

DITTON PARISH COUNCIL

MINUTES OF A **MEETING** OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 10TH MARCH 2008**

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

559. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

560. **APOLOGIES FOR ABSENCE**

No apologies were received.

561. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

562. **FINANCE**

[a] Community Centre Accounts for Payment

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

Cobra Insurance:	Additional Cover Combined Policy		591.14
Easyprint:	Receipt & Invoice Books		135.55
		Vat	<u>23.73</u>
			159.28
Initial Washrooms:	01.03.08 to 31.03.08		58.50
	Towel Rental	Vat	<u>10.24</u>
			68.74
Kent County Council:	Cleaning Materials & Stationery		285.90
		Vat	<u>50.03</u>
			335.93
Travis Perkins:	Materials for Barrier Repairs		118.40
		Vat	<u>20.73</u>
			139.13
Veolia Environmental Services:	01.01.08 to 31.01.08 – Trade Refuse		150.80
		Vat	<u>26.39</u>
			177.19

Deposit Refunds

Oaken Hall		Don Carman Hall	
20.02.08	50.00	16.02.08	50.00
24.02.08	84.50	08.03.08	50.00
01.03.08	100.00	09.03.08	50.00
05.03.08	50.00		
08.03.08	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 to Glass Washers	31.00	
		Vat <u>5.43</u>	36.43
County Stocktakers:	Stocktaking 22.01.2008	180.00	
		Vat <u>31.50</u>	211.50
Kent Frozen Food:	Frozen Bar Meals		64.73
Adrian Mecklenburgh:	Postmix Syrup	116.63	
		Vat <u>20.42</u>	137.05
Nivek Catering Supplies:	Nordor Dart Board	26.16	
	Coffee, Cream & Sugar	<u>45.72</u>	
		71.88	
		Vat <u>4.58</u>	76.46
Poyntell Limited:	Repairs to Lock - OH Bar door	98.16	
		Vat <u>17.18</u>	115.34
SSG Emprise Ltd:	February 2008 – Key Holder Service	30.00	
		Vat <u>5.25</u>	35.25
Silver Springs Mineral Water Company Ltd:	Cans & Bottled Water	56.37	
		Vat <u>9.86</u>	66.23
West Kent College:	Food Safety Course		150.00

[c] Financial Analysis

The Financial Analysis was **READ** and it was **NOTED** that another gas bill and electricity bill were due to be received before the end of the financial year.

It was also **NOTED** that the Bar did not appear to be spending its budget for toilet rolls. The Community Centre Administrator advised that this was probably due to the fact that the toilet roll dispensers had been changed and the Bar were now using the same type of rolls as the Community Centre.

RESOLVED to transfer £50.00 from the Bar Toilet Roll budget to that of the Community Centre.

[d] Slip forward balance of furniture & fittings fund from 2007/08 to 2008/09

It was **NOTED** there was still £2,871.00 in the Community Centre Furniture and Fittings Fund.

RESOLVED TO RECOMMEND that this amount be slipped forward to next year's budget.

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

[a] Additional Parking Bays – Quotation & Information – [Page 289, Item 502 (a)]

The quotations as set out in the grid were **READ** and **NOTED**.

RESOLVED that the Community Centre Administrator obtain a breakdown of the final quote for the next meeting and obtain additional quotes.

RESOLVED TO RECOMMEND that the balance of the Community Centre Repairs and Replacements fund as at the 31st March 2008 be slipped forward to next year's budget.

[b] 5 Year Plan – Refurbishment of Gents Toilets and Replace Urinal – [Page 292, Item 508]

It was **NOTED** that the Community Centre Administrator was still awaiting a further quotation and would bring this to the next meeting.

[c] Remarking White Lines in Car Park – [Page 292, Item 510]

This item was dealt with above in item 563(a).

564. **BAR**

[a] Kilnbarn Club Takings

The Kilnbarn Club takings up to and including the 9th March 2008 were **READ** and it was **NOTED** that both the takings and the gaming machine takings are up.

