

**DITTON PARISH COUNCIL**

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 11<sup>TH</sup> FEBRUARY 2008**

PRESENT: CLLRS B ANGEL (Vice Chairman), M BRINE, B CORDWELL, D NUNN, M J PORTER and MRS J THWAITES  
MRS MARILYN GRANTHAM (COMMUNITY CENTRE ADMINISTRATOR)  
MRS AMANDA DAVIS (ADMINISTRATIVE ASSISTANT)

498. **OPENING OF MEETING**

The meeting was opened by the Vice Chairman at 7.35pm.

499. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllrs. Mrs A Beadle and J Beadle. The previously notified reasons for absence have been **APPROVED** by this Committee.

500. **DECLARATION OF MEMBERS' INTERESTS**

Cllrs. Brine, Nunn and Porter all declared a personal interest in Item 503(b)iv as they are all members of the Kilnbarn Club.

501. **FINANCE**

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

[a] Community Centre Accounts for Payment

Astra Security:	Additional Keys	32.20	
		Vat <u>5.64</u>	37.84
John Black:	Cleaning Centre Windows		70.00
Cannon:	Feb 2008 to Jan 2009 Sanitary Bins & Medical Waste disposal	218.40 <u>76.92</u> 295.32	
		Less Credit <u>24.66</u> 270.66	
		Vat <u>47.36</u>	318.02
Chubb Fire Ltd:	Service Agreement – Fire Alarm System	213.59	
		Vat <u>37.38</u>	250.97
EDF Energy:	Meter Readings to 10 <sup>th</sup> January 2008	3121.73	
		Vat <u>546.31</u>	3668.04



Edwardes Bros:	Recycling of Fluorescent Tubes	12.65	
	6 X Fluorescent Tubes	<u>17.88</u>	
		30.53	
		Vat <u>5.33</u>	35.86
Initial Washrooms:	01.01.08 to 29.01.08 Towel Rental	58.50	
		Vat <u>10.24</u>	68.74
KAS Welding Supplies:	Flux & Mini Mig - CC Barrier		16.00
Kent County Council:	Cleaning Materials	185.45	
		Vat <u>32.46</u>	217.91
Travis Perkins:	Emergency Guttering Repairs	213.47	
		Vat <u>37.38</u>	250.85
Veolia Environmental:	Refuse Collection – December 2007	203.38	
		Vat <u>35.59</u>	238.97

Deposit Refunds

<b>Oaken Hall</b>		<b>Don Carman Hall</b>	
20.01.08	£39.00	02.02.08	£50.00
26.01.08	£50.00	03.02.08	£50.00
02.02.08	£112.50		

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:	Supply & Fit Cooler Fan Motor	302.24	
		Vat <u>52.89</u>	355.13
Bickmore Lock & Glass:	Repairs to Kilnbarn Club Entry Door	120.00	
		Vat <u>21.00</u>	141.00
Edwardes Bros [Dulwich]:	3 x 21" Fluorescent Tubes	10.80	
		Vat <u>1.89</u>	12.69
Kent County Council:	Cleaning Materials	38.70	
		Vat <u>6.77</u>	45.47
Adrian Mecklenburgh:	Post Mix Syrup & Wine	334.55	
		Vat <u>58.56</u>	393.11
SSG Emprise Ltd:	January 2008 – Key Holder Service	30.00	
		Vat <u>5.25</u>	35.25

[c] Financial Analysis

The Financial Analysis was **READ** and it was **NOTED** that hire fees are doing well against budget and exam desk hire is up. The Don Carman Hall bar taking is down by about 50%, although the Kilnbarn Club bar taking is currently above budget.

[d] Stocktake – 22<sup>nd</sup> January 2008

The Stock Report was **READ** and the deficit **NOTED**. Members are still confused by the figures for pipe cleaning, staff drinks and equipment failure.

**RESOLVED** that these figures be investigated.

Cllr. Nunn agreed to attend the next stocktake in order to see how this is carried out, to put questions to the stocktaker and to see how his calculations are worked out.

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

[a] Additional Parking Bays – Quotation & Information if available – [Page 263, Item 449(a)]

The quotation was **READ** and **NOTED**.

**RESOLVED** to obtain another quote from a different source.

503. **BAR**

[a] Kilnbarn Club Takings

The Kilnbarn Club takings up to and including the 3<sup>rd</sup> February 2008 were **READ** and it was **NOTED** that takings are up.

[b] Bar Matters

The Bar Manager, Judith Grimes, joined the meeting and informed Members that a Disco and Karaoke had been booked for Easter Saturday, 22<sup>nd</sup> March 2008. It was **NOTED** that she had contacted one of the groups recommended by Cllr. Angel, but unfortunately they are too expensive.

i. Missing Lotto Money

It was **NOTED** that the missing Lotto money was never found. This is now kept at all times in the Spirit Store, to which only Senior Staff have access.

ii. Signing in of Guests

It was **NOTED** that monitoring the signing in of guests when busy was not easy, but staff have been reminded to ask members to sign in their guests and to ensure that this is done properly.

iii. Bar Manager – Work Blouses

It was **NOTED** that the Bar Manager had requested she be allowed to wear long sleeved blouses.

