

**DITTON PARISH COUNCIL**

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 12<sup>TH</sup> OCTOBER 2009

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

297. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.35pm.

298. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllrs Newman and Porter. The previously notified reasons for absence are recorded in the Absence Book Ref: 44 and **ACCEPTED** and **APPROVED** by this Committee.

299. **DECLARATION OF MEMBERS' INTERESTS**

Cllr Cordwell declared a prejudicial interest in item 302(b) below.

300. **FINANCE**

[a] Community Centre Accounts for Payment

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

Easyprint:	Community Centre Invoices	84.50	
		Vat <u>12.68</u>	97.18
Edwardes Bros:	12 Fluorescent Bulbs	23.40	
		Vat <u>3.51</u>	26.91
Imperial Contract Cleaning:	Cleaning Centre Windows		55.00
Initial Washroom Solutions:	Towel Rental 1.10.09 to 31.10.09	62.54	
		Vat <u>9.38</u>	71.92
Kent County Council:	Fire Extinguisher Service	122.49	
	Stationery & Cleaning Materials	95.13	
	Testing Portable Electrical Appliances	<u>306.21</u>	
		523.83	
		Less Credit <u>1.99</u>	
		521.84	
		Vat <u>78.28</u>	600.12

Poyntell Limited:	Cloning Kitchen Door Lock & Supply & Fit Security Lock and new Keys to new door	298.76 Vat <u>44.81</u>	343.57
Sage [UK]:	Laser Invoices	47.00 Vat <u>7.05</u>	54.05
Travis Perkins:	Ply for Cedar Room Structure, Workshop & Kilnbarn Club Bike Rack	79.32 Vat <u>11.90</u>	91.22
Uniserve Security:	Door Supervisor – 26.08.09	67.50 Vat <u>10.13</u>	77.63
Veolia ES [UK]:	August Refuse Collection	154.00 Vat <u>23.10</u>	177.10

### Deposit Refunds

<b>Oaken Hall</b>		<b>Don Carman Hall</b>	
18.09.09	88.60	03.10.09	62.50
19.09.09	50.00	04.10.09	50.00
20.09.09	100.00	10.10.09	115.00
02.10.09	50.00		
03.10.09	90.00		

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

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

It was **NOTED** that the wedding which took place in the Oaken Hall on the 26<sup>th</sup> September 2009 had forfeited their deposit due to various problems as detailed in item 304(b) below.

### [b] Bar Accounts for Payment

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

BBp Plumbing & Heating:	Plumbing Work to New Cellar – Allbars		174.93
Grogans Electrical:	Light Fittings – Kilnbarn Ladies Toilet & Corridor & Acorn Room Corridor	143.75	
	Installation of New Sockets – Cellar - Allbars	<u>65.00</u>	
		208.75	
		Vat <u>31.31</u>	240.06
Kent County Council:	Latex Gloves & Mop Heads	13.74	
		Vat <u>2.06</u>	15.80
Poyntell Limited:	Additional Kilnbarn Club Bar Gate Keys	10.00	
		Vat <u>1.50</u>	11.50
SSG Emprise:	September Key Holder	20.83	
		Vat <u>3.13</u>	23.96
Travis Perkins:	Materials for the installation of the Cycle Rack	66.43	
		Vat <u>9.96</u>	76.39

[c] Financial Analysis - 6 Months Outcome

The financial analysis was **READ** and it was **NOTED** that this was not a true record of the 6 months outcome as the salaries were not included.

**RESOLVED** to look at a complete 6 months financial analysis at the next meeting.

301. ITEMS BROUGHT FORWARD FROM LAST MEETING[a] Cash Machines/Cash Back Service – [Page 117, Item 239a]

It was **NOTED** that Cllr Porter had requested more time to investigate this item.

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

[b] Record Electric Doors Service Contract – [Page 117, Item 239b]

The quotations for a Preventative Maintenance Agreement from Record UK Limited were **READ** and **NOTED**.

**RESOLVED** to accept the quotation for a three year contract at a cost of £70.00 plus VAT for the first door and £20.00 plus VAT for each additional door per visit.

302. BAR[a] Kilnbarn Club Takings

The Kilnbarn Club takings up to and including the 4<sup>th</sup> October 2009, were **READ** and **NOTED**.

[b] Incident in the Kilnbarn Club Friday 25<sup>th</sup> September 2009

It was felt prudent to deal with this item before the Bar Manager joined the meeting.

The e-mails sent by Cllr Cordwell were **READ** regarding the incident where he had 2 pints of water thrown over him. He was asked whether he had anything further to add and said that maybe the CCTV sited in the foyer could be moved into the Club itself. As he had declared a prejudicial interest in this item he then left the meeting.

