

## DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 9<sup>th</sup> NOVEMBER 2009

PRESENT: CLLRS J BEADLE (CHAIRMAN), MRS A BEADLE, B CORDWELL, N NEWMAN AND D NUNN  
MRS MARILYN GRANTHAM (COMMUNITY CENTRE ADMINISTRATOR)  
MRS AMANDA DAVIS (ADMINISTRATIVE ASSISTANT)

### 354. OPENING OF MEETING

The meeting was opened by the Chairman at 7.36pm.

### 355. APOLOGIES FOR ABSENCE

Apologies were **RECEIVED** from Cllrs Brine and Porter. The previously notified reasons for absence are recorded in the Absence Book Ref: 049 and **ACCEPTED** and **APPROVED** by this Committee.

### 356. DECLARATION OF MEMBERS' INTERESTS

Cllr Cordwell declared a prejudicial interest in item 358(c) below.

### 357. FINANCE

[a] Community Centre Accounts for Payment

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

Best Developments:	Chair trolley and delivery	77.95	
		Vat <u>11.69</u>	89.64
Chubb Fire Ltd:	Call out to faulty alarm panel	179.59	
		Vat <u>26.94</u>	206.53
Initial Washroom Solutions:	November Towel Rental	62.54	
		Vat <u>9.38</u>	71.92
Kent Country Appliance Services:	Supply and fit new drive belt to tumble drier	77.00	
		Vat <u>11.55</u>	88.55
Kent County Council:	Cleaning Materials	171.33	
		Vat <u>25.70</u>	197.03
Poyntell Ltd:	Remedial work to Don Carman Fire door	67.50	
		Vat <u>10.13</u>	77.63



Veolia Environmental Services:	Refuse Collections - September	154.00	
		Vat <u>23.10</u>	177.10

Deposit Refunds

<b>Oaken Hall</b>		<b>Don Carman Hall</b>	
18.10.09	100.00	24.10.09	50.00
24.10.09	75.00	31.10.09	50.00
05.11.09	50.00	01.11.09	42.50
06.11.09	50.00	07.11.09	50.00
07.11.09	95.00		
21.11.09	273.00		

The full list of deposit refunds was **READ**.

**RESOLVED** that the deposit refunds be **ACCEPTED, APPROVED** and **PAID** with the exception of that in the Oaken Hall on the 6<sup>th</sup> November 2009.

It was **NOTED** that one of the guests at the function forced the main automatic double doors open, which resulted in them getting stuck on open. An engineer had to be called as the duty caretaker could not reset the doors. Once the invoice has been received this will be passed to the hirer in question.

[b] Bar Accounts for Payment

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

Emprise Services PLC	October Key Holder Fee	20.83	
		Vat <u>3.13</u>	23.96
Nivek Catering Services:	Headstart Pint and Half Pint glasses	75.80	
	Straws	<u>10.32</u>	
		86.12	
		Vat <u>12.92</u>	99.04

[c] Financial Analysis – Month 6 herewith

The Month 6 financial analysis was **READ** and the half yearly situation **NOTED**.

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

[a] Cash Machines/Cash Back Service- Report from Cllr Porter – [Page 143, Item 301(a)]

**RESOLVED** in the absence of Cllr Porter to look at this item again at the next meeting.

[b] Oaken Hall Wedding Conditions of Hire – [Page 146, Item 304(b)]

It was **NOTED** that the full Parish Council had agreed all the recommended changes to the Oaken Hall conditions of hire.

[c] Incident in Kilnbarn Club 25<sup>th</sup> September 2009 – [Page 143, Item 302(b)]

It was **NOTED** that the two Councillors undertaking the investigation into this incident were absent from the meeting.

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**ADJOURNMENT**

Cllr Cordwell advised members that he wished the matter to be dropped as it was causing too much aggravation within the Kilnbarne Club. If it carries on either he and his friends or the youngsters will stop drinking in the club, which is not what he wants to happen.  
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**RESOLVED TO RECOMMEND** to full Parish Council that the length of the bans given to two Kilnbarne Club members be discussed.

