

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 20TH JULY 2009

PRESENT: CLLRS J BEADLE (CHAIRMAN), MRS A BEADLE, D NUNN and M PORTER
MRS MARILYN GRANTHAM (COMMUNITY CENTRE ADMINISTRATOR)

175. OPENING OF MEETING

The meeting was opened by the Chairman at 7.30pm.

176. APOLOGIES FOR ABSENCE

Apologies were **RECEIVED** from Cllrs Brine and Cordwell. The previously notified reasons for absence are recorded in the Absence Book Ref: 037 and **ACCEPTED** and **APPROVED** by this Committee.

177. DECLARATION OF MEMBERS' INTERESTS

Cllr. Porter declared a personal interest in item 180(b) below as he is a member of Ditton Petanque Club.

178. FINANCE

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

[a] Community Centre Accounts for Payment

BBp Plumbing & Heating:	Install Cisternisers	140.00	
	Repairs to Outside Toilet	<u>45.00</u>	185.00
Peter Dorrell & Company:	Neutral Floor Clean	57.50	
		Vat <u>8.63</u>	66.13
Edwardes Bros:	Reflector Lamps	42.78	
		Vat <u>6.41</u>	49.19
R J Hunt:	Servicing Foul Drains	65.00	
		Vat <u>9.75</u>	74.75
In Around Aylesford:	Full Page Advert July, August & September		195.00
Initial Washrooms:	July Towel Rental	62.54	
		Vat <u>9.38</u>	71.92
Kent County Council:	Cleaning Materials & Stationery Items	363.46	
		Vat <u>54.52</u>	417.98
Medway Oven Cleaning:	Cleaning Commercial Gas Burners		50.00

Southern Electric:	1 st Electric Account 1.4.09 to 22.06.09	2495.97	
		Vat <u>374.39</u>	2870.36
Top2Bottom Limited:	Repairs to Cedar Room	200.00	
		Vat <u>30.00</u>	230.00
Uniserve Security:	SIA Licensed Door Supervisors 6 th June 2009 & 13 th June 2009	135.00	
		Vat <u>20.26</u>	155.26
Veolia Environmental:	Refuse Collections May & June 2009	344.00	
		Vat <u>51.60</u>	395.60

Deposit Refunds

Oaken Hall

13.06.09	£100.00
17.06.09	£50.00
20.06.09	£90.00
28.06.09	£75.00
11.07.09	£600.00
18.07.09	£500.00

Don Carman Hall

14.06.09	£50.00
19.06.09	£50.00
20.06.09	£50.00
27.06.09	£100.00
10.07.09	£50.00

The full list of deposit refunds was **READ** and it was **NOTED** that the Oaken Hall floor was left marked at the wedding held on the 18th July 2009.

RESOLVED to withhold the deposit until a quotation on the cost of repair is received from Peter Dorrell & Company.

RESOLVED that the other deposit refunds be **ACCEPTED, APPROVED** and **PAID**.

[b] Bar Accounts for Payment

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

E J Cocker & Son Ltd:	Replacement Handle & Keys - Window In Kilnbarn Club	45.00	
		Vat <u>6.75</u>	51.75
Edwardes Bros [Dulwich]:	Spot Lights for Rafters	15.22	
		Vat <u>2.28</u>	17.50
Emprise Services plc:	June Key Holder Fee	20.83	
		Vat <u>3.13</u>	23.96
Kent Frozen Foods Limited:	Frozen Bar Snacks		49.75
Adrian Mecklenburgh:	Post Mix Syrup	370.64	
		Vat <u>55.60</u>	426.24
Nivek Catering Supplies:	Coffee & Creams		63.62
Poyntell Limited:	Callout & Repairs to Oaken Hall Bar Grille	153.00	
		Vat <u>22.95</u>	175.95
Silver Springs Mineral Water:	Soft Drinks	71.27	
		Vat <u>10.69</u>	81.96

[c] Financial Analysis – 1st Quarter

The Financial Analysis was **READ** and the current position **NOTED**.

[d] Bar Stocktake Result - 30th June 2009

The stocktake report as at the 30th June 2009 was **READ** and the small deficiency **NOTED**.

It was also **NOTED** that the next stocktake has been booked for the 28th August 2009.

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

[a] Cash Machines/Cash Back Service - [Page 42, Item 84(b)]

It was **NOTED** that charges for credit cards are high and there needs to be at least 150 cash withdrawals per month.

RESOLVED to investigate whether Hanco will put a machine in on a trial basis, whether this would be a 'link' machine and report back to the September meeting.

180. **BAR**

[a] Kilnbarn Club Takings

The Kilnbarn Club takings were **READ** and it was **NOTED** that the current position looks very good in comparison with the same period last year.

It was **NOTED** that as the gaming machine accepts notes there have been a number of occasions when insufficient coins were available to pay out on winning combinations.

RESOLVED that in future a float of £360.00 be kept in order to replenish the hopper as and when required.

[b] Bar Matters

The Bar Manager, Mrs Judith Grimes, joined the meeting and advised Members that the franchise of the functions rooms appears to be common knowledge.

Mrs Grimes asked when Scottish & Newcastle would be carrying out the work to alter the cellar and was informed that a meeting will take place within the next few weeks to arrange this work to be undertaken.

It was **NOTED** that as access to the Oaken Hall bar area will not be the same in future a suggestion had been made that food could be prepared in the Oaken Hall kitchen, subject to availability, and transported to the Kilnbarn Club via a warming cabinet.

Mrs Grimes also advised Members that drinks could be served from the Kilnbarn Club on Monday and Thursday nights when block hirers usually have the Oaken Hall bar open.

