

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY, 14TH SEPTEMBER 2009

PRESENT: CLLRS M BRINE, B CORDWELL, N NEWMAN and M PORTER
MRS MARILYN GRANTHAM (COMMUNITY CENTRE ADMINISTRATOR)
MRS AMANDA DAVIS (ADMINISTRATIVE ASSISTANT)

235. **OPENING OF MEETING**

The meeting was opened at 7.30pm by Cllr Porter who, in the absence of both the Chairman and Vice-Chairman, presided over the proceedings and welcomed Cllr Newman to his first Community Centre Committee meeting.

236. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllrs Mrs Beadle, J Beadle and D Nunn. The previously notified reasons for absence are recorded in the Absence Book Ref: 040 and **ACCEPTED** and **APPROVED** by this Committee.

237. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

238. **FINANCE**

[a] Community Centre Accounts for Payment

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

Astra Security Systems Ltd	Keys to Main Bar from bar foyer	16.85 Vat <u>2.53</u>	19.38
Chubb Electronic Security Ltd	Service Call	39.56 Vat <u>5.93</u>	45.49
Peter Dorrell & Co	Cleaning solutions (Pinegel)	58.00 Vat <u>8.70</u>	66.70
Initial Washroom Solutions	September Towel Rental	62.54 Vat <u>9.38</u>	71.92
Kent County Supplies	Stationery and Cleaning materials	266.45 Vat <u>39.97</u>	306.42
Phonographic Performance Ltd	07.09.09 to 06.09.10	714.07 Vat <u>107.11</u>	821.18
Uniserve Security Ltd	Security 22.08.09	67.50 Vat <u>10.13</u>	77.63



Veolia Environmental Services	Refuse Collections July	154.00	
		Vat <u>23.10</u>	177.10

Deposit Refunds

Oaken Hall		Don Carman Hall	
22.08.09	75.00	30.08.09	50.00
05.09.09	80.00		

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

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

It was **NOTED** that United Flooring had inspected the damaged done to the Oaken Hall floor during the hire on the 18th July 2009 and that their verbal estimate of cost will be easily covered by the £500.00 refundable deposit being withheld.

RESOLVED that once the final quotation has been received from United Flooring the remainder of the deposit can be refunded to the hirer.

[b] Bar Accounts for Payment

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

Aircool Systems UK	Service Call to Bottle Cooler	31.00	
	Repairs to KB Bottle Cooler	<u>215.12</u>	
		246.12	
		Vat <u>36.92</u>	283.04
Astra Security Systems Ltd	Locks and Keys re: Franchise	91.10	
		Vat <u>13.67</u>	104.77
Central Source Ltd	Bicycle Stand	176.00	
		Vat <u>26.40</u>	202.40
Chubb Electronic Security:	New Intruder Alarm System – Oaken Hall Bar	510.75	
		Vat <u>76.61</u>	587.36
County Stocktakers	Stocktake 30.06.09	240.00	
	Stocktake 28.08.09	<u>180.00</u>	
		420.00	
		Vat <u>63.00</u>	483.00
Edwardes Bros (Dulwich) Ltd	Light Bulbs	19.60	
		Vat <u>2.94</u>	22.54
Emprise Services PLC	August Key Holder Fee	20.83	
		Vat <u>3.13</u>	23.96
Grogans Electrical Services	Double sockets for bar area	35.00	
	Labour	<u>50.00</u>	
		85.00	
		Vat <u>12.75</u>	97.75
Kent County Supplies	Safety Boots for Tina Miller	39.00	
		Vat <u>5.85</u>	44.85
Silver Springs:	Soft Drinks	29.43	
		Vat <u>4.40</u>	33.83

[c] Financial Analysis

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

[d] Bar Stocktake – 28th August 2009

The Stocktake Report was **READ** and the small surplus **NOTED**. Concerns were raised at the number of days stock held, in particular the amount of whisky held.

RESOLVED to clarify how these figures are arrived at for the next meeting.

239. **ITEMS BROUGHT FORWARD FROM PREVIOUS MEETING**[a] Cash Machines/Cash Back Service – [Page 83, Item 179]

It was **NOTED** that the Chairman would get some information on this item.

RESOLVED to look at this item again at the next meeting.

[b] Record Automatic Doors Service Contract – [Page 85, Item 182]

It was **NOTED** that when the Community Centre Administrator advised Record that the Parish Council could not enter into such a contract at the present time they offered a 50% discount on their original quote.

RESOLVED to request written confirmation of the discounted cost of the contract and look at again at the next meeting.

240. **BAR**[a] Kilnbarn Club Takings

The Kilnbarn Club takings, up to and including the 6th September 2009, were **READ** and **NOTED**.

[b] Bar Matters

The Bar Manager, Judith Grimes, joined the meeting. She advised Members that since the Deuchars had been taken off as a 'guest ale' price it was not selling at all and it would not be long before the 26 bottles in stock would be out of date.

RESOLVED to sell the remaining stock at £2.50 a bottle, possibly reducing this to £2.00 a bottle as the 'out of date' approaches.

