

## DITTON PARISH COUNCIL

MINUTES OF A **MEETING** OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 14<sup>TH</sup> APRIL 2008**

PRESENT: CLLRS J BEADLE (CHAIRMAN), B ANGEL, MRS A BEADLE, M BRINE (7.45pm),  
B CORDWELL, D NUNN, M J PORTER and MRS J THWAITES  
MRS MARILYN GRANTHAM (COMMUNITY CENTRE ADMINISTRATOR)  
MRS AMANDA DAVIS (ADMINISTRATIVE ASSISTANT)

### 619. OPENING OF MEETING

The meeting was opened by the Chairman at 7.30pm.

### 620. APOLOGIES FOR ABSENCE

Apologies for late arrival were **RECEIVED** from Cllr. Brine. The previously notified reasons for late arrival were **ACCEPTED** and **APPROVED** by this Committee.

### 621. DECLARATION OF MEMBERS' INTERESTS

Cllrs. J Beadle and Mrs Beadle both declared an interest in item 630(b) as they are members of the Twinning Association.

### 622. FINANCE

[a] Community Centre Accounts for Payment

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

Astra Security Systems Ltd:	Padlocks and keys	62.50	
		Vat <u>10.94</u>	73.44
City Electrical Factors Ltd:	8ft Fluorescent tube	24.27	
	8ft Single prismatic diffuser	<u>14.88</u>	
		39.15	
		Vat <u>6.85</u>	46.00
Peter Dorrell & Co:	Grangel Floor Cleaner	49.50	
		Vat <u>8.66</u>	58.16
EDF Energy:	Electricity Account to 11.03.08	1546.72	
		Vat <u>270.67</u>	1817.39
Edwardes Bros (Dulwich) Ltd:	Light bulbs	9.12	
		Vat <u>1.59</u>	10.71
Initial Washrooms:	01.04.08 to 30.04.08	58.50	
	Towel Rental	Vat <u>10.24</u>	68.74

Kent County Council:	Cleaning Materials	157.31	
		Vat <u>27.53</u>	184.84
Record UK Ltd:	Planned maintenance	245.00	
		Vat <u>42.88</u>	287.88
Uniserve Security:	Licensed Doorman 01.03.08	67.50	
		Vat <u>11.81</u>	79.31
Veolia Environmental Services:	01.02.08 to 29.02.08 – Trade Refuse	150.16	
		Vat <u>26.27</u>	176.43
J White:	Hire Refund -Hire from Oaken Hall to Don Carman 25 <sup>th</sup> April 2008		129.00

Deposit Refunds**Oaken Hall**

13.03.08	50.00
19.03.08	87.00
20.03.08	60.00
27.03.08	50.00
29.03.08	500.00
06.04.08	77.50
06.04.08	10.00
08.04.08	75.00)
09.04.08	75.00)

**Don Carman Hall**

28.03.08	50.00
12.04.08	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**:-

Aircool Systems UK:	Installation of 2 Glass Washers	1625.56	
		Vat <u>284.47</u>	1910.03
Bickmore Lock & Glass:	Repairs to window cages and lock to toilets	52.50	
		Vat <u>9.18</u>	61.68
Gamestec Leisure Ltd:	Gaming machine and cage Rental 01.09.07 to 31.03.08	910.00	
		Vat <u>159.25</u>	1069.25
Kent County Council:	Toilet Rolls	14.45	
	Staff Badges	17.48	
	Black sacks/plasters/stationery	<u>39.25</u>	
		71.18	
		Vat <u>12.46</u>	83.64
Adrian Mecklenburgh:	Post mix syrup and wine	300.83	
		Vat <u>52.66</u>	353.49
Nivek Catering Supplies:	Coffee filters and cream pots	58.90	
	Clip mats, optics and hiball glasses	<u>106.59</u>	
		165.49	
		Vat <u>18.65</u>	184.14

SSG Emprise Ltd:	February 2008 – Key Holder Service	20.83	
		Vat <u>3.65</u>	24.48
Silver Springs Mineral Water Company Ltd:	Cans and water	93.01	
		Vat <u>16.28</u>	109.29

[c] Accounts paid between meetings

The following accounts paid between meetings were **READ, ACCEPTED** and **APPROVED**:-

Connaught Gasforce:	Careplan 02.04.08 to 02.04.09	2576.24	
		Vat <u>450.86</u>	3027.10

[d] Financial Analysis

It was **NOTED** that there was no financial analysis available for the meeting.

