

DITTON PARISH COUNCIL

MINUTES OF A **MEETING** OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY, 8TH SEPTEMBER 2008**

PRESENT: CLLRS J BEADLE (CHAIRMAN), MRS A BEADLE, M BRINE, M LANDER and
MRS J THWAITES
MRS AMANDA DAVIS (ADMINISTRATIVE ASSISTANT)

220. OPENING OF MEETING

The meeting was opened by the Chairman at 7.30pm.

221. APOLOGIES FOR ABSENCE

Apologies were **RECEIVED** from Cllrs B Cordwell and D Nunn. The previously notified reasons for absence have been **APPROVED** by this Committee.

222. DECLARATION OF MEMBERS' INTERESTS

There were no declarations of interest.

223. FINANCE

[a] Community Centre Accounts for Payment

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

Blu – 3 (UK) Ltd:	Drop kerbs in car park to allow two additional disabled bays & access route	1226.00 Vat <u>214.55</u>	1440.55
Hi Way Services Ltd:	Re lining of car park to incorporate new disabled bays & hatched areas	1806.95 Vat <u>316.22</u>	2123.17
Initial Washroom Solutions:	September Towel Rental	58.50 Vat <u>10.24</u>	68.74
Kent Catering Services:	Call out and repair to Oaken Hall Urn	144.60 Vat <u>25.31</u>	169.91
Kent County Council:	Cleaning materials Hose assembly for V9E Hoover	136.35 <u>22.94</u> 159.29 Vat <u>27.87</u>	187.16
Poyntell Limited:	Repairs to Oaken Hall Fire door and new locks to Don Carman toilets	367.42 Vat <u>64.30</u>	431.72

Start Engineering (Southern) Limited:	Test Scrubber Dryer battery Supply and fit new motor	80.00 <u>241.00</u> 321.00	
		Vat <u>56.18</u>	377.18
Three Towns:	Stationery	36.00	
		Vat <u>6.30</u>	42.30
Travis Perkins:	Repairs to Don Carman Radiator covers	16.11	
		Vat <u>2.82</u>	18.93
Veolia Environmental Services:	July Refuse Collection	179.52	
		Vat <u>31.42</u>	210.94

Deposit Refunds**Oaken Hall**

09.08.08	500.00
12.08.08	50.00
05.09.08	175.00
06.09.08	70.00
07.09.08	74.25

Don Carman Hall

09.08.08	50.00
16.08.08	50.00
30.08.08	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**:-

County Stocktakers:	Stocktake 22.07.08	180.00	
		Vat <u>31.50</u>	211.50
Edwardes Bros (Dulwich) Limited:	Light bulbs for Kiln Barn Club	4.56	
		Vat <u>0.79</u>	5.35
Emprise Services:	Monthly Keyholding and Alarm Response	20.83	
		Vat <u>3.65</u>	24.48
KAS Welding Supplies:	Slitting disks		25.00
Kent County Council:	Cleaning materials	20.93	
		Vat <u>3.66</u>	24.59
Adrian Mecklenburgh:	Post Mix Syrup and Wine	314.04	
		Vat <u>54.97</u>	369.01
Nivek Catering:	Coffee & Cream	35.95	
	Hiball 10oz Glasses	<u>37.52</u>	
		73.47	
		Vat <u>6.57</u>	80.04
Silver Springs:	Soft Drinks	66.32	
		Vat <u>11.61</u>	77.93
Travis Perkins:	Materials for adjustment to wall In Kilnbarn Club for new cooler	69.35	
		Vat <u>12.13</u>	81.48

[c] Financial Analysis

The Financial Analysis, which had been previously circulated, was **READ** and **NOTED**.

[d] Bar Stocktake – 22nd July 2008

The Stocktake Report, which had been previously circulated, was **READ** and the small deficit **NOTED**.

224. **ITEMS BROUGHT FORWARD FROM PREVIOUS MEETING**[a] Special Works Grant 2008/09 – Kitchen Reimbursement – Page 48, Item 91.

It was **NOTED** that the quote for stainless steel units was still awaited.

RESOLVED to look at this item again once the quote for the units has been received.

[b] Scaffold Tower – Report from Head Groundsman – Page 74, Item 150(a).

The report by the Grounds Supervisor was **READ**. It was **NOTED** that the present tower does not meet current Health & Safety legislation and can, therefore, no longer be used. It was also **NOTED** that a scaffold tower is essential for day to day maintenance including the changing of light bulbs in the Centre, particularly those on the stage.

RESOLVED to purchase a new scaffold tower at a cost of £2,525.00 plus VAT, subject to finance being available within the current budget, as this would pay for itself over two years if a tower were to be hired periodically when needed.

RESOLVED that if the member of the public still wishes to purchase the current tower then this could be sold with a disclaimer that the Council are selling it as scrap.

[c] Withheld Deposit - District 12 Inner Wheel – Page 75, Item 153.

