

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON WEDNESDAY 15TH APRIL 2009

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

605. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

606. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllrs M Brine, M Porter and Mrs J Thwaites. The previously notified reasons for absence are recorded in the Absence Book Ref: 024 and **ACCEPTED** and **APPROVED** by this Committee.

607. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

608. **FINANCE**

[a] Community Centre Accounts for Payment

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

Connaught Compliance Gas: Careplan 2009/10 - Heating/Hot Water	2096.88	
	Vat <u>314.54</u>	2411.42
Danmar Kitchens Ltd: Made to Measure Worktop for Hatch	1300.00	
	Vat <u>195.00</u>	1495.00
Initial Washroom Solutions: April Towel Rental	62.54	
	Vat <u>9.38</u>	71.92
Capital Cleaning [Kent]: V-Abilla 17" Driveboard for Scrubber Drier	97.41	
	Vat <u>14.61</u>	112.02
Kent Catering Services: Degreaser	11.50	
	Vat <u>1.73</u>	13.23
Kent County Council: Cigarette Stubber & Cleaning Materials etc.	536.19	
	Vat <u>80.43</u>	616.62

Poyntell Limited:	Panic Bar – Don Carman Hall Fire Door	67.50	
		Vat <u>10.13</u>	77.63
S & S Painting & Decorating Contractors Limited:	Fill & 2 Coats of Paint Oaken Hall Kitchen	360.00	
		Vat <u>54.00</u>	414.00
Secure Engineering Limited:	UPS Back Up Power Pack for CCTV	122.00	
		Vat <u>18.30</u>	140.30
Travis Perkins:	Toilet Seat Fittings	6.60	
		Vat <u>0.99</u>	7.59
United Flooring:	Uplift & Existing & Replace Flooring in Oaken Hall Kitchen	744.80	
		Vat <u>111.72</u>	856.52
Veolia Environmental:	February - Refuse Collection	204.98	
		Vat <u>30.75</u>	235.73

Deposit Refunds

Oaken Hall		Don Carman Hall	
19.03.09	78.75	14.03.09	50.00
20.03.09	22.40	21.03.09	50.00
26.03.09	29.00	04.04.09	50.00
28.03.09	60.00		
01.04.09	50.00		
07.04.09)	80.00		
08.04.00)			
11.04.09	500.00		

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**:-

Aircool System:	Installation of New Ceiling Fan – KB Club	489.45	
		Vat <u>73.42</u>	562.87
Chubb Electronic Security:	Work to Bar Security System	39.56	
		Vat <u>5.93</u>	45.49
Edwardes Bros [Dulwich]:	4 x Reflector Lights	12.20	
		Vat <u>1.83</u>	14.03
Emprise Services PLC:	March Keyholder Fee	20.83	
		Vat <u>3.13</u>	23.96
Adrian Mecklenburgh:	Postmix Lemonade	171.80	
		Vat <u>25.77</u>	197.57
Screwfix Direct:	Swivel Wheels for Bar Barrow	16.25	
		Vat <u>2.43</u>	18.68

[c] Financial Analysis

It was **NOTED** that there was no financial analysis available for the meeting.

[d] Stocktake Report 31st March 2009

The stocktake report was **READ** and the small deficit **NOTED**. It was also **NOTED** that Scottish & Newcastle's tech services are due in on Friday to see whether or not the 'python' can be shortened in order to reduce the amount of waste incurred when cleaning the pipes.

i. 3 Monthly Stocktakes

It was **NOTED** that the Stocktaker does not think switching to quarterly stocktakes as opposed to bi-monthly will work out to be more economical.

RESOLVED to switch to quarterly stocktakes.

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

There were no items to bring forward.

610. **BAR**[a] Kilbarn Club Takings

The Kilbarn Club takings, up to and including the 5th April 2009, were **READ** and **NOTED**.

[b] Bar Matters

The Bar Manager, Mrs Judith Grimes, joined the meeting. Judith and the Community Centre Administrator advised Members of the debacle surrounding the Scottish & Newcastle delivery not showing up on Good Friday and the staff time spent on the Saturday collecting kegs of Fosters and Kronenbourg from a beer merchant in Marden.