**RESOLVED** to purchase these and, if necessary, have them altered and embroidered with the Parish Council's logo. It was suggested that a company at Larkfield by contacted for prices regarding the embroidery of the logo.

iv. Minutes of Kilbarn Club Sub-Committee 28<sup>th</sup> January 2008

Cllr. Nunn explained to Members that the Sub-Committee was set up as a result of the down turn of the Kilbarn Club, with the turnover diminishing year on year. It was generally felt that the Club does not market itself well enough to attract customers.

The Sub-Committee would like to send out a questionnaire to all Club Members asking for their views, comments and suggestions and a questionnaire to all staff. They would also like to do a review of the entertainment, including past events such as dog racing nights, as the Quiz evenings do not appear to be that successful any more. They want to undertake a complete review of events and the advertising of such both inside and outside the Club.

The Sub-Committee have also arranged to meet with the representative from Games Tec in the Parish Office on the 29<sup>th</sup> February 2008 as they believe that the current machine is not particularly customer friendly. It was also suggested that the Committee consider installing a lower prize machine than that at the moment.

**RESOLVED** to allow the Sub-Committee to prepare the questionnaires, review the entertainment and meet with Games Tec.

[c] Price Increase – 15<sup>th</sup> February 2008

The price increase received from Scottish & Newcastle was **READ** and it was **NOTED** that a copy of the letter received from the brewery is displayed in the Kilbarn Club.

It was also **NOTED** that in future the brewery will be levying a fee of 75p per 11 gallon keg as they would prefer us to take 22 gallon kegs. The Community Centre Administrator raised her concerns about this with the Rep, who has agreed to absorb this charge in the discounts offered.

[d] Gaming Machine

The e-mail from Games Tec was **READ** and **NOTED**.

It was **FURTHER NOTED** that the current machine is due to be changed this week.

[e] Sum for Proposed Oaken Hall Bar Kitchen - Slip forward 2008/09

**RESOLVED TO RECOMMEND** that the amount of £4,000.00 be slipped forward to 2008/09 to be used as the start of a fund to purchase new chairs for the Oaken Hall.

[f] Kilbarn Club Balance Sheet to 28.01.2008

The Balance Sheet was **READ**. It was **NOTED** that the 'Cash in Hand' figure was quite high and that part of this should perhaps be banked, where it may be possible to earn interest.

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

Minutes of the staff meeting held on 11<sup>th</sup> February 2008 were **READ** and it was **NOTED** that organisers of boot fairs were complaining about not being able to fry on top of the oven.

**RESOLVED** that as the smoke alarm had now been changed to a heat sensor alarm the frying of sausages, bacon, etc. could now recommence and letters will be sent to the organisers to this effect.

It was also **NOTED** that the cleaning of the Kilnbarn Club before it opens on a Saturday lunchtime when there is nothing else in the Centre was a problem. The Community Centre Administrator confirmed that this had been dealt with as one member of the bar staff was willing to do this if and when needed.

It was also **NOTED** that Richard Cooper had undertaken his SIA Doorman's course and passed, although he now requires a license.

**RESOLVED** to pay for the license at a cost of £240.00.

[b] Cleaning Inspection

It was **NOTED** that the inspection had not been carried out.

[c] Quotation to replace cracked basin in Shower Room

The additional quotation was **READ** and it was **NOTED** that it was very similar to the original quote.

**RESOLVED** to obtain two further quotes for the next meeting to be held on the 10<sup>th</sup> March 2008.

505. **INFORMATION FROM EDF ENERGY – GREEN SCHEME**

It was **NOTED** that to 'go green' would cost the Parish Council approximately £600.00 more a year than the current tariff.

**RESOLVED** to take no further action.

506. **GRANTS TO PARISH COUNCIL 2008/09**

It was **NOTED** that this had been agreed in principle and it is proposed that the work to the Oaken Hall kitchen be carried out during the School Summer Holidays in order to minimise disruption to hirers.

507. **WATER MANAGEMENT SYSTEM**

The quotation for a water management system and urinal sanitizer system was **READ** and **NOTED**.

508. **5 YEAR PLAN – RE-TILING GENTS TOILETS AND REMOVAL OF URINAL**

It was **NOTED** that recent cleaning inspections have shown the Oaken Hall Gents Toilets to be unsightly and in need of modernisation.

**RESOLVED** to obtain quotes for this and place this item on the 5 Year Plan.

509. **REQUEST TO CHANGE TO LOW ENERGY BULBS**

The Health & Safety Officer's request to change to low energy bulbs was **NOTED**.

**RESOLVED** to agree to this request.

510. **REMARKING WHITE LINES IN CARPARK**

The quotation to re-mark the car park was **READ** and **NOTED**.

**RESOLVED** to obtain further quotes for the next meeting to be held on the 10<sup>th</sup> March 2008.

511. **COMMUNITY DAY** – Charges

The e-mail received from one of the organisers of this event was **READ** and it was **NOTED** that at its last meeting the Community Centre Committee had resolved to charge a nominal fee for the use of the Oaken Hall.

**RESOLVED** to advise the organisers that there will be a charge of £40.00 in order to cover the cost of having a caretaker on duty.

512. **CLOSURE**

The meeting closed at 9.27pm.

Chairman  
3<sup>rd</sup> March 2008