

DITTON PARISH COUNCIL

MINUTES OF A **MEETING** OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY, 9TH JUNE 2008**

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

84. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.31pm.

85. **APOLOGIES FOR ABSENCE**

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

86. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

87. **FINANCE**

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

[a] Community Centre Accounts for Payment

BBp Plumbing:	Repairs to Outside Toilet		64.67
Connaught Gasforce Ltd:	Repairs to Oven	114.53	
		Vat <u>20.04</u>	134.57
Peter Dorrell & Company:	Scrubbing & Re-Sealing Oaken Hall	2235.00	
		Vat <u>391.13</u>	2626.13
Edwardes Bros Dulwich:	12" Fluorescent Tubes	42.20	
		Vat <u>7.38</u>	49.58
Inside Out:	Supply & Fit New Basin Gents OH Toilets	157.25	
		Vat <u>27.52</u>	184.77
Kent County Council:	Cleaning Materials & Replacement Urn	234.67	
		Vat <u>41.07</u>	275.74
Initial Washrooms Solutions:	June Towel Rental	58.50	
		Vat <u>10.24</u>	68.74
South East Water:	Community Centre Metered Water Supply		581.15

Southern Water:	Metered Waste Water to 7/4/08		849.55
Veolia Environmental Svs:	April Refuse Disposal	179.12	
		Vat <u>31.35</u>	210.47
Warner Pianos:	New Cover for Piano	207.00	
		Vat <u>36.22</u>	243.22

Oaken Hall**Don Carman Hall**

16.05.08	50.00	17.05.08	100.00
18.05.08	105.00	31.05.08	50.00
07.06.08	100.00		

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 Ltd:	Repairs & Parts to Ice Maker OH	140.00	
		Vat <u>24.50</u>	164.50
Custom Card Ltd:	Printing Membership Cards & Pouches	99.00	
		Vat <u>17.33</u>	116.33
Emprise:	Alarm Monitoring – May 2008	20.83	
		Vat <u>3.65</u>	24.48
Gamestec:	Security Cabinet – Gaming Machine	21.67	
		Vat <u>3.79</u>	25.46
Joe Lee:	Annual Service and Repair to Carman Hall Till		300.00
Adrian Mecklenburgh:	Post Mix Syrup	200.80	
		Vat <u>35.14</u>	235.94
Parker Merchating:	Safety Boots – Bar Manager	33.95	
		Vat <u>5.94</u>	39.89
Poyntell Limited:	Change of Exit Bar Door Keys Plus 15 Extra Keys	212.50	
		Vat <u>37.19</u>	249.69
Silver Spring Mineral Water Co:	Soft Drinks	77.78	
		Vat <u>13.61</u>	91.39

[c] Financial Analysis

The financial analysis was **READ** and **NOTED**.

(d) Stocktake Report for the 20th May 2008

The Stocktake Report was **READ** and the surplus **NOTED**.

RESOLVED that Members look at the report, as this had only been received that day, and bring any queries back to the meeting to be held in July.

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

[a] Additional Parking Bays – Updated Quotations [Page 19, Item 30[a]]

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

	WHITE LINING ONLY	MARKING UP NEW DISABLED BAY	DROP KERB	TOTAL	GRAND TOTAL
Quotation A	950.00	INCLUDED	NO	950.00	950.00
Quotation B	-	-	1226.00	1226.00	1226.00
Quotation C	1806.95	INCLUDED	No	1806.95	1806.95
Quotation D	INCLUDED	INCLUDED	INCLUDED	3990.00	3990.00

RESOLVED to accept the quotation 'B' from Russel blu-3 and quotation 'C' from Highway Services totalling £3032.95 plus VAT.

[b] 5 Year Plan – Re-Tiling Gents Toilets & Removal of Urinal [Page 19, Item [30b] – Updated Quotations

The updated quotes were **READ** and **NOTED**.

RESOLVED to look at this item again in February 2009.

[c] Lighting in Corridors [Page 19, Item 30[c] – Report from David Stephens

It was **NOTED** that the written report from David Stephens had not been received.

RESOLVED to accept his verbal recommendation that light sensors in the corridors would not be cost effective, as low energy fittings are already installed.

