

DITTON PARISH COUNCIL

MINUTES OF A **MEETING** OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **WEDNESDAY, 11TH APRIL 2007**

PRESENT: CLLRS. R ANGEL, R G W BAKER, MRS A BEADLE and J BEADLE
MRS MARILYN GRANTHAM (COMMUNITY CENTRE ADMINISTRATOR)
MRS AMANDA DAVIS (ADMINISTRATIVE ASSISTANT)

603. **OPENING OF MEETING**

The meeting was opened at 7.35pm by Cllr Baker who, in the absence of both the Chairman and Vice-Chairman, presided over the proceedings.

604. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** and **ACCEPTED** from Cllrs. J E Desave, Mrs J Desave, M J Porter and B Stone.

605. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

606. **FINANCE**

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

[a] Community Centre Accounts for Payment

British Telecom:	Public Phone	47.89	
	Booking and Bar Line	<u>319.64</u>	
		367.53	
		Vat <u>64.32</u>	431.85
Chubb Fire Ltd:	Supply and fit new repeater panel	1245.00	
		Vat <u>217.88</u>	1462.88
Connaught Gasforce:	Careplan 04.04.07 to 02.04.08	2266.20	
		Vat <u>396.57</u>	2662.77
EDF Energy:	Electricity Account to 21/03/07	1422.42	
		Vat <u>258.18</u>	1680.60
Edwardes Bros (Dulwich) Ltd:	Fluorescent tubes	35.00	
	60w light bulbs	<u>3.60</u>	
		38.60	
		Vat <u>6.75</u>	45.35



Initial Washroom Solutions:	March Towel Rental	58.50	
		Vat <u>10.24</u>	68.74
Kent Catering Service:	Call out to Auto Fill Water Boiler	75.00	
	New Auto Fill Water Boiler	<u>312.00</u>	
		387.00	
		Vat <u>67.73</u>	454.73
Kent County Council:	Cleaning Materials	411.74	
	Stationery	<u>17.60</u>	
		429.34	
		Vat <u>75.14</u>	504.48
Poyntell Ltd:	Repairs to fire exit mechanisms	90.00	
		Vat <u>15.75</u>	105.75
TCI Fire & Security Ltd:	40% Deposit – CCTV Installation	7833.36	
		Vat <u>1370.83</u>	9204.19
Top2Bottom:	Supply & Install Reclaimed Heavy Duty Manhole Cover –DC Hall	150.00	
		Vat <u>26.25</u>	176.25
Travis Perkins:	Water Pipe screw fitting	3.08	
		Vat <u>0.54</u>	3.62

Deposit Refunds

Oaken Hall		Don Carman Hall	
15.03.07	50.00	17.03.07	50.00
22.03.07	67.50		
29.03.07	50.00		
30.03.07	70.00		
23.03.07	189.00		

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**:-

DCC Bar Imprest A/C:	Petty Cash	72.26	
	Voucher Charge	<u>3.25</u>	75.51
Aircool Systems UK:	Installation of Cellar Cooler	1999.00	
	Installation of Condensate Pump	<u>120.00</u>	
	[Free stock for £1500 from S & N]	2119.00	
		Vat <u>370.83</u>	2489.83
BBp Plumbing and Heating Services:	Replace pipe work in Kilnbarn Club Gents Toilets		70.90
Bickmore Lock and Glass:	Replacement glass Kilnbarn Club	170.00	
		Vat <u>29.75</u>	199.75

Charus Automatic Ltd:	Gaming Machine Rental March 2007	173.33 Vat <u>30.33</u>	203.66
Kent County Council:	Stationery Cleaning Materials	5.95 <u>48.35</u> 54.30 Vat <u>9.50</u>	63.80
Kent Frozen Foods:	Bar Meals		29.72
Adrian Mecklenburgh:	Post Mix Syrup & Wine	221.74 Vat <u>38.81</u>	260.55
Nivek Catering Supplies:	Straws, Coffee Filters & Cream Pots	41.24 Vat <u>1.25</u>	41.49
SSG Emprise:	Monthly Keyholding & Alarm Response	30.00 Vat <u>5.25</u>	35.25

[c] Financial Analysis

The financial analysis was **CIRCULATED** and **READ**.

