

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 8TH JUNE 2009

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

79. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

80. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllr D Nunn. The previously notified reasons for absence are recorded in the Absence Book Ref: 031 and **ACCEPTED** and **APPROVED** by this Committee.

81. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

82. **FINANCE**

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

[a] Community Centre Accounts for Payment

Edwardes Bros:	Fluorescent Tubes & Recycling of Tubes	30.20	
		Vat <u>4.53</u>	34.73
Initial Washrooms Solutions:	June Towel Rental	62.54	
		Vat <u>9.38</u>	71.92
Kent County Council:	Cleaning Materials & Table	284.87	
		Vat <u>42.74</u>	327.61
Record UK Limited:	Planned Maintenance	245.00	
		Vat <u>36.75</u>	281.75
Start Engineering:	Repairing Fault on Battery Cable on Scrubber Drier	60.00	
		Vat <u>9.00</u>	69.00
South East Water:	Water Account to 30.09.09		1694.04
Southern Water:	Metered Waste Water		2603.17
Travis Perkins:	Paint Brushes	14.99	
		Vat <u>2.25</u>	17.24



Uniserve Security:	Security 2 nd & 15 th May 2009	148.50	
		Vat <u>22.27</u>	170.77
Veolia Environmental Service:	April Refuse Collection	154.00	
		Vat <u>23.10</u>	177.10

Deposit Refunds

Oaken Hall		Don Carman Hall	
12.05.09	50.00	15.05.09	50.00
13.05.09	50.00	16.05.09	51.50
14.05.09	10.00	22.05.09	50.00
15.05.09	100.00	23.05.09	35.25
16.05.09	100.00	24.05.09	50.00
17.05.09	105.00	29.05.09	115.00
23.05.09	150.00	30.05.09	100.00
29.05.09	50.00		
30.05.09	500.00		
05.06.09	100.00		
06.06.09	251.87		

The full list of deposit refunds was **READ** and it was **NOTED** that the football presentation held on the 6th June 2009 in the Oaken Hall was held over to be discussed with the Bar Manager later in the meeting.

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**:-

Aircool Systems UK:	Supply & Fit Door Seal Bottle Cooler	87.50	
	New Motor Bottle cooler Oaken Hall Bar	<u>137.85</u>	
		225.35	
		Vat <u>33.81</u>	259.16
Astra Security Systems:	Bar Keys	20.25	
		Vat <u>3.04</u>	23.29
Emprise Services plc:	May Account	20.83	
		Vat <u>3.13</u>	23.96
Joe Lee:	Till Rolls		65.00
Adrian Mecklenburgh:	Post Mix Drinks	379.80	
		Vat <u>56.97</u>	436.77
Kent County Council:	Stationery, Toilet Rolls & Key Cabinet	70.46	
		Vat <u>10.57</u>	81.03
Nivek Catering Supplies:	Coffee, Cream, Sugar, Straws & Corks	71.16	
	Optics and Glasses	<u>85.80</u>	
		156.96	
		Vat <u>15.87</u>	172.83
Silver Springs:	Soft Drinks	111.75	
		Vat <u>16.76</u>	128.51

[c] Financial Analysis

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

83. **ITEMS BROUGHT FORWARD FROM PREVIOUS MEETING**[a] Purchase of Cisternisers – For Noting [Page 17]

It was **NOTED** that the cisternisers had been purchased and were due to be fitted on Wednesday, 10th June 2009.

84. **BAR**[a] Kilbarn Club Takings – Copy herewith

The Kilbarn Club takings were **READ** and the improved position **NOTED**.

[b] Bar Matters

The Bar Manager, Mrs Judith Grimes, joined the meeting and advised Members that the BBQ organised by the Kilbarn Club Social Committee on Cup Final Day had gone really well. Another is being planned for Sunday, 9th August 2009 to coincide with the Community Shield match between Chelsea and Manchester United. Mrs Grimes has also booked a singer for a Swing Night on Saturday, 15th August 2009.

The Bar Manager asked whether the Kilbarn Club Social Committee could use the Notice Board in the foyer outside the Kilbarn Club to advertise future events and was advised that the board was in fact for that purpose. The key is held in the Parish Office and can be obtained during working hours.

The Bar Manager advised Members that at the end of the football presentation evening held on Saturday, 6th June 2009, empty soft drinks and wine bottles were found that had not been purchased from the bar. Mrs Grimes confirmed that she had had her suspicions but due to a member of staff having to leave suddenly for a family crisis she was unable to check during the evening.

It was **NOTED** that the empty wine bottles were 'baby' Pinot Grigio and because of a mix up with the delivery the day before the Bar Manager knew that there were only three of these baby bottles on the premises that evening. It was also **NOTED** that a member of Bar Staff had received a request from a customer in the Kilbarn Club earlier in the week for empty baby wine bottles and had handed these over.

RESOLVED that the refundable deposit of £100.00 be withheld and the football club concerned be advised of the names of those people involved so that the matter can be resolved amongst themselves.