[e] Stocktake Report 1<sup>st</sup> April 2008

The Stocktake Report was **READ** and the high surplus **NOTED**. Members had one query concerning an allowance which appeared to have been carried forward from the last stocktake. The Community Centre Administrator will investigate this matter.

Cllr. Nunn informed Members that he had attended the stocktake and explained how this was carried out to a high professional standard.

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

[a] Additional Parking Bays – Quotation & Information – [Page 313, Item 563(a)]

The Community Centre Administrator advised Members that until the Auditors had closed the accounts for 2007/08 the exact amount slipped forward from unspent Repairs and Replacements would not be known. This item will be looked at again at the next meeting.

[b] 5 Year Plan – Re-tiling Gents Toilets and Removal of Urinal – [Page 313, Item 563(b)]

The Community Centre Administrator advised Members that the additional quote had not yet been received, therefore this item will be carried over to the next meeting.

624. **BAR**

[a] Kilnbarn Club Takings

The Kilnbarn Club takings up to and including the 6<sup>th</sup> April 2008 were **READ** and it was **NOTED** that the takings were up. It was also **NOTED** that the gaming machine was doing quite well although it had not been expected to be 30p/50p play. Members were advised that Gamestec had been advised and plans were in place for this to be changed to 10p/20p play.

As everything has not gone that smoothly since changing the machine Members requested a meeting with the representative from Gamestec, preferably at 7pm before the next Community Centre meeting.

[b] Bar Matters

The Bar Manager, Judith Grimes, joined the meeting. She advised Members that the Karaoke evening went down extremely well on the 22<sup>nd</sup> March 2008 and that another one had been

organised for Saturday, 31<sup>st</sup> May 2008, following the 3½ day shut down when the Oaken Hall floor is being resealed. On the Friday evening, 30<sup>th</sup> May 2008, '£1 a pint' has been arranged as an apology for the closure.

The Bar Manager enquired whether the Kilbarn Club rules had been sent out and was advised by the Working Party that this had not yet been done. As a result, she asked for a number of copies to be placed behind the Bar.

She requested clarification of the criteria for the televisions in the Club and it was confirmed that these were for sport and music only, not films or soaps. She also requested whether it would be possible to put a lockable glass front on the cabinet housing the Sky box in order to ensure that this is not touched by customers. The Community Centre Administrator will obtain quotes for the next meeting.

[c] Gaming Machine - Income

This item had been dealt with in item 624[a] above.

[d] Bar Area Floor Refurbishment – Quotations

This item is dealt with under the Cleaning Inspection, Item 625(b) below.

#### 625. **CLEANING & CARETAKING**

[a] Current situation

It was **NOTED** that Gina had undergone laser eye surgery today and although she would be back at work later in the week she is not allowed to lift anything. Richard Cooper, therefore, has agreed to come in during the day to undertake hirer set ups as required.

[b] Cleaning Inspection

The Cleaning Inspection carried out by Cllr. Mrs Beadle and the Community Centre Administrator was **READ** and **NOTED**.

The one area for concern was the Bar area as this now has a large part of the floor covering missing and is a health and safety issue. The original quotations still stand, however the Community Centre Administrator will obtain further quotes and clarify exactly the size of the area already quoted for.

**RESOLVED** to give delegated powers to Cllrs. J Beadle and Mrs. Beadle, along with the Clerk, to accept the best quote, as this work should be carried out as soon as possible.

[c] Quotation to replace cracked basin in Shower Room

The three quotes to supply and fit a new basin were **READ** and **NOTED**.

