

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON TUESDAY, 17TH FEBRUARY 2009

PRESENT: CLLRS J BEADLE (CHAIRMAN), MRS A BEADLE, M BRINE, B CORDWELL (2.15pm), M LANDER, D NUNN and M PORTER
MRS MARILYN GRANTHAM (COMMUNITY CENTRE ADMINISTRATOR)
MRS AMANDA DAVIS (ADMINISTRATIVE ASSISTANT)

508. **OPENING OF MEETING**

The meeting was opened by the Chairman at 2.02pm.

509. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllr Mrs J Thwaites. The previously notified reasons for absence are recorded in the Absence Book Ref: 017 and **ACCEPTED** and **APPROVED** by this Committee.

510. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

511. **FINANCE**

[a] Community Centre Accounts for Payment

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

Astra Security Systems:	4 Mortice Keys cut	15.80	
		Vat <u>2.37</u>	18.17
BBp Plumbing & Heating:	Repairs to Don Carman Hall toilets		80.00
Chubb Fire Ltd:	Monitoring Charge for 12 months ending 25/1/10	406.40	
		Vat <u>60.96</u>	467.36
Danmar Kitchens:	Balance of OH Kitchen	5315.14	
		Vat <u>1247.27</u>	6562.61
Peter Dorrell & Company:	Grangel – Oaken Hall Floor	53.80	
		Vat <u>8.07</u>	61.87
R J Hunt:	Unblocking of drain	105.00	
		Vat <u>15.75</u>	120.75
Initial Washroom Solutions:	February 2009 – Towel Rental	58.50	
		Vat <u>8.78</u>	67.28



Kentec Tool Hire:	Hire of Scaffold Tower	67.00	
		Vat <u>10.05</u>	77.05
Kent County Council:	Cleaning Materials, Fan Heater and Stationery	239.49	
		Vat <u>35.93</u>	275.42
Parker Merchanting:	Folding Hazard Barriers	573.70	
	Less 10% Discount	<u>-57.37</u>	
		516.33	
		Vat <u>77.45</u>	593.78
David Peirce:	Repairs to tumble dryer	45.00	
		Vat <u>12.65</u>	57.65
Secure Engineering:	Call out and repairs	195.00	
	Maintenance agreement	<u>242.50</u>	
		437.50	
		Vat <u>65.63</u>	503.13
Start Engineering:	Repairs to scrubber dryer	160.00	
		Vat <u>24.00</u>	184.00
Travis Perkins:	Materials for Shelving	18.52	
		Vat <u>2.78</u>	21.30

An additional item was put forward for payment as this had been received after the agenda had been circulated:

Performing Rights Society:	Licence from 6/1/2009 to 5/1/2010	1303.40	
		Vat <u>195.51</u>	1498.91

The Community Centre Administrator advised Members that whilst two of the dance clubs that are block hirers are charged a fee for PRS at the present time the other dance clubs are not as the Parish Council had been led to believe that one in particular had its own PRS licence. It has since been established that the PRS licence is one covering the premises and not clubs.

RESOLVED to charge all block hirers who play music a PRS fee.

Deposit Refunds

Oaken Hall		Don Carman Hall	
31.01.09	50.00	01.02.09	50.00
31.01.09	100.00		

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:	Stocktaking 20 th January 2009	180.00	
		Vat <u>27.00</u>	207.00
Edwardes Bros [Dulwich]:	Light Bulbs	6.48	
		Vat <u>0.97</u>	7.45

Emprise PLC:	Alarm Key Holder December 2008 and January 2009	41.66 Vat <u>6.26</u>	47.92
Kent County Council:	Cleaning Materials Less credit note	16.85 <u>5.95</u> 10.90 Vat <u>1.64</u>	12.54
Joe Lee:	Service on Tills		188.00
Adrian Mecklenburgh:	Post Mix Syrup & Cordials	15.00 Vat <u>2.25</u>	17.25
Nivek Catering:	Coffee & Creams and Napkins Glasses	69.06 <u>66.78</u> 135.84 <u>14.58</u>	150.42
Silver Springs Minerals:	Soft Drinks	50.89 Vat <u>7.63</u>	58.52
West Kent College:	Food Safety Course for J Shephard & T Miller		150.00

[c] Financial Analysis

The Financial Analysis was **READ** and **NOTED**.

