

DITTON PARISH COUNCIL

MINUTES OF A **MEETING** OF THE COMMUNITY CENTRE COMMITTEE TO BE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 9TH MARCH 2009**

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

544. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

545. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllr Mrs J Thwaites. The previously notified reasons for absence are recorded in the Absence Book Ref: 020 and **ACCEPTED** and **APPROVED** by this Committee.

546. **DECLARATION OF MEMBERS' INTERESTS**

Cllr. Porter declared a personal interest in item 549[e]ii below as he is a member of Ditton Petanque Club.

547. **FINANCE**

[a] Community Centre Accounts for Payment

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

Cannon:	Annual Rental Sanitary Bin	342.12	
		Less Credit <u>-24.66</u>	
		317.46	
		Vat <u>47.00</u>	364.46
Cube Plumbing & Heating Ltd:	Cleaning & Disinfect Water Storage Tank and Pipe Work	510.00	
		Vat <u>76.50</u>	586.50
Edwardes Bros:	White Fluorescents	15.00	
		Vat <u>2.25</u>	17.25
Easy Print UK:	Receipt Book – CC	81.50	
		Vat <u>12.23</u>	93.73
Initial Washrooms:	March Towel Rental	62.54	
		Vat <u>9.38</u>	71.92
Kent County Council:	Cleaning Materials, Paint & Stationery	169.90	
		Vat <u>25.48</u>	195.38

Kent County Council:	Fire Risk Assessment	235.00	
		Vat <u>35.25</u>	270.25
Kent Tec Tool Hire:	Scaffold Tower Hire – Valentines Dance	62.00	
		Vat <u>9.30</u>	71.30
Nisbets:	Stacking Cups & Saucers	109.95	
		Vat <u>16.49</u>	126.44
Veolia Environmental:	Refuse Collection 1.1.09 to 31.1.09	185.76	
		Vat <u>27.86</u>	213.62

Deposit Refunds

Oaken Hall		Don Carman Hall	
22.02.09	85.00	14.02.09	50.00
25.02.09	50.00	21.02.09	50.00
		28.02.09	100.00
		07.03.09	50.00

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**:-

Emprise Ltd:	February 2009 – Key Holder Service	20.83	
		Vat <u>3.13</u>	23.96
Kent County Council:	Whiteboard Dry Wipe & Stationery	59.35	
		Vat <u>8.90</u>	68.25
Adrian Mecklenburgh:	Post Mix Syrup & Lime	93.40	
		Vat <u>14.01</u>	107.41
Nisbets:	Buffalo Deep Fat Fryer	109.99	
	Round Pie Bowls	<u>22.98</u>	
		132.97	
		Vat <u>22.69</u>	155.66
Nivek Catering:	Cocktail Sticks, Coffee & Cream	41.45	
		Vat <u>0.42</u>	41.87
Silver Springs:	Cans & Water etc.	31.72	
		Vat <u>4.75</u>	36.47

[c] Financial Analysis

The Financial Analysis was **READ** and it was **NOTED** that the PRS licence had been entered twice by mistake.

[d] Kitchen Flooring

The quotations to replace the kitchen flooring as below were **READ**:-

Quotation 1	Uplift existing floor covering, supply and lay latex smoothing compound to re-surface sub-floor, supply and lay Polyflor Forest FX heavy contract woodstrip effect sheet vinyl with welded seams	£669.76
Quotation 2	Uplift existing floor covering, supply and lay latex smoothing compound to re-surface sub-floor, supply and lay Polyflor Wood FX slip resistant sheet vinyl with welded seams	£744.80

RESOLVED to accept the second quote from United Flooring of £744.80 for the slip resistant flooring.

[e] Purchases from Lampards Catering

The purchase of tables, table cloths, white bowls, chopping boards, etc. from Lampards at a total cost of £233.00 were **NOTED**.

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

There were no items to bring forward.

549. **BAR**[a] Kilnarn Club Takings

The Kilnarn Club takings up to and including the 1st March 2009 were **READ** and **NOTED**.

Members requested that last year's figures are included in future as a comparison.