The Bar Manager also advised Members that with the loss of the Function Bars she would be reducing the number of lines kept in stock in future once all the current stock has been used.

RESOLVED to do a special 'Winter Warmer' with effect from the 1st October 2009 on Rum at £1.00 a shot.

[c] Gaming Machine

It was **NOTED** that that SE Leisure had removed the Trivia machine from the Kilnbarn Club as this was not cost effective.

It was also **NOTED** that SE Leisure had suggested the possibility of putting another gaming machine in the Kilbarn Club.

RESOLVED to decline this offer in light of the licence and rental charges involved.

[d] Letter from Mr W L Fuller re Kilbarn Club Social Committee

The letter from Mr Fuller was **READ** and it was **NOTED** that the Minutes of the last Kilbarn Club Social Committee meeting had been put up in the Kilbarn Club. It was further **NOTED** that since the last meeting two committee members have resigned.

241. **CLEANING & CARETAKING**

[a] Current situation

The current situation with the cleaning and caretaking staff is dealt with in item 241(c) below.

[b] Cleaning Inspection

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

[c] Additional Cover

It was **NOTED** that since Jill left the caretaking staff have managed due to the summer holidays, although now Gina is struggling on a Monday morning between 8am and 12 noon to ensure that the Centre is clean after the weekend. On Tuesday mornings, Gina has to scrubber dry the floor after dogs and ensure that the rest of the Centre is pristine in time for Pre-School and Toddlers to come in. She then has to clear up after Toddlers in time for Short Mat Bowls. Gina would like additional help from 11.15am to 1.15pm.

RESOLVED TO RECOMMEND to the Personnel Committee that these additional hours be covered by existing caretaking staff during term times only.

242. **REPLACEMENT WASHING MACHINE - QUOTATIONS**

It was **NOTED** that the washing machine in the Caretakers Office requires new bearings at a cost of £133.50 plus labour charges of £69.00, totalling £202.50.

The following quotations for a replacement identical model were **READ** and **NOTED**:

QUOTATION A	01622 678360	£319.00 £6 to take away old machine & £10 delivery
QUOTATION B	ONLINE	£314.00
QUOTATION C	ONLINE	£330.00 Collect from store
QUOTATION D	ONLINE	£399.99 Free delivery

RESOLVED to accept Quotation B from Sainsburys, when the washing machine is replaced.

243. **OAKEN HALL FLOOR REFURBISHMENT - QUOTATION**

The quotation from Peter Dorrell of £2,340.00 was **READ** and it was **NOTED** that the refurbishment of the floor was already overdue.

RESOLVED to ensure that funds are available in the 2010/2011 budget to enable the work to be carried out during the week commencing 31st May 2010. The Kilbarn Club will remain open on Bank Holiday Monday and close from Tuesday, 1st June 2010 to Friday evening, 4th June 2010.

244. **BOOKINGS**[a] **Kent Police Band - Request for Complimentary Changing Rooms**

The letter from the Kent Police Band was **READ** and their request to use the changing/shower rooms free of charge as a cloakroom was **NOTED**.

RESOLVED to agree to the Police Band's request to use of the changing/shower rooms free of charge in future as they are only using it as a cloakroom.

[b] **David Rose - Request to pay for Saturday Evenings in arrears**

David Rose's request to pay at the end of Saturday evening bookings was **READ** and it was **NOTED** that this is what he does for his Sunday block booking hirings.

RESOLVED to decline this request as Saturday evenings are prime time and block bookings are not accepted for either Friday or Saturday evenings.

[c] **Chris Housley - Request for a Reduced Rate**

Chris Housley's request for a reduced hire rate on behalf of Traill School of Dancing was **READ** and it was **NOTED** that although they do not quite reach the required proportion of Ditton attendees the Club has used the Community Centre since it was first opened.

RESOLVED to offer a reduced rate of £40.00 per hour to be reviewed in six months.

[d] **Margaret Preedy - Complaint - Oaken Hall Floor- 4th July 2009**

The letter from Margaret Preedy complaining about a slippery floor and the report from Richard Cooper which states that no complaints were received during the evening were **READ**. It was **NOTED** that Richard Cooper's report also states it was at the end of the evening that he found slippery areas. Had they been found during the hire he would have closed the function down.

It was also **NOTED** that no other hirers have reported problems with the floor.

RESOLVED to send Margaret Preedy a copy of the caretaker's report.

245. **CORRESPONDENCE**

Action with Communities in Kent:

Kent Community Halls Conference 17.10.2009
The letter from Action with Communities in Kent was **READ** and **NOTED**.

Tonbridge & Malling Borough Council: Deferral of Business Rates & Small Business Rate Relief
The letter from Tonbridge & Malling Borough Council was **READ** and **NOTED**.

246. **NEW EU DIRECTIVE ON INCANDESCENT LIGHTS**

The new EU Directive on incandescent lights coming into effect from 2012 was **READ** and **NOTED**.

247. **CLOSURE**

The meeting closed at 8.32pm.

Chairman
6th October 2009