Quotation A	£157.25 plus VAT
Quotation B	£158.00 plus VAT
Quotation C	£266.88 inc. VAT

**RESOLVED** to accept the quote from Inside Out of £157.25 plus VAT.

626. **COMMUNITY CENTRE BUSINESS RATES 2007/08**

The Business Rates for 2008/09 of £11,434.50 were **READ** and it was **NOTED** that these will be paid in 10 monthly instalments.

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

[a] **Quotations for a Replacement Oven, Fume Extraction System & Dishwasher**

The quotations were **READ** and **NOTED**.

	<b>10 BURNER 2 X OVENS</b>	<b>EXTRACTION SYSTEM</b>	<b>DISHWASHER</b>	<b>TOTAL</b>
Quotation A	Garland ST284 <b>£5237.00</b>	<b>£3895.00</b>	Hoonved C60 <b>£1936.00</b>	<b>£11068.00</b>
Quotation B	Garland ST284 <b>£5295.00</b> 2 x Falcon 6 Burners Gas range <b>£3500.00</b>	<b>£3099.00</b> + Gas Interlock <b>£1295.00</b>	Fagor F164 <b>£1595.00</b>	<b>£11284.00</b>  <b>£9489.00</b>

**RESOLVED** to accept the quote from Kent Catering of £9,489.00 upon clarification of what a gas interlock system actually is and whether or not all electrical work is included in the price.

628. **LIGHTING IN CORRIDORS**

Cllr. J Beadle requested whether it would be possible to have lighting sensors in the Community Centre corridor as opposed to having the lights on at all times.

**RESOLVED** that the Community Centre Administrator obtain quotations for the next meeting.

629. **NEW COVER FOR DANEMAN PIANO**

The quotations received from Warner Pianos were **READ** and **NOTED**.

**RESOLVED** to accept the quotation for the heavy cotton with fleece liner at a cost of £180.75 plus VAT, together with reinforced corners at £26.25 plus VAT.

630. **BOOKINGS**

[a] **Deposits for 18<sup>th</sup> Birthday Parties**

It was **NOTED** that some other venues take a larger refundable deposit for 18<sup>th</sup> Birthday Parties.

**RESOLVED** to increase the minimum refundable deposit for 18<sup>th</sup> Birthday Parties from £50.00 to £100.00.

[b] Twinning Association

It was **NOTED** that at the present time the Twinning Association do not pay for hiring the hall for indoor markets, etc., whereas the Heritage Committee pay the usual Ditton rate.

**RESOLVED** that both Committees pay 25% of the Ditton rate in future in order to cover the cost of caretaking the hire period.

631. HIRE RATES 2009

The Community Centre Administrator advised Members that bookings for 2009 were already being received.

**RESOLVED** that the Community Centre Administrator would work out new rates based on a 5% increase and this item be discussed again at the May meeting.

632. CHANGE OF GAS SUPPLIER

The quotations from various suppliers were **READ** and **NOTED**.

	<b>RATE PER kWh</b>	<b>STANDING CHARGE</b>	<b>FIXED TERM</b>
<b>Quotation A</b>	4.016	0.00	36 MONTHS
<b>Quotation B</b>	3.27	0.00	12 MONTHS
	3.31	0.00	24 MONTHS
	3.28	0.00	36 MONTHS
<b>Quotation C</b>	2.831	0.00	12 MONTHS
	2.803	0.00	24 MONTHS
	2.7814	0.00	36 MONTHS
<b>Quotation D</b>	2.982	0.00	12 MONTHS
	3.017	0.00	24 MONTHS
	3.012	0.00	36 MONTHS

**RESOLVED** to sign up to a three year contract with EDF Energy at a fixed price of 2.7814p per kWh.

633. CORRESPONDENCE

RAF ASSOCIATION:

Comments from 5<sup>th</sup> March 2008 Booking

The letter was **READ** and **NOTED**.

**RESOLVED** to write and offer the use of the Don Carman Hall bar to try to alleviate the problems that occurred and to take interval orders from both bars.

634. CLOSURE

The meeting closed at 9.07pm.