RESOLVED to carry out further investigations regarding this matter and should it be proven those concerned could be banned from the premises, including the Kilbarn Club.

RESOLVED to speak to the Security Company used on such events and instigate a bag search on the door.

The Bar Manager asked whether it would be possible to keep a small supply of cigarettes and cigars behind the bar as she is often asked for them.

RESOLVED to buy one brand of cigarettes and one brand of cigars from Bookers and keep these in the spirit store where only Senior Staff have access.

It was **NOTED** that after the initial rush on 'toasties' this has now dwindled down to practically nothing as customers are saying they are too expensive.

RESOLVED to do a 'Special' promotion on the toasties at a cost of £1.50 each.

The Bar Manager enquired whether it was possible to have a cash machine or card system in order to give 'cash back' installed in the Kilnbarn Club as once customers leave to obtain cash from elsewhere they do not tend to return afterwards.

RESOLVED to investigate the legalities and cost of both of these suggestions and report back to the next meeting on Monday, 20th July 2009.

[c] Negotiations with Scottish & Newcastle

The Community Centre Administrator advised Members that invoices had been sent to Scottish & Newcastle regarding the funding promised for the Best Kept Garden Competition and the Hanging Baskets.

It was **NOTED** that the brewery had been informed of the staffing costs involved on Easter Saturday relating to the non-delivery on Good Friday.

It was also **NOTED** that the Community Centre Administrator had chased the Rep regarding the new Community Centre sign.

[d] Gaming Machine – Machine Changed 28th May 2009

It was **NOTED** that the gaming machine had been changed on the 28th May 2009 and that it would be changed again in the next few weeks when the new £70.00 pay-out comes into effect.

85. **CLEANING & CARETAKING**

[a] Current situation

It was **NOTED** that Jill Kennett had left three weeks ago and would not be replaced unless necessary.

[b] Cleaning Inspection

Cllr Mrs Beadle advised Members that both she and the Community Centre Administrator had completed a cleaning inspection earlier that day and were extremely pleased with the standard of hygiene that was evident throughout the building.

86. **BOOKINGS**

[a] Cancelled Booking 15th August 2009 Re-Booked – Refund Due

It was **NOTED** that the Oaken Hall on Saturday, 15th August 2009, had now been rebooked.

RESOLVED to refund 50% of the deposit taken from the previous wedding booking cancelled on 2nd October 2008.

[b] David Rose – Bookings for 2010

The letter from David Rose was **READ** and his request for Saturday night bookings in March, April and May 2010 was **NOTED**.

RESOLVED to decline his request for bookings at the present time but advise him that these will be accepted if available if he contacts the Parish Office in December 2009.

87. RECORD UK AUTOMATIC DOORS

The quotation to replace the battery pack and photo cells in the Main Doors was **READ** and it was **NOTED** that staff in the Parish Office were unaware that Record UK had carried out a service until the quotation was received. Caretaking staff will be reminded to send all service engineers, etc. to the Office in future.

RESOLVED to hold the quotation on file as the doors are working perfectly well at the moment.

88. CORRESPONDENCE[a] Mandy Critchell:Request for Reduced Rate for a Charity Psychic Evening for RSPCA

The letter was **READ** and the request for a reduction in the hire rate **NOTED**.

RESOLVED TO DECLINE THE REQUEST AS THE CHARITY DISCOUNT HAS BEEN ABOLISHED WITH EFFECT FROM 1ST SEPTEMBER 2009.

RESOLVED TO RECOMMEND TO FULL PARISH COUNCIL THAT THEY CONSIDER MAKING A DONATION TO THE RSPCA.

89. COMMUNITY CENTRE ADVERTISING[a] In and Around Aylesford Magazine

The Community Centre Administrator advised Members that the cost of a full page advertisement in the 'In and Around Aylesford' magazine for three issues is £195.00.

RESOLVED to advertise the Community Centre in the magazine with the artwork being approved by the Community Centre Committee prior to going to print.

[b] Yellow Pages

The Community Centre Administrator advised Members that the Yellow Pages advertisement was up for renewal at a cost of £219.00 plus VAT per annum for the Maidstone edition.

RESOLVED not to continue with the advertisement but advertise locally in 'In and Around Aylesford' and the Ditton Gazette.

90. CEDAR ROOM/GUIDE HQ

It was **NOTED** that the new Guide Leader had written to the Parish Council concerned about the bowing of the Cedar Room walls on the Ground Staff side of the building. Cllr Beadle

explained that he had spoken with the architect who had checked the building. The Guides have been advised that they cannot use the building at the present time and are being accommodated within the Community Centre. The Tonbridge & Malling Building Inspector who looked at the building reported nothing seriously wrong, although he wanted the inside shored up to support the roof. This has been done and the Building Inspector is due back to check on the work.

The Structural Surveyors report was **READ** and the recommendations **NOTED**.

RESOLVED to get a proper costing on how much it will cost to have the work done.

91. **CLOSURE**

The meeting closed at 8.50pm.

Chairman
6th July 2009