

DITTON PARISH COUNCIL

MINUTES OF A **MEETING** OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **WEDNESDAY, 16TH JULY 2008**

PRESENT: CLLRS J BEADLE (CHAIRMAN), MRS A BEADLE, M BRINE, D NUNN and
M PORTER
MRS AMANDA DAVIS (ADMINISTRATIVE ASSISTANT)

142. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.31pm.

143. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllr Mrs J Thwaites. The previously notified reasons for absence have been **APPROVED** by this Committee.

144. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

145. **FINANCE**

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

[a] **Community Centre Accounts for Payment**

Allday Allnight Plumbing	Repairs to leaking radiator pipe	85.00	
		Vat <u>14.88</u>	99.88
Astra Security Systems:	Investigate problem with CCTV	65.00	
		Vat <u>11.38</u>	76.38
EDF Energy:	Electricity Account to 16.06.08	2564.26	
		Vat <u>448.75</u>	3013.01
Edwardes Bros (Dulwich):	Energy Saving Light Bulbs	52.50	
	less Credit Note	<u>-22.50</u>	
		30.00	
		Vat <u>5.24</u>	35.24
Initial Washroom Solutions:	July Towel Rental	58.50	
		Vat <u>10.24</u>	68.74
Kent Catering Services:	Call out and repair to Oaken Hall Urn	98.44	
		Vat <u>17.23</u>	115.67



Kent County Council:	Stationery	43.10	
	Cleaning materials	153.55	
	Name badges	<u>9.56</u>	
		206.21	
		Vat <u>36.08</u>	242.29
Phonographic Performance:	07.09.08 to 06.09.09	693.87	
		Vat <u>121.43</u>	815.30
Tubular Furniture:	Ferrules for Oaken Hall chairs	11.94	
		Vat <u>2.09</u>	14.03
Uniserve Security:	Door supervisor for 1.06.08, 13.06.08, 27.06.08 & 28.06.08	270.00	
		Vat <u>47.26</u>	317.26
Veolia Environmental Services:	May & June Refuse Collection	417.56	
		Vat <u>73.07</u>	490.63

Deposit Refunds

Oaken Hall

13.06.08	50.00
14.06.08	100.00
20.06.08	100.00
21.06.08	127.50
22.06.08	100.00
26.06.08	50.00
27.06.08	100.00
28.06.08	500.00

Don Carman Hall

20.06.08	50.00
21.06.08	50.00
27.06.08	50.00
28.06.08	50.00
05.07.08	50.00
12.07.08	110.00

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	Repairs to Main Bar glass washer	31.00	
	Repairs to Carman Hall ice machine	<u>169.00</u>	
		200.00	
		Vat <u>35.01</u>	235.01
County Stocktakers:	Stocktake 14.05.08	180.00	
		Vat <u>31.50</u>	211.50
Emprise Services:	Monthly Keyholding and Alarm Response	20.83	
		Vat <u>3.65</u>	24.48
Kent County Council:	Supply & install lunar grey matting	943.00	
		Vat <u>165.03</u>	1108.03
Adrian Mecklenburgh:	Post Mix Syrup and Wine	320.04	
		Vat <u>56.02</u>	376.06
Nivek Catering:	Straws, Coffee, Sugar & Cream	61.33	
		Vat <u>2.46</u>	63.79

Silver Springs:	Soft Drinks	200.77	
		Vat <u>35.13</u>	235.90

[c] Financial Analysis

There was no financial analysis available.

[d] Bar Stocktake – Queries from June Meeting

It was **NOTED** that there were no queries arising from the stocktake report of the 20th May 2008.

RESOLVED to request the stocktaker for his observations on points that should be brought to the Council's attention on future stocktake reports.

146. **ITEMS BROUGHT FORWARD FROM PREVIOUS MEETING**

[a] Acorn Room Floor Quotations– [Page 46, Item 90b]

The following quotes to replace the original flooring with Polyflor Forest FX Wood effect vinyl were **READ** and **NOTED**:-

Quotation A	-	£1722.72 plus VAT
Quotation B	-	£2072.34 plus VAT

RESOLVED to accept quotation A from United Flooring for £1722.72 plus VAT, with the cost to be split between the Annual Maintenance and Repairs & Replacement budgets.

147. **BAR**

[a] Kilnbarn Club Takings

The Kilnbarn Club takings, up to and including the 6th July 2008, were **READ** and the continued improvement in takings was **NOTED**.

It was also **NOTED** that although the gaming and quiz machines are doing well it is about time for the gaming machine to be changed.