It was **NOTED** that this could be subject to change as this was not the final End of Year print out.

[d] Stocktake Report 29th March 2007

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

RESOLVED that this item be put on the Agenda for May when Cllr. Stone can report on his findings following attendance at the stocktake.

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

[a] Replacement Wall Lights in Kilnbarn Club (Page 316, Item 545(b))

The letter received from David Stephens was **READ** and the various fittings were **NOTED**.

RESOLVED to purchase the metal and glass fittings at a cost of £17.50 less 25% plus VAT each and for David Stephens to fit them at a cost of £286.00.

RESOLVED that as recommended by David Stephens the dimmer panel be replaced a cost of £100.00.

[b] Foyer Carpet (Page 318, Item 547(b)) – Quotations

The two options for re-carpeting the Entrance Lobby provided by Kent County Council were **READ** and **NOTED**.

RESOLVED that the option whereby the mat well is filled in and the area totally covered with Sticks & Stones – Autumn from the Key Collection be accepted at a cost of £515.20. Concerns were raised regarding the cleaning of this matting and this will be looked into and reported on at the next meeting.

[c] Additional Lighting in Car Park [Page 319, Item 548[a]] - Update

The Community Centre Administrator explained that planning permission is required for the additional lighting as this will be above 4m tall.

RESOLVED that an application for planning permission be made.

608. **BAR**

[a] Kilbarn Club Takings

The Kilbarn Club takings up to and including the 1st April 2007 were **READ** and **NOTED**.

[b] Bar Matters

The Bar Manager, Judith Grimes, joined the meeting. She informed Members that entertainment had been booked for the Kilbarn Club for both the 28th April 2007 and 26th May 2007. With regard to the proposed Community Day on the 21st July 2007 (see Item No. 611 below) she has provisionally booked D&R Entertainments with a possible Elton John impersonator during the evening in the Kilbarn Club.

She also advised Members that in light of the latest stocktake report it would appear uneconomical to have Mild on tap in the Main Bar as this is very rarely requested and 2-3 pints are being lost every time the pipes are cleaned.

RESOLVED that the Mild be removed from the Oaken Hall Bar.

The complaint received from the Kilbarn Club 'B' Darts Team regarding the 'A' Team monopolising the dart board was **NOTED**, although Members felt that they should not get involved.

RESOLVED that a letter be written to both 'A' and 'B' Darts Teams to this effect, but recommend that if neither team has a match on a particular evening then why not organise a 'friendly' between themselves.

[c] Members Suggestions Forms

It was **NOTED** that only one response had been received following the forms being sent out with the Gazette. It suggested making the Club more family friendly with possibly BBQ and family activities during the summer.

RESOLVED TO RECOMMEND to Full Parish Council that the time when children are allowed in the Kilbarn Club be increased for 1 hour from 9pm to 10pm on Saturdays during the school summer holidays.

RESOLVED that the Kilnarn Club lay on a Family Evening on Saturday, 4th August 2007, with a BBQ and Bouncy Castle, with the event being advertised in the next edition of the Ditton Gazette. It was suggested that John Millard be contacted to see whether he is available to operate a burger/hot dog stall.

RESOLVED to write to the particular Kilnarn Club member thanking them for their suggestion and advising them of the outcome.

Cllr. Angel voiced his concerns regarding the paving slabs situated outside the Kilnarn Club as in his opinion this could constitute a health and safety issue.

RESOLVED to pass this comment to this Parish Council's Ground Supervisor.

[d] Condensor Pump for Main Cellar - Quotation

The quotation to drain the excess water from the cooler system in the main cellar was **READ**. It was **NOTED** that during the summer months the bucket currently in use to collect excess water has to be emptied at least three times a day.

RESOLVED to accept the quotation of £120 from Aircool Systems UK to carry out this work.