89. **BAR**

[a] Kilnbarn Club Takings

The Kilnbarn Club takings, up to and including the 1st June 2008, were **READ** and the improvement in takings was **NOTED**. It was also **NOTED** that the gaming and quiz machines are doing well.

[b] Bar Matters

The Assistant Bar Manager, Tammy Kemp, joined the meeting and advised Members that she had recently had a problem with a certain Kilnbarn Club member, who had since apologised to her. She also had a problem with a couple of the younger Kilnbarn Club members who complained when she turned the television to a music channel after the football had finished on Saturday evening.

RESOLVED signs be erected in the Kilnbarn Club, advising that the television is for the Sports channels first and foremost and for the Music channels as background.

RESOLVED whilst the European Championships 2008 are being televised the bar should remain open at weekends between 6 & 7pm.

[c] Members Suggestions

It was **NOTED** that a member of bar staff had suggested a "Ditton's Got Talent" evening. This will be passed to the Bar Manager.

[d] Gaming Machine – Notes from Meeting Held 20th May 2008

The notes from the meeting with Gamestec were **READ** and it was **NOTED** that the machine was not actually changed until Monday, 2nd June 2008. The new machine is a multi-stake one and no adverse reactions have been made.

RESOLVED to ensure that the gaming machine is changed regularly on a two month basis.

90. **CLEANING & CARETAKING**

[a] Current situation

There was nothing to report at the present time.

[b] Cleaning Inspection

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

One area for concern is the Acorn Room floor, as this had been highlighted by a survey carried out by the Pre-School because of the damage to the tiles.

RESOLVED to obtain quotations for replacement flooring in time for the next meeting.

91. **SPECIAL WORKS GRANT – Kitchen Refurbishment**

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

RESOLVED to look at this again at the September 2008 meeting and to check whether the work surface will be continuous or separate units.

92. **YELLOW PAGES**

[a] Annual Advertisement in Maidstone Yellow Pages

The cost of advertising in the Yellow Pages was **READ** and **NOTED**.

RESOLVED to advertise for another year at a cost of £158.25 per annum.

93. **BOOKINGS**[a] Cancelled Booking 13th June 2008

The letter sent by the hirer was **READ** and **NOTED**.

RESOLVED to advise the hirer that the hire fee and refundable deposit can be transferred to another date of their choice or, alternatively, should the hirer not wish to rebook then the deposit will be refunded but the hire fee will be forfeited in accordance with the Conditions of Hire 1(f).

[b] Damage to Cistern & Seat – Outside Toilet

It was **NOTED** that nothing had been heard from Ditton Minors regarding this incident.

RESOLVED that the Community Centre would bear the cost of the damage.

[c] Don Carman Hall 27th April 2008 – Cancellation of party

The letter sent by the Hirer was **READ** and **NOTED**.

RESOLVED to advise the Hirer that the Committee's original decision, that the hire fee and refundable deposit can be transferred to a more suitable date of their choice, still stands. However, should the hirer not wish to rebook then the deposit will be refunded but the hire fee will be forfeited in accordance with the Conditions of Hire 1(f).

94. **CORRESPONDENCE**[a] Ditton Heritage Centre Limited:Letter of Thanks

The letter regarding the reduced hire rate for Indoor Markets was **READ** and **NOTED**.

[b] Ditton Short Mat Bowls:Suggested Design of Trophy Cabinet

The letter was **READ** and the design of the Cabinet **NOTED**.

RESOLVED TO AGREE TO THE CABINET DESIGN AND TO MEET WITH REPRESENTATIVES FROM DITTON SHORT MAT BOWLS ONCE THE CABINET IS MADE TO AGREE ON A SUITABLE POSITION FOR THIS IN THE OAKEN HALL BAR AREA.

95. **EMERGENCY ITEM** – Annual Blood Transfusion

The letter from the National Blood Service was **READ** and **NOTED**.

RESOLVED to agree to a 3.0m x 0.8m banner being put up on the external fence to advertise blood donating sessions.

96. **CLOSURE**

The meeting closed at 8.45pm.

Chairman
7th July 2008