[b] Bar Matters

The Bar Manager, Mrs Judith Grimes, joined the meeting. She advised members that she had received requests for a karaoke on the evening on the BBQ planned for the 30th May 2009.

Judith also advised the Committee that some Kilnarn Club members had complained about having to sign in their wives as guests. She has handed membership forms to those concerned.

RESOLVED to put up posters in the Kilnarn Club advising members that membership cards must be carried at all times as spot checks will be carried out.

[c] Gaming Machine

It was **NOTED** that S.E. Leisure will be installing the new machines on Monday, 16th March 2009. This is as a result of a request from Gamestec to enable their collector to empty the machines that morning.

[d] Kilnarn Club Social Committee

It was **NOTED** that the first meeting of the Social Committee had taken place. No Minutes were available for this meeting.

[e] Kilnbarn Club Membership and Guest Feesi. Boundaries

Cllr. Brine asked whether other members of the Committee felt that it was time to extend the boundaries of the Kilnbarn Club.

RESOLVED not to extend the boundaries at this time as members of bona fide Ditton Clubs are eligible to join the Kilnbarn Club.

ii. Opposing Teams & Supporters

Discussion took place regarding the guest fee for Opposing Football and Darts Teams, Supporters, etc.

RESOLVED that the name of the team should be signed in the Guest Book by a member of the Kilnbarn Club, but no fee will be levied.

iii. Under 18's

Discussion took place on whether a family membership should be introduced, i.e. if the parents are members of the Kilnbarn Club siblings could be offered a junior membership. There would obviously have to be behaviour rules and parental consent. Junior members would be issued with a different colour card to that of a full member and would have to pay the usual £2.00 membership fee. They would only be able to purchase soft drinks and snacks on the production of their membership card.

RESOLVED TO RECOMMEND that Full Council consider the possibility of introducing a junior membership.

[f] Meeting with S & N Club Representative

The Report of the meeting with Mark Hammond, which was circulated at the meeting, was **READ** and it was **NOTED** that he was surprised at the large allowances, in particular pipe cleaning. The Community Centre Administrator was asked to observe the amounts of beer that was wasted when the pipes are cleaned weekly. It was generally felt that this was due to the long run of the beer lines from the cellar to the Kilnbarn Club, which is approximately 72.5 feet.

Discussion took place regarding the current method of recording and disposing of waste beer.

RESOLVED that in future the waste be recorded and disposed of in accordance with procedures set out by Scottish & Newcastle.

It was **NOTED** that the Community Centre Administrator had already e-mailed the figures to Mark Hammond requesting a site inspection to see if the lines can be reduced.

RESOLVED to contact Mark Hammond and ask if there is any allowances/compensation available to underwrite this excessive waste.

[g] Mini Oven

The offer of £30.00 from Faversham Scouts was **NOTED**.

RESOLVED to sell the mini oven to Faversham Scouts as Ditton Scouts did not want to take up the offer.

550. **CLEANING & CARETAKING**

[a] Current situation

It was **NOTED** that the weekend caretaker/cleaner, Richard Cooper, is currently off sick with a bad back, with his shifts being covered by the weekly caretakers/cleaners.

[b] Cleaning Inspection

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

551. **HIRE RATES FOR 2010 & WEDDING PACKAGES FOR 2011**

The current hire rates were **READ** and it was **NOTED** that the increased costs of heating, lighting, staff costs, etc. should be passed on to the hirers.

RESOLVED to amalgamate the Tonbridge & Malling and Other Areas into one fee band and also increase the Ditton rate as from the 1st September 2009.

RESOLVED to amalgamate the Tonbridge & Malling and Other Areas Wedding Rates as from the 1st January 2010.

552. **CCTV - UNINTERRUPTIBLE POWER SUPPLY**

The quotation from Secure Engineering for £122.00 was **READ** and it was **NOTED** that this will give a battery back-up of 15 minutes.

RESOLVED to accept this quotation after checking that back-up of 15 minutes is normal.

553. **FIRE RISK ASSESSMENT REVIEW**

The Fire Risk Assessment Review was **READ** and **NOTED**.

554. **CLOSURE**

The meeting closed at 9.12pm.

Chairman
6th April 2009