[d] Quotation for CCTV in Kilnbarne Club – [Page 144, Item 301]

The quotation from Secure Engineering for £823.00 was **READ** and **NOTED**.

Discussions took place and it was **NOTED** that although some people may see this as an invasion of their privacy it will provide them, as well as the bar staff, with some form of protection.

**RESOLVED** to obtain a new quote to include a monitor etc. in the bar area before the next full Parish Council meeting.

**RESOLVED TO RECOMMEND** to full Parish Council that as there is no Community Centre meeting in December 2009 they make the decision on this matter.

359. **BAR**

[a] Kilnbarne Club Takings

The Kilnbarne Club takings up to and including the 1<sup>st</sup> November 2009, were **READ** and **NOTED**.

[b] Bar Matters

The Assistant Bar Manager, Mrs Julie Shepherd, joined the meeting. She advised members that Kilnbarne Club members had requested a guest real ale. This is feasible as long as it is instead of the Directors as the pump will need to be used.

**RESOLVED** that the Bar Manager should arrange this as and when appropriate.

[c] Beer Gas

It was **NOTED** that the bar staff have recently encountered problems with the beer gases. Drinks are either coming out completely flat or extremely lively.

**RESOLVED** to set up a meeting with the franchisee, who now supplies the gas, in order to resolve the problem.

360. **CLEANING & CARETAKING**

[a] Current situation

It was **NOTED** that the caretaker who had fractured their wrist was back at work that day. It was also **NOTED** that the person taken on on an 'as and when' basis was working out well.

[b] Cleaning Inspection

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

[c] Painting of the Don Carman Hall

It was **NOTED** that whilst the Head Groundsman was on holiday Lee Hayward, one of his staff, had painted the Don Carman Hall recently as he could not operate machinery alone.

**RESOLVED** to write to Lee thanking him for doing such an excellent job.

361. **DRAFT ESTIMATES FOR 2010/11**

Discussion took place on the suggested draft estimates and it was:

**RESOLVED TO RECOMMEND** the following as the estimates for the Community Centre Committee for the financial year 2010/11.

<b>Community Centre Expenditure</b>		<b>Suggested 2010/11</b>
4001	Admin staff	23477.00
4001	Caretaking Staff	37191.00
4005	NIC etc.	3927.00
4006	Superannuation - Employers	6206.00
4009	Training	500.00
4010	Mentor	1072.00
4011	Business Rates	14000.00
4012	Water	2000.00
4013	Hall Decorations/Scaffold Hire	300.00
4014	Electricity & Car Park Lighting	12000.00
4015	Services: Gas	7000.00
4016	Hygiene Items & PAT Testing	2750.00
4017	Sewage	1900.00
4018	Toilet Rolls	300.00
4019	Towel Rental	800.00
4021	Telephone	1200.00
4022	Postage	450.00
4023	Stationery	1250.00
4025	Insurances	4000.00
4026	Licences	2500.00
4032	Function Security	750.00
4033	Mobile Phone Top-Up	70.00
4036	Repairs & Replacements	8500.00
4039	Security	500.00
4040	Service Contracts	5000.00
4041	Vandalism	250.00
4045	Regular Maintenance - Oaken Hall Floor	2340.00
4062	Public Works Loan Board	2940.00
4102	Refuse Collection	2000.00
4147	Pest Control	50.00
		<b>145223.00</b>

<b>Centre Anticipated Income</b>		<b>2010/11</b>
1001	Function Security	750.00
1002	Cupboard Hire	350.00
1015	Allbars Expenses	72.00
1021	Hirers Refuse	50.00
1025	Hire Fees	122000.00
1027	Performing Rights Society Fees	350.00
1030	Tonbridge & Malling BC (Debt Charges)	2940.00
1032	Exam Desk Hire	1000.00
1036	Bar Services	5400.00
		<b>132912.00</b>