Cllr Porter joined the meeting at this stage and discussions took place regarding the incident. Statements from members of staff on duty and a member of the Kilnbarn Club who was a witness to the incident were **READ** and it was **NOTED** that the perpetrator was not a local resident and had not been signed in by a member in accordance with the Kilnbarn Club rules.

It was also **NOTED** that two of the group who were members had been subsequently banned and one had written in to appeal against this. His letter was **READ** and **NOTED**.

**RESOLVED** that Cllrs Brine and Porter would investigate this matter further and report back to the next meeting of this Committee.

**RESOLVED** not to take any action with regard to the appeal against the ban until the investigation is complete.

**RESOLVED** that with effect from the 1<sup>st</sup> November 2009 Membership Cards must be carried at all times and produced on demand. Notices will be put up in the Kilnbarn Club to this effect.

**RESOLVED** to investigate the possibility of re-siting the CCTV into the Kilnbarn Club and the cost involved and report back to the next meeting.

Cllr Cordwell rejoined the meeting at this stage and Cllr Porter left.

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## **ADJOURNMENT**

A resident from Scott Close joined the meeting to complain about the wedding which took place on the 25<sup>th</sup> September 2009. Once again wedding guests were drinking outside and urinating up the side of the resident's van and fencing. He asked whether the bar could not have been shut as soon as the trouble started. The resident demanded that the Parish Council do something to stop this sort of problem.

He was advised that this matter was an item later on the agenda and had not yet been discussed by the Committee, but that processes had been put in place in the office with regard to wedding bookings in order to flag up those that may be a problem. In this instance, the wedding was booked for 150 people, although approximately 400 turned up, and did not raise any alarm bells. Closing the bar may not have solved the problem as it appeared some guests brought their own alcohol into the Centre. The number of guests attending the wedding made it extremely difficult for the security guard on duty to gain control of the situation and although the police were called they did not attend.

The resident was assured that further measures would be discussed later in the meeting and that he was welcome to stay until then. He left the meeting and stated that he will attend the Community Centre meeting in November to find out what additional measures have been put in place.

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### [c] Bar Matters

The Bar Manager, Mrs Judith Grimes, joined the meeting and advised members that Kilnbarn Club members were asking her whether it was true that the televisions were being removed from the Club. It was **NOTED** that this was not the case.

Mrs Grimes confirmed that entertainment had been booked for the rest of the year. She has a young female singer booked for Halloween, a Karaoke booked for the 28<sup>th</sup> November 2009, and a female singer on Christmas Eve and Sam Collins on New Year's Eve.

The Chairman advised the Bar Manager that the incident which took place on the 25<sup>th</sup> September 2009 had already been discussed and was under further investigation. As a result of this incident membership cards must be carried at all times with effect from the 1<sup>st</sup> November 2009 and shown to bar staff when asked. Guests must be signed in at all times. Staff must request sight of membership cards as this is part of their job. They must also be more aware of what is going on in the Club in order to diffuse similar incidents in the future, which is part of their job descriptions.

### [d] Signing in Guests to the Kilnbarn Club

This item had been dealt with in 302(b) and (c) above.

### [e] Kilnbarn Social Club Balance Sheet

The Kilnbarn Club Social Funds balance sheet was **READ** and **NOTED**.

### [f] Time Clock at Bar Entry Door Light

It was **NOTED** that when putting out bottles of an evening the Bar Manager sometimes had a problem putting the code in on re-entry as the light had gone off.

**RESOLVED** to accept the quote from Grogans Electrical of £135.00 plus VAT requesting Allbars to share the cost as it will benefit their staff as well as those of the Parish Council.

[g] Re-angle Spot Lights to try to alleviate Strobe Effect

The quotation from Grogans Electrical of £50.00 plus VAT to re-angle the spot lights in the Kilnbarn Club was **READ** and **NOTED**.

**RESOLVED** to accept the quote.

[h] Suggestion to Concrete area next to Ramp to Office/Kilnbarn Club for Mobility Scooters

The suggestion from the Head Groundsman was **READ** and it was **NOTED** that this was not essential work.

**RESOLVED** not to take any action.

[i] Service to Coolers, Ice Makers & Glass Washers

The quotation from AirCool of £149.50 plus VAT to service the Kilnbarn Club equipment was **READ** and it was **NOTED** that the service of equipment in the function bars was now the responsibility of Allbars.