[d] Stocktake Report – 20th January 2009

The Stocktake Report was **READ** and the small deficit **NOTED**.

RESOLVED to amend future stocktakes to quarterly as opposed to bi-monthly.

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

There were no items brought forward.

513. **BAR**

[a] Kilnbarn Club Takings

The Kilnbarn Club takings, up to and including 1st February 2009, were **READ** and **NOTED**.

[b] Bar Matters

The situation regarding the gaming machine was discussed, in particular the length of time taken for repairs and for installing a new machine.

RESOLVED to cease using Gamestec as a supplier and move to S.E. Leisure instead.

It was **NOTED** that the Bar Manager, Judith Grimes, would be joining the meeting later once the bar had closed.

[c] Supply & Fit 5'6" Five Blade Fan – KB Club

The quotation from Air Cool Systems to remove the current ventilation system and replace with a five blade fan was **READ** and it was **NOTED** that both the fan and the installation will be covered by a three year guarantee.

RESOLVED to accept the quotation for £489.45, including VAT.

[d] Report from Scottish & Newcastle Club Specialist

The report from Mark Hammond was **READ** and his comments **NOTED**.

His observations regarding stock control were **NOTED** and it would appear prudent to reinstate a training night one night a week, possibly on a Tuesday, whereby a different member of casual staff works alongside the Bar Manager who can then assess whether further training is required.

RESOLVED to commence Tuesday training nights as soon as possible.

It was also **NOTED** that the T piece tap is being fitted on Friday, 20th February 2009.

With regard to "Other Income" it was **NOTED** that the Kilbarn Club Social Committee has been reformed and will be holding their first meeting next week.

Mark Hammond's comments regarding membership were **NOTED**.

RESOLVED to look at the Social Committee possibly carrying out the renewal of membership although new memberships would have to be checked first by the Clerk who has access to the Electoral Register.

RESOLVED TO RECOMMEND a £1.00 fee for guests as from the 1st March 2009.

[b] Bar Matters (continued)

The Bar Manager, Judith Grimes, joined the meeting and advised Members that she is in the process of hopefully booking a singer for the 4th April 2009.

Following the removal of the Directors from the Oaken Hall Bar Judith was pleased to report that the amount of wastage had dropped to a quarter, i.e. 2 pints as opposed to 8 pints for the same event last year. She is also going to remove the Kronenbourg tap from the Carman Hall to further cut down on wastage.

The Minutes from the Bar Staff Meeting were **READ** and the Clerk's responses **NOTED**.

RESOLVED that, subject to availability, food would be served between 12.00-7pm on Saturdays and 12.00-5pm on Sundays, providing that the Oaken Hall kitchen is available for food preparation.

RESOLVED to keep the Kilbarn Club open all day on Fridays with immediate effect, although Judith will have to look at the staffing issue and liaise with the Community Centre Administrator in this respect. Posters will be displayed once the staffing is in place.

The Chairman advised the Bar Manager of the discussions that had taken place earlier in the meeting regarding the reinstating of a training night and Judith agreed this was a good idea and would implement it immediately. Judith was also advised about the decision to charge guests a £1.00 fee and she will work on how this is going to be 'policed'.

Finally, Judith advised Members that she is meeting with the Kent Frozen Foods rep soon to look at what other food could be served in the Bar.

[e] Kilbarn Furniture - Request from Cllr Brine

Cllr Brine advised Members that the bar stools were looking extremely tatty and were, in fact, getting dangerous with staples coming through.

RESOLVED to have these reupholstered using funds from the Bar Repairs and Replacements budget.

[f] S & N – Monthly Report & Price Change

The monthly report and price change from Scottish & Newcastle was **READ** and **NOTED**.

514. **CLEANING & CARETAKING**

[a] Current situation

It was **NOTED** that there was nothing to report at the present time.

[b] Cleaning Inspection

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

515. **BOOKINGS**

[a] Mandy Ellen School of Dance – Deposit Refund Held

The letter from Mandy Ellen was **READ** and **NOTED**.

RESOLVED to check the reports with both the Duty Caretaker and Bar Manager and advise the hirer accordingly.

[b] Aware Foundation – Stains on Hob

It was **NOTED** that the hirer had stained the new ovens and it had cost £30.00 to have them professionally cleaned.

RESOLVED that the deposit be refunded less the cost of cleaning.

516. **CLOSURE**

The meeting closed at 3.42pm.