<b>Bar Expenditure</b>		<b>2010/11</b>
4001	Staff (Permanent) Incl. Admin.	41384.00
4003	Casual Staff	13000.00
4004	Overtime	2500.00
4005	NIC Employers	2805.00
4009	Training	500.00
4009	Superannuation - Employers	5712.00
4010	Mentor	1072.00
4016	Cleaning Sundries	350.00
4018	Toilet Rolls	50.00
4023	Stationery	50.00
4025	Insurance	300.00
4026	Licences	700.00
4036	Repairs & Replacements/Contingency	4000.00
4039	Security	250.00
4040	Service Contract - Alarms & Coolers	250.00
4041	Vandalism	150.00
4058	Stocktaking	750.00
4249	Intruder Alarm Maintenance	350.00
4300	Glasses	150.00
4302	Bar Counter Snacks	250.00
4303	Cherries & Straws	100.00
4304	Quiz Snacks	50.00
4305	Sky TV	5000.00
4309	Bar Services	5400.00
	Function Bar Services	5400.00
		<b>90523.00</b>
3000	Bar Stock	57500.00
3004	Bar Food	750.00
3006	Bar Snacks	2500.00
		<b>60750.00</b>
<b>Bar Anticipated Income</b>		
1010	Kilnbarn Club Food	750.00
1009	Kilnbarn Club Counter	120000.00
1012	Gaming Machine	12000.00
1015	Franchise Income	8500.00
		<b>141250.00</b>

362. **HIRE FEE INCREASE FOR 2010**

It was **NOTED** that hire fees were only increased at the beginning of September 2009.

**RESOLVED** to look at these in May 2010 with a view to increasing them in September 2010.

363. **EMERGENCY REPAIRS TO WATER TANK & OFFICE/KILNBARN HEATING SYSTEM** –  
For Noting

It was **NOTED** that emergency repairs had to be carried out as the water tank at the rear of the stage was leaking and damaging the wall and both the Parish Office and Kilnbarn Club had no hot water. The total cost for this work amounted to £409.00 plus VAT.

364. **CEDAR ROOM YOUTH PROJECT**

The Chairman updated members on this project. It was **NOTED** that only two councillors, two members of staff, the Community Warden, Barry Clout from KCC and eight youths attended the last meeting. Not a lot could be done as no members of the public attended although the Youth Forum was sorted.

It was also **NOTED** that the next meeting will be held on Wednesday, 25<sup>th</sup> November 2009.

365. **CHILDRENS HALLOWEEN PARTY**

It was **NOTED** that at the Parish Council Meeting held on 2<sup>nd</sup> November 2009 one of the councillors had commented about the children's Halloween Parties that took place in the Don Carman Hall and wondered whether it was something the Parish Council could put on in future.

**RESOLVED** that this was possibly something that could be done once the Cedar Room is ready.

366. **DAMAGE TO CARPARK BARRIER** – 3<sup>rd</sup> November 2009

It was **NOTED** that a lady had reversed into one of the barriers causing damage costing £375.00 plus VAT to repair although no damage was done to her car. She has advised her insurance company who are dealing with the matter.

367. **BOOKING**

[a] **Ditton Minors Christmas Function – Permission to Park Games Bus**

The request from Ditton Minors was **READ** and it was **NOTED** that the bus will have left the Centre by 10.30pm.

**RESOLVED** to agree to the request to have a Games Bus at their Christmas Party.

[b] **Cancellation of Booking 18<sup>th</sup> December 2009**

The letter from the hirer was **READ** and the circumstances for cancelling the hire **NOTED**.

**RESOLVED** that in the circumstances both the hire fee and refundable deposit be returned, less an administration fee of £20.00.

368. **CLOSURE**

The meeting closed at 8.42pm.

Chairman  
7<sup>th</sup> December 2009

