilnbarn and had collected all the financial information that he required, it was hoped that his report will be available soon.

[f] Staff Training with Heineken – Saturday 29<sup>th</sup> October 2011

It was **NOTED** that the staff training will take place on Saturday 29<sup>th</sup> October between 10.00am to 12.00 noon.

[g] Permission to Bring in Water – Heart of Kent Hospice for Zumba -Thon

It was **NOTED** that the Heart of Kent Hospice had cancelled their fashion show as they had not sold any tickets but rather than cancel the booking, they are now arranging a Zumba-Thon and would like to give away water to the participants.

**RESOLVED** to accede to this request

[h] Advertisement for Bar Food

It was **AGREED** that a flyer should be made up to advertise the weekday lunchtime food in the Kilnbarn, and to include that booking in advance is necessary.

## 206. CLEANING & CARETAKING

[a] Current situation

It was **NOTED** that a new caretaker has started training it was also **NOTED** that he is a Community Warden in a neighbouring village.

[b] Cleaning Inspection

It was **NOTED** that no cleaning inspection has taken place this month, Cllrs Mrs Day and Cordwell offered to assist Cllr Mrs Beadle in the future.

[c] Emergency Telephone Number for Hirers

A few weeks ago a Hirer arrived at the Centre and the Duty Caretaker was not present, the comment made by the Hirer was that there is no emergency contact number on any of the doors or windows in the Centre.

Two mobiles have now been purchased for this purpose, and it was **AGREED** that if a member of Staff is called out they will receive the same call out fee as the alarm callout. It was also suggested that the Council's key holders for the alarm systems be contacted and asked if they could assist with this matter.

**207. COMBINED INSURANCE COVER****[a] Fixed Term Discount & Index Linked Scheme**

Zurich Insurance who insure the Community Centre have offered a fixed rate for a 1 , 3 & 5 year agreement. This will amount to savings of £340.22 per year over the 5 year period commencing on 2<sup>nd</sup> November 2011.

**RESOLVED** that the offer of a 5 year fixed agreement be accepted, providing that this Council could cancel the policy if required and that the policy will be index linked at the rates quoted

**208. BOOKINGS****[a] Mrs Waller - 3<sup>rd</sup> September 2011 – Loss of Refundable Deposit**

It was **NOTED** that supermarket brand Vodka and large bottle of WKD were brought into the Centre none of which are stocked in the Council's bars.

**RESOLVED** the decision to with-hold the refundable deposit will stand.

**[b] Emma Cannon Refundable Deposit Withheld - 4.6.2011**

It was **NOTED** that a soft drink's bar was operated by the Hirers representative despite the fact that a member of Bar Staff together with a junior member of bar staff were on duty to operate a soft drinks and alcoholic bar from the time requested.

**RESOLVED** the decision to with-hold the refundable deposit will stand.

**[c] Acorn Room Hire Rate**

Members were informed that the daytime hire rates for the Acorn Room is less than the cost of a duty Caretaker.

**RESOLVED** that the hire rate for Acorn Room daytimes be increased to £8.00 with effect from the 1<sup>st</sup> January 2012.

**[d] Use of Centre for Queens Diamond Jubilee**

Members were reminded that the date for the Queens Diamond Jubilee is on a bank holiday, and if anyone requested to hire the Centre the cost to the Council will be at double time for the Caretaking and Bar Staff.

It was **NOTED** that the Centre is closed from Wednesday 6<sup>th</sup> June 2012 to Friday 8<sup>th</sup> June 2012 for floor refurbishment.

**[e] Use of Hall by Twinning Committee**

Hire rates for the Twinning Committee functions were discussed, Cllr Porter **PROPOSED** that the free hire should remain, as there was **NO SECONDER** this motion fell.

**PROPOSED** by Cllr Cordwell, **SECONDED** by Cllr Nunn that the Twinning Committee should be treated the same as other Parish Council linked organisations that pay half of the normal hire fee **CARRIED NEM CON - 3 FOR, 1 AGAINST.**

**209. CORRESPONDENCE**

- [a] Letter of Thanks: 27th August 2011- Wedding  
**READ AND NOTED**
- [b] Letter of Thanks: 23<sup>rd</sup> September 2011 – Ladies Golf AGM  
**READ AND NOTED**
- [c] Letter of Thanks: Refund -Cancelled Red Hot Wedding  
Show  
**READ AND NOTED**

**210. CLOSURE**

The meeting was closed at 9.20pm

Chairman  
14<sup>th</sup> November 2011