

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 13TH OCTOBER 2008

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

279. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

280. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllr. Mrs J Thwaites. The previously notified reasons for absence are recorded in the Absence Book Ref: 002 and **ACCEPTED** and **APPROVED** by this Committee.

281. **DECLARATION OF MEMBERS' INTERESTS**

Cllr Lander declared a personal interest in item 286[b] below as he is a Governor of Ditton Juniors School.

282. **FINANCE**

[a] Community Centre Accounts for Payment

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

Capital Cleaning:	Driveboard for Scrubber Drier	97.41	
		Vat <u>17.05</u>	114.46
Chubb Security Ltd:	Work to Security System	109.40	
		Vat <u>19.15</u>	128.55
EDF Energy:	Energy Account to 15 th September 2008	2331.77	
		Vat <u>408.06</u>	2739.83
Edwardes Bros:	Flood Lights & Lamps	88.38	
		Vat <u>15.45</u>	103.83
Initial Washrooms Solutions:	October Towel Rental	58.50	
		Vat <u>10.24</u>	68.74
Kent County Council:	Cleaning Materials, Stationery & Fire Extinguisher Testing	318.00	
		Vat <u>55.66</u>	373.66
Travis Perkins:	Repairs to Acorn Room Sink	12.58	
		Vat <u>2.20</u>	14.78



Veolia Environmental Services:	Refuse Collection – August	179.52	
		Vat <u>31.42</u>	210.94
Uniserve Security:	Security – 28 th September 2008	57.37	
		Vat <u>10.04</u>	67.41
United Flooring Limited:	Uplift & Replace Flooring in Acorn Room	1722.72	
		Vat <u>301.48</u>	2024.20

Deposit Refunds

Oaken Hall		Don Carman Hall	
13.09.08	£50.00	13.09.08	£110.00
21.09.08	£100.00	26.09.08	£50.00
27.09.08	£50.00	04.10.08	£50.00
27.09.08	£500.00		
28.09.08	£50.00		
11.10.08	£87.50		

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:	Service & Repairs to Glass Washers	145.99	
		Vat <u>25.55</u>	171.54
Emprise Services PLC:	Alarm Key Holder - September	20.83	
		Vat <u>3.65</u>	24.48
Kent Frozen Foods:	Bar Hot Food		63.62
Kent County Council:	Salt, Refuse Sacks, Toilet Rolls & Centre Pulls	106.40	
		Vat <u>18.62</u>	125.02
Adrian Mecklenburgh:	Post Mix Soft Drinks	296.60	
		Vat <u>51.91</u>	348.51
Nivek Catering Supplies:	Straws, Coffee & Cream	54.67	
		Vat <u>3.28</u>	57.95
Parker Merchating:	Hazard Tape	10.96	
		Vat <u>1.92</u>	12.88
Silver Springs:	Soft Drinks	19.95	
		Vat <u>3.49</u>	23.44

[c] Financial Analysis

The Financial Analysis was **READ** and it was **NOTED** that both the Community Centre and Bar are above budget.

[d] Stocktake Report

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

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

[a] Special Works Grant 2008/09 – Kitchen Refurbishment - Page 115, Item 224

The Community Centre Administrator advised Members that the stainless steel units are 'stand alone' and, therefore, possibly not as suitable as wooden units with continuous worktops.

RESOLVED to proceed with the installation of the cooker, hose, hood, gas interlock and wall cladding and then look at the units again once this work has been carried out.

RESOLVED not to install a dishwasher.

[b] Response from Gamestec – Page 116, Item 225[a]

The response from Gamestec was **READ** and **NOTED**.

RESOLVED to write again requesting the results of their investigations.

[c] Scaffold Tower – Report from Groundsman –Page 115, Item 224[b]

The Community Centre Administrator advised Members that the Head Groundsman had had the scaffold tower valued for scrap.

RESOLVED to accept the price offered by the member of public and sell the tower as scrap.

284. **BAR**

[a] Kilnbarn Club Takings

The Kilnbarn Club takings, up to and including the 5th October 2008, were **READ** and the continued improvement **NOTED**.

[b] Bar Matters

The Bar Manager, Judith Grimes, joined the meeting. She advised Members that entertainment (singer) had been booked for Christmas Eve in the Kilnbarn Club and that a disco had been provisionally booked for New Year's Eve. She also advised Members that she had received a request from two members of the Kilnbarn Club to hold a 'sponsored waxing' in aid of the Kent Air Ambulance.

RESOLVED that this event could take place on either a Monday or Tuesday evening before Christmas.

[c] Deuchars IPA - Selling Price

It was **NOTED** that bottles of Deuchars IPA and Theakstons had been available in the Kilnbarn Club recently as 'guest ales'. Both had proved popular at the promotional price of £2.43 as opposed to £3.06. When asked, members confirmed that they would not pay the full price although were happy to pay £2.50.

RESOLVED to keep both beers on sale as 'guest ales' at a cost of £2.50 per bottle.

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

It was **NOTED** that there was nothing to report at the present time.

[b] Cleaning Inspection

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

[d] Replacement Scrubber Drier – Quotation

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

RESOLVED to find out how much the current machine has cost in recent repairs and look at again at the next meeting.

286. **BOOKINGS**[a] Mrs J Olliver – Cancelled Booking 29th May 2009

The letter from Mrs Olliver was **READ** and it was **NOTED** that the person who the party had been booked for as a surprise would be on a cruise.

RESOLVED to return the refundable deposit less an administration charge of £10.00.

[b] Ditton C of E Junior School 4th December 2009 – Request for Reduced Rate

The letter from Mr Holder was **READ** and **NOTED**.

RESOLVED TO RECOMMEND to the Parish Council that they consider a donation be made in respect of the Family Disco and that the normal hire fee be charged.

[c] Ditton Infants School 18th December 2008 - Request for Reduced Rate

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

RESOLVED TO RECOMMEND to the Parish Council that they consider a donation be made in respect of the Christmas Fayre and that the normal hire fee be charged.

287. **CORRESPONDENCE**

Veolia Environmental Services:

Increase in Lift Price

The letter was **READ** and the 4% increase **NOTED**.

Wastenot Reuse & Recycle Ltd:

Request to Install Clothing Bank in Car park

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

RESOLVED TO WRITE AND DECLINE THE INSTALLATION IN LIGHT OF PREVIOUS PROBLEMS, E.G. FIRES.

288. **EMERGENCY ITEM**

The letter from Nicola Harris cancelling the Wedding booking for the 15th August 2009 was **READ** and the request for the refund of the £500.00 deposit **NOTED**.

RESOLVED to write and explain that wedding deposits are not refundable in the event of cancellation, however, should the hall be rebooked then a partial refund of the deposit may be made.

289. **CLOSURE**

The meeting closed at 8.34pm.

Chairman
3rd November 2008