**RESOLVED** to accept the quote.

303. **CLEANING & CARETAKING**

[a] Current situation

It was **NOTED** that one of the caretaking staff had fractured their wrist and will be out sick for at least another four weeks and that another has a carpal tunnel operation scheduled for the end of November. All the remaining caretaking staff are doing extra shifts and another has been brought in to cover on an 'as and when required' basis.

[b] Cleaning Inspection

The cleaning inspection carried out by Cllr Mrs Beadle and the Bar Manager was **READ** and it was **NOTED** that Cllr Mrs Beadle was very impressed with the general cleanliness of the whole of the building.

[c] Request for a Heavy Duty Chair Shifter for the Don Carman Hall

The request from the Caretaking Supervisor was **READ** and **NOTED**.

**RESOLVED** to purchase the chair shifter at a cost of £89.95 including postage.

304. **BOOKINGS**

[a] Cage Bird Show 20<sup>th</sup> September 2009 – Problems with Stall in Car Park and Catering

The report from the Caretaking Supervisor was **READ** and it was **NOTED** that the stallholder who had set up in the car park was taking up 4-5 spaces. She questioned him on the setting up of a stall where people were crossing and cars were passing as this was a health and safety risk. He replied that he had set up the stall in the same place for the last two years.

It was also **NOTED** that the caterer set up his gazebo and chairs right outside the Oaken Hall kitchen window, effectively blocking the area if an emergency vehicle needed to be in attendance. When asked, the caterer advised the Caretaking Supervisor that he had permission to set up, although on checking with the Office the next day no-one could recollect receiving any request from him or the organisers of the Parrot Show.

**RESOLVED** to advise the organisers that no outside stalls will be permitted in future and that permission must be gained from the Office each year for a caterer to set up his refreshments outside.

[b] Oaken Hall Wedding 26<sup>th</sup> September 2009 – Various Problems

This item was discussed during the earlier adjournment of the meeting.

The letter addressed to the bride following the event, stating the reasons for withholding the entire deposit, was **READ** and **NOTED**. Problems included the exceeding of agreed numbers, alcohol brought in the Centre, smashed glass outside the Centre and bar bills not paid. It was **NOTED** that it required two caretakers until 6am the following morning to bring the Centre up to a satisfactory condition and that Allbars brought in a three man crew at 7.30am on the Sunday morning to clear away all the glass and debris outside the Centre.

Further discussions took place regarding the setting up of processes in order to eradicate these sorts of problems in the future.

**RESOLVED TO RECOMMEND** the following suggestions to the full Parish Council:-

- to set up a meeting with the local police to discover their reasons for non-attendance to this incident and others like it;
- to increase the deposit from £500.00 to £750.00;
- to include in the Conditions of Hire that should extra security be required the cost of this will be deducted from the deposit held;
- to speak to the Security Company to ensure that extra security can be placed on stand-by if required;
- to include in the Conditions of Hire that should numbers exceed those given to the Parish Office the Parish Council reserves the right to close both the Bar and the Centre down;
- to include in the Conditions of Hire that a table plan must be provided to the Parish Office at least two weeks before the wedding. Failure to do so will result in the Parish Council cancelling the hire.

305. **CORRESPONDENCE**

[a] Advertising – In and Around Kent Publications

It was **NOTED** that the advertisement in the above publication did not appear to generate any new business.

**RESOLVED** not to advertise in this publication again.

306. **ADDITIONAL ITEM**

The Chairman, Cllr Beadle, asked Members for their opinions on changing the format of Parish Dances in 2010 as although both Christmas dances and the New Year's Eve dance are well attended the attendance at both the Valentines and Halloween dances has been poor in recent years.

It was **NOTED** that one suggestion would be to replace the Valentines dance with a dance on the Saturday closest to St Patrick's Day with an Irish band and possibly a display by Irish dancers.

It was also **NOTED** that the suggestion for Halloween would be to hold a Cabaret Supper Dance. The caterer used by Allbars has provided an example menu, although this would need to be looked at more closely. The Community Centre Chairman, Cllr Beadle, had done some research and found a tribute group called AbbaGirls who can provide 2 x 45 minute sets, background music whilst the meal is served and a disco until midnight at a cost of £1,200.00. The cost of tickets would obviously need to reflect the changes to the format and it is roughly estimated that around 120 tickets will need to be sold to cover costs.

**RESOLVED TO RECOMMEND**

to the full Parish Council to cancel the Valentines Dance replacing it with a St. Patrick's Day Dance and to make the Halloween Dance a Supper Dance.

307. **CLOSURE**

The meeting closed at 9.52pm.

Chairman  
2<sup>nd</sup> November 2009