It was **NOTED** that the cleaners/caretakers had confirmed that a large amount of cleaning was required following this function, although the hirer still disputes the fact.

RESOLVED that Members' original decision to withhold the deposit still stands.

[d] Request to install Trophy Cabinet in Kilnbarn Club – Page 75, Item 153.

It was **NOTED** that nothing further had been heard regarding this matter.

[e] Positioning of Short Mat Bowls Trophy Cabinet – Page 47, Item 94(b).

Cllr Mrs Beadle advised Members that whilst doing the cleaning inspection both she and the Community Centre Administrator agreed that there was only one place the cabinet could be safely sited.

RESOLVED to advise Ditton Short Mat Bowling Club that the cabinet can be sited between the end of the bar and the fridge and that they can now arrange for its installation.

225. **BAR**[a] Kilbarn Club Takings – 2007 Comparisons

The Kilbarn Club takings, up to and including the 31st August 2008, were **READ** and the continued improvement in both takings and the gaming/quiz machines was **NOTED**, in particular compared to the same period last year.

It was **NOTED** that the gaming machine collections are still not 100% reliable when bank holidays are concerned.

RESOLVED to send a letter of complaint regarding the collections.

[b] Bar Matters

The Bar Manager, Judith Grimes, joined the meeting. She advised Members that arrangements are in hand to restart the Sunday night quiz on a fortnightly basis as from the 12th October 2008. Letters will be sent out to former Quiz Teams advising them of the restart, that in future there will be a cash prize instead of wine and the prize for the first quiz will be guaranteed at £50.00.

She also advised Members that the wine has been taken off tap as this was not being sold within its sell by date. Wine will, in future, only be sold in bottles.

The Bar Manager suggested for all large functions that bar staff be allowed to wear white blouses/tops with black trousers in future as this looks much better than the black polo shirts. She has badges that say 'Bar Staff' and 'Senior Bar Staff' to replace the Parish logo.

Finally, she advised Members that a singer had been booked for Friday, 31st October 2008 as there will be a Halloween Fancy Dress party in the Kilbarn Club. Entertainment for Christmas Eve and New Year's Eve is also in hand.

[c] Kilbarn Social Club Balance Sheet

The balance sheet was **READ** and **NOTED**.

[d] Customer history Scottish & Newcastle

It was **NOTED** that the Council is running at a percentage higher than the market average.

RESOLVED to request the brewery for improved discount rates.

[e] Take-over of Gamestec by Danoptra

The letter from Gamestec regarding the takeover was **READ** and **NOTED**.

[f] Bar Prices - Increase to Minimum Wage

The suggested increases to bar prices were **READ** and **NOTED**.

RESOLVED to agree to these increases with effect from the 1st October 2008, also increasing the price of Strongbow Cider and Shandy in the Kilbarn Club to £2.45 and £1.95 respectively.

[g] Maxi-Mix Dispense Systems – Instant Beer Gas

The letter from Maxi-Mix Dispense Systems was **READ** and the Bar Manager's comments **NOTED**.

RESOLVED to advise the company that the Council is happy with its current supplier.

226. **NON-DOMESTIC RATES Cedar Room**

The bill for non-domestic rates for the Cedar Room was **READ** and it was **NOTED** that empty premises are no longer exempt from business rates. It was further **NOTED** that the bill of £704.55 is to be split between the Community Centre and the Open Spaces Committees.

227. **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**.

Mrs Davis advised Members that she had spoken to the electrician regarding the broken light shade in the Kilnbarne Ladies toilet and the fluorescent light fitting cover in the Acorn Rooms. Both of these items are in hand.

[c] Time clock for manual outside lighting

It was **NOTED** that Cllr Angel's suggestion that those outside lights presently on a manual switch be changed to a timer system had been put to the electrician. It was also **NOTED** that David Stephens believes this would not be cost effective for the few occasions that the lights are turned on early.

RESOLVED to take no further action in this respect.

228. **CORRESPONDENCE**

L W Burt & Son:

Planned preventative boiler maintenance

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

RESOLVED TO CONSIDER THE PROPOSAL WHEN THE EXISTING CONTRACT COMES UP FOR RENEWAL.

Maria Flin & Steven McCoy:

Request to have a temporary floor for Irish Dancing – Wedding 27th September 2008

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

RESOLVED TO AGREE TO THEIR REQUEST ON THE UNDERSTANDING THAT ANY DAMAGE TO THE OAKEN HALL FLOOR WILL BE THEIR RESPONSIBILITY.

Action with Communities in Rural Kent:

Community Halls Seminar – 18th October 2008

The letter was **READ** and it was **NOTED** that no Councillor wished to attend the seminar.

229. **EMERGENCY ITEM**

The letter from St Peter & St Paul's Pre School was **READ** and **NOTED**.

RESOLVED to agree to their request with a review taking place six months after the 1st January 2009.

230. **CLOSURE**

The meeting closed at 8.30pm.

Chairman
6th October 2008