[b] Bar Matters

The Bar Manager, Judith Grimes, joined the meeting. She confirmed that the Karaoke and Disco had been booked for Easter Saturday, 22nd March 2008, which was receiving a large amount of interest. If this goes well, she is considering booking it again for Saturday, the 31st May 2008, following the week's close down when the Oaken Hall floor is refurbished. If not, then she will look at alternative entertainment for that evening. She confirmed that lunch times during the week have improved.

The Bar Manager advised Members that she has received reports there is possibly a group of people coming in the Club who are not members and are creating a tense atmosphere. She has not seen them whilst on duty herself, but has reiterated to staff that they should check memberships on a regular basis. It was agreed that the Rules and Regulations of the Kilnbarn Club be sent to every member with the questionnaire currently being prepared by the Working Group.

It was **NOTED** that Judith requested a door handle be put on the inside of the exterior Kilnarn Club door mainly for security reasons and in light of the high winds today when the door kept being blown open.

[c] Replacement Glass Washer

The quotations as listed on the grid were **READ** and it was **NOTED** that at its meeting held on Monday, 3rd March 2008, the full Parish Council accepted the quote from Aircool Systems to supply and fit two Sherwood Bet 40 glass washers at a cost of £1625.56 to be taken from the Capital Items fund with the balance of this fund being transferred to the Furniture and Fittings fund for 2008/09.

[d] Report of Meeting with Gaming Machine Supplier – Held 29th February 2008

Cllr. Nunn advised Members of the outcome of the Sub-Committee's meeting with Tom Osborne of Gamestec on Friday, 29th February 2008, who had agreed that with the existing trade a jackpot machine of £250.00 was not a viable option. It was thought that a machine paying a £35 jackpot would be more suitable and would also reduce the cost of the licence currently being paid. It was also suggested that a quiz machine be installed, for which there would be no rental charge but the takings from this machine would be split 50/50 with Gamestec.

It was **NOTED** that at its meeting held on Monday, 3rd March 2008, the full Parish Council accepted the Sub-Committee's recommendations and the Clerk will instruct Gamestec accordingly.

RESOLVED TO RECOMMEND that should the invoice for rental to date not be received from Gamestec by the 31st March 2008, the balance of the Bar-Machine Rental be slipped forward to 2008/09.

565. **CLEANING & CARETAKING**

[a] Current situation

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

[b] Cleaning Inspection

It was **NOTED** that the inspection had not been carried out. Cllrs. Mrs. A Beadle and B Cordwell volunteered to carry out an inspection before the next meeting.

[c] Quotation to replace cracked basin in Shower Room

It was **NOTED** that the additional quote had not yet been received.

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

[a] Decision from Tonbridge & Malling BC

The decision by Tonbridge & Malling Borough Council was **READ** and it was **NOTED** that the grant of £6877.00 towards the refurbishment of the Oaken Hall Kitchen will be available as from the 1st April 2008.

[b] Quotations for a Replacement Oven

It was **NOTED** that further quotations were being obtained.

[c] Updated Quotation for Fume Extraction System

It was **NOTED** that further quotations were being obtained.

567. **BOOKINGS**

[a] 06.09.2008 – Cancellation of 18th Birthday Party

The letter from the hirer was **READ** and **NOTED**.

RESOLVED to refund the deposit taken, less an administration fee of £15.00.

RESOLVED to reconsider the amount of deposit taken for 18th Birthday Parties at the next meeting to be held on the 14th April 2008.

568. **BRITISH GAS PRICES FROM JUNE 2008**

The letter received from British Gas concerning the forthcoming renewal of the Council's contract for gas was **READ** and it was **NOTED** that quotations were being sought from other energy companies.

RESOLVED to inform British Gas that this Council would not be renewing their contract.

569. **CLOSURE**

The meeting closed at 8.34pm.

Chairman
7th April 2008