RESOLVED to seek compensation for staff costs as well as loss of revenue.

RESOLVED to set up an emergency meeting with the Scottish & Newcastle Director for this area, our current Rep and the Club Rep to discuss this problem and others, including prices.

It was also **NOTED** that the lock on the door between the Kilbarn Club and the toilets jammed on Saturday and a locksmith had to be called.

[c] Kilbarn Club Membership

The alterations to the Kilbarn Club Rules were **READ** and **NOTED**.

RESOLVED to accept the proposed changes with the exception that the addition to Rule No. 12 should read 'Children 14 – 18 years of age, accompanied by a responsible adult, may remain in the club until closing time but will be subject to the £1.00 guest fee after 9.00pm.'

[d] Kilbarn Club – Ditton Minors FC - Football Tournament

It was **NOTED** that only the Kilbarn Club will be open on the Saturday and Sunday of the tournament and there will be somebody on the door checking memberships. The Don Carman

Hall will be open on Bank Holiday Monday and only plastic glasses will be used. Once again there will be someone on the door of the Kilnbarn Club checking memberships.

[e] Gaming Machine

It was **NOTED** that the members of the Kilnbarn Club appear to be happy with the new machines.

611. **CLEANING & CARETAKING**

[a] Current situation

It was **NOTED** that there is nothing to report other than the fact that the Caretaking Supervisor, Gina Annett, was on holiday last week and that Jill Kennett is away this week.

[b] Cleaning Inspection

The Cleaning Inspection carried out by Cllr. Mrs Beadle and the Community Centre Administrator was **READ** and the appalling state of the Kilnbarn Club and Oaken Hall bar areas was **NOTED**. Further details in connection with this item are recorded in the Confidential Memorandum Book under Reference No. 344.

RESOLVED to have both these areas professionally cleaned.

612. **COMMUNITY CENTRE & CEDAR ROOM BUSINESS RATES 2009/10**

The Business Rates for 2009/10 of £12,003.75 and £739.63 respectively were **READ**. It was **NOTED** that these will be paid in 10 monthly instalments and that 50% of the Cedar Room Business Rates will be paid by the Open Spaces and Amenities Committee.

613. **BANKING ANALYSIS 2008/09**

The banking analysis of hire fees for 2008/09 was **READ** and it was **NOTED** that the split between 'Community' and 'Commercial' is roughly 50/50.

614. **CHANGES TO HATCH AREA – OAKEN HALL KITCHEN**

Members were advised of the changes to the Oaken Hall Kitchen hatch area authorised between meetings in order to complete the refurbishment of the kitchen. It was **NOTED** that funds from the Community Centre Repairs and Replacements budget and the regular Maintenance budget were used for this purpose.

615. **CORRESPONDENCE**

Kent County Council:

PAT Testing

RESOLVED The letter was **READ** and **NOTED**.
TO CHECK WITH HEALTH & SAFETY TO ASCERTAIN WHETHER OR NOT PAT TESTING WAS ESSENTIAL.

Veolia:

Notification of Price Increase

The letter was **READ** and it was **NOTED** that the actual price increase was not detailed therein.

DAMARA:

Letter of Thanks & Praise for Gina Annett -
Tom Wimsett Accident 11th March 2009

The letter was **READ** and it was **NOTED** that the thanks of DAMARA had been passed on to Gina.

616. **REQUEST FROM OSA COMMITTEE**

The request from the OSA Committee for Allotment Holders to have use of the outside toilets was **READ**.

RESOLVED to decline this request due to security implications.

617. **WINDOW CLEANER**

The quotation from Imperial Contract Cleaning was **READ** and it was **NOTED** that this was cheaper than the current window cleaner.

RESOLVED to accept the quote of £55.00 per quarter.

618. **ADDITIONAL ITEM**

Members were advised that the Kilnbarn Club had been offered the chance to purchase a 47in flat screen TV for £50.00.

RESOLVED that should the Kilnbarn Club wish to purchase this it could do using club funds.

619. **CLOSURE**

The meeting closed at 9.07pm.

Chairman
6th May 2009