[e] Ditton Petanque Club

It was **NOTED** that a meeting had taken place at 10.00am on Wednesday, 11th April 2007 and that the concerns raised had been dealt with amicably by both parties.

[f] Granite Bar Counter – Updated Quotation

The updated quotation together with samples and photographs of granite were available at the meeting.

RESOLVED to ascertain whether the jointing on the counter would be seamless before placing the order for the darker of the samples provided at a cost of £1,865.00. Consideration must be given when placing an order to ensure that minimum disruption is caused to Kilnarn Club members.

609. CLEANING & CARETAKING

[a] Current situation

Bernard Brunger is now carrying out caretaking/handyman duties, plus Open Spaces work when required.

A request from Laura Cogan to carry out work experience in May as a cleaner and an assistant to the Caretaker was **READ**.

RESOLVED to allow the work experience placement to take place.

[b] Cleaning Inspection – Update from Last Report

It was **NOTED** that most of the items on the list had now been dealt with and spot inspections will continue to be carried out by the Centre Admin Staff.

It was **NOTED** that Cllrs. Mrs A Beadle and R Angel will carry out the next inspection in time for the May meeting.

610. **COMMUNITY CENTRE BUSINESS RATES 2007/08**

The Business Rates for 2007/08 of £11,195.00 were **READ** and it was **NOTED** that these will be paid in 10 monthly instalments.

611. **COMMUNITY DAY – 21st July 2007**

It was **NOTED** that this event was suggested by Kent Police at the Open Meeting for Pear Tree Avenue Residents on the 8th March 2007. This would bring together all the local services, i.e. Police, Fire, together with agencies like Russet Homes, etc.

It was also **NOTED** that the local Horticultural Show will take place at the Community Centre during the day.

RESOLVED to put the idea to the Family Day Committee who would, no doubt, like to be involved and to ask John Millard if he could supply the food for the event.

612. **PURCHASE OF 3 ADDITIONAL FOLDING EXAMINATION DESKS**

It was **NOTED** that although it states in advertisements that the Committee Centre has 150 exam desks it does in fact only hold 147.

RESOLVED to purchase three more desks at a cost of £27.25 each to make the number up to the full compliment.

613. **REPLACEMENT AUTO FILL WATER BOILER** – For Noting

It was **NOTED** that the urn in the Oaken Hall kitchen had broken the day before a NAFAS event and it was deemed too expensive to repair.

RESOLVED that the urn be disposed of and be replaced by one of the same make and design.

614. **ADDITIONAL LIGHTING PEAR TREE AVENUE SIDE OF BUILDING** – Update

It was **NOTED** that the company installing CCTV have agreed that lights can be sited on the poles for the cameras adjacent to the Kilbarn Club and Caretakers Office at a cost of £350.

615. **ADDITIONAL CIGARETTE DISPOSAL UNITS** – Quotations

The various options were **NOTED** and it was further **NOTED** that additional signage will be required both inside and outside of the building.

RESOLVED to also look at the possibility of using concrete flower tubs filled with sand as a cheaper option.

617. **CORRESPONDENCE**

CENTREX:

Letter of Thanks

The letter was **READ** and **NOTED**.

ANONYMOUS:

Smoking

The letter was **READ** and **NOTED**.

DITTON SHORT MAT BOWLS:

Block Hirer Cancellations

The letter was **READ** and **NOTED**.

RESOLVED THAT THEY BE OFFERED CHRISTMAS EVE AT PEAK RATE AND BE OFFERED NEW YEAR'S EVE AT A CONCESSIONARY RATE AS THE DANCE SET UP WILL HAVE TO BE TAKEN DOWN AND PUT UP AGAIN.

DITTON SHORT MAT BOWLS:

Request to have Hooks installed in Oaken Hall to hang a Notice Board at Short Mat Meetings

The letter was **READ** and **NOTED**.

RESOLVED THAT AS LONG AS THE HEALTH & SAFETY OFFICER DID NOT HAVE A PROBLEM THEN APPROPRIATE HOOKS COULD BE INSTALLED.

618. **CLOSURE**

The meeting closed at 9.22pm.

Chairman
9th May 2007