[b] Bar Matters

The Assistant Bar Manager, Julie Shepherd, joined the meeting. She advised Members that a new bottle cooler was required in the Kilnbarn Club as the compressor in the current model is beyond repair. It was **NOTED** that the Scottish & Newcastle Rep has agreed to contribute towards a new one.

The various quotes were **READ** and **NOTED**:-

Quote A	3ft Double Popular	£475 + VAT	Free delivery
Quote B	Infrico ZX2	£495 + VAT	2 year guarantee £35 delivery
Quote C	Equivalent to above	£385 + VAT	
Quote D	Plain double glass door under-counter fridge	£435 + VAT	Free stock (7 cases x 24 Budweiser 330ml)

RESOLVED to accept the quotation from Husky of £435.00 plus VAT, including free stock of Budweiser.

The proposed maintenance contract for all the refrigeration units was **READ** and **NOTED**.

RESOLVED to accept this contract from Aircool Systems UK of £299 plus VAT in the absence of any other quotations.

It was **NOTED** that the Sunday quiz evenings had restarted following the break whilst the European Championships took place in June and had been badly attended.

RESOLVED to stop doing the quiz during the Summer and look at again in the Autumn.

Members expressed their disappointment that apologies had not been received from the Bar Manager.

[c] Assistant Bar Manager - Suggestions for Entertainment

The suggestions put forward were **READ** and **NOTED**.

RESOLVED to survey the Kilbarn Club members to ascertain their preference.

[d] Behaviour of Kilbarn Club Members – 24 Hour Ban Enforced

The two 24 hour bans enforced on Kilbarn Club members were **NOTED**.

RESOLVED that the bans are noted in the relevant book and should a member receive a second ban then the situation will be reviewed by the Council as to what action will be taken.

[e] Kilbarn Darts Club – Disbanded on 7th July 2008

It was **NOTED** that the Kilbarn Darts Club had disbanded.

148. **CLEANING & CARETAKING**

[a] Current situation

There was nothing to report at the present time.

[b] Cleaning Inspection

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

149. **CCTV SYSTEM** – Equipment Failure

The problem with the CCTV system was **NOTED** and Members approved the remedial action taken.

150. **SCAFFOLD TOWER**

[a] Quotation for Replacement or Hire of Scaffold Tower

It was **NOTED** that the Council's current scaffold tower apparently no longer meets new Health & Safety Regulations.

RESOLVED to request the Head Groundsman to write a report for the next meeting to be held on Monday, 8th September 2008 explaining why the tower can no longer be used.

[b] Request to Purchase Damaged Tower

This item is to be discussed at the September meeting following receipt of the above-mentioned report from the Head Groundsman.

151. **DOOR ENTRY SYSTEM CARMAN ROOM** – Quotation

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

RESOLVED that as the recommendation for this was the result of a single incident and as access to the Centre can be gained from other areas no further action will be taken.

152. **BOOKINGS**

[a] 05.07.08 Booking – Alcohol Brought into Centre

The Bar Manager's report was **READ** and it was **NOTED** that drinks had been brought into the Centre and hidden under the tables. This unfortunately was not noticed until after the hirer had left.

RESOLVED to withhold the deposit from the hirer and to ensure that the Security Company are aware of our Terms and Conditions and pass these on to the doormen on duty.

153. **CORRESPONDENCE**

Cobtree Scottish Dance Group:

Letter of thanks to Staff

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

RESOLVED TO SEND A LETTER OF THANKS TO STAFF.

District 12 Inner Wheel:

Deposit withheld for 24th April 2008

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

RESOLVED TO SHOW THE LETTER TO THE CARETAKING SUPERVISOR AND ASCERTAIN WHAT SHE REMEMBERS ABOUT THE INCIDENT.

RESOLVED THAT A DIGITAL CAMERA BE PURCHASED FOR THE CARETAKERS TO IN ORDER THAT PHOTOGRAPHIC PROOF IS AVAILABLE IN SUCH CASES IN FUTURE.

Ditton Minors FC:

Request to install trophy cabinet in Kilnbarn Club

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

RESOLVED TO AGREE TO THE REQUEST TO INSTALL A TROPHY CABINET IN THE KILNBARN CLUB ON THE UNDERSTANDING THAT THE COST OF INSTALLATION, MAINTENANCE AND INSURANCE BE COVERED BY DITTON

MINORS FOOTBALL CLUB, WITH THE FINAL DESIGN OF THE CABINET

BEING APPROVED BY THE COMMUNITY CENTRE COMMITTEE.

Starlite School of Dance:

Charity function 13th September 2008

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

RESOLVED TO OFFER A DISCOUNTED HIRE FEE OF £45 PER HOUR.

154. **CLOSURE**

The meeting closed at 9.05pm.

Chairman
4th August 2008