It was also **NOTED** that a suggestion had been made to convert the Bar Office into a kitchen although the cost of having this work done would far exceed the income received from food in the Kilnbarn Club.

Mrs Grimes also advised Members that when large football matches take place on a Wednesday night the Petanque Club usually eat in the Oaken Hall bar area and this is something that will need to be looked at in the future.

Finally, Mrs Grimes reminded Members that the Kilnarn Club Social Committee have a BBQ planned for Sunday, 9th August 2009, to coincide with the Community Shield football match.

[c] Bottled Guest Beers - Pricing Structure

The price of bottled guest beers was discussed.

RESOLVED that with immediate effect the prices would be as follows:- Theakstons £2.90, Deuchars £3.23 and Cobra £2.90.

[d] Update from Scottish & Newcastle Representative

i. T Bar for Kilnarn Club

It appears that there are no funds available for Scottish & Newcastle to carry out this work at the present time.

ii. Community Centre Sign

The artwork for the new sign was **NOTED**.

RESOLVED to accept the design and remove the old sign as soon as possible in order for the new one to be installed.

iii. Sponsorship Cheque for BKG Competition & Hanging Baskets

It was **NOTED** that both the Community Centre Administrator and the Scottish & Newcastle Rep had chased this payment and, in fact, the Rep had requested that a cheque be sent as soon as possible.

[e] ESPN Sports – Automatic transfer from Setanta Sports

It was **NOTED** that following the demise of Setanta Sports our subscription is automatically being transferred to ESPN Sports through Sky.

[f] Kilnarn Club Social Funds Balance Sheet

The Kilnarn Club Social Funds balance sheet was **READ** and it was **NOTED** that £500.00 of the cash in hand has been banked.

[g] Introduction Letter from Automatic Gaming Services

The letter from Tom Osborne was **READ** and **NOTED**.

[h] Request for Cycle Barriers outside the Kilnarn Club

It was **NOTED** that some members of bar staff are leaving their bikes in the Kilnarn Club and a number of Kilnarn Club members are leaving theirs in the foyer.

RESOLVED to install a cycle barrier outside the Kilnarn Club subject to a suitable area being found and that once these are installed no bikes are to be brought into the club or the foyer.

[i] Christening 30th August 2009 – Don Carman Hall

It was **NOTED** that although the franchise of the function bars comes into effect on Tuesday, 1st September 2009, the franchisee is happy to do the bar for this function.

RESOLVED to let the franchisee undertake the bar for this event as this takes place after the stocktake scheduled for Friday, 28th August 2009.

[j] Annual Maintenance Quotation - Coolers, Bootle Coolers & Ice Makers

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

RESOLVED to give the Chairman and the Clerk delegated powers to make a decision on this after consultation with the new franchisee.

181. **CLEANING & CARETAKING**

[a] Current situation

It was **NOTED** that the Caretaking Supervisor had recently damaged her neck whilst lifting the drain covers in order to clean the drains.

RESOLVED to transfer responsibility of this task to the Grounds Staff who have protective clothing and that a pressure hose is purchased to assist in the cleaning of the drains. These drains should also be checked and cleaned by the male caretakers on duty at weekends.

[b] Cleaning Inspection

Cllr Mrs Beadle advised Members that both she and the Community Centre Admin Assistant had completed a cleaning inspection earlier that day and the standard of hygiene throughout the building was once again extremely good. The only area giving cause for concern was the top of the ovens in the Oaken Hall kitchen, along with the backsplashes and the extraction fan, all of which were greasy.

182. **RECORD AUTOMATIC DOORS – SERVICE CONTRACT**

The quotation from Record UK Ltd was **READ** and discussions took place as to whether or not to renew the contract.

RESOLVED to speak to the company requesting details of their call out charges, etc. if the contract were not renewed and to report back to the September meeting.

183. **ADDITIONAL CIGARETTE DISPOSAL STAND**

The request from the Pre-School for an additional cigarette disposal stand outside the fire doors of the Don Carman Hall was **READ** and it was **NOTED** that the Grounds Staff had been requested to be more vigilant when sweeping up around the Centre.

RESOLVED to monitor the situation.

184. **BOOKINGS**

[a] 4th July 2009 – Floor Problems & Wine Brought onto Premises

It was **NOTED** that wine had been brought onto the premises during this function and that there had also been a problem with the floor.

RESOLVED to withhold the refundable deposit for these reasons and also to advise the hirer that should they wish to hire the hall in future then a written undertaking will be required to the effect that both French chalk and candle wax will not be used.

[b] Traill School of Dancing – Request for Reduction in Hire Rates from September 2009

The request from Chris Housley was **READ** and his situation **NOTED**.

RESOLVED to advise Mr Housley that unfortunately precedence cannot be set in his favour. Should he be able to prove that 60% of those people attending his sessions be Ditton residents, and can be checked against the Electoral Register, then he would be eligible for the Ditton rate.

[c] Ditton Minors FC – Response to loss of Refundable Deposit

The letter from Ditton Minors FC was **READ** and **NOTED**.

RESOLVED to advise Ditton Minors FC that Members were upholding their decision to withhold the refundable deposit from the function held on the 6th June 2009 as alcohol and soft drinks had been brought into the Centre, which is clearly against the Parish Council's Terms and Conditions of Hire, and it is the duty of the hirer to be responsible for their guests.

185. **CORRESPONDENCE**

Cobtree Scottish Dance Group:

Letter of thanks to the Staff

The letter was **READ** and it was **NOTED** that copies had been passed to both the caretaking and bar staff.

186. **CLOSURE**

The meeting closed at 9.30pm.

Chairman
3rd August 2009