

**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> MARCH 2007**

PRESENT: CLLRS. J E DESAVE (CHAIRMAN), R ANGEL, R G W BAKER, MRS A BEADLE, J BEADLE, J DAY, MRS J DESAVE AND M J PORTER  
MRS MARILYN GRANTHAM (COMMUNITY CENTRE ADMINISTRATOR)  
MRS AMANDA DAVIS (ADMINISTRATIVE ASSISTANT)

541. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

542. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** and **ACCEPTED** from Cllr. B Stone.

543. **DECLARATION OF MEMBERS' INTERESTS**

Cllrs. J E Desave, Mrs J Desave and M J Porter declared an interest in item 6(f) as they are members of the Ditton Petanque Club.

544. **FINANCE**

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

[a] Community Centre Accounts for Payment

Anderson Security Services:	5 Nights security cover December	237.50	
	Door Supervisor 9 <sup>th</sup> December 2006	<u>47.50</u>	
		285.00	
		Vat <u>49.87</u>	334.87
Astra Security Systems Ltd:	4 Keys for store cupboard	15.80	
	1 key for kitchen	<u>4.50</u>	
		20.30	
		Vat <u>3.56</u>	23.86
John Black:	Window Cleaning January and February 2007		60.00
Capital Cleaning (Kent) Ltd:	Repair to Scrubber Dryer	31.00	
		Vat <u>5.43</u>	36.43
Chubb Fire Ltd:	Restored Door Interface	636.00	
	System check following false alarm	<u>112.00</u>	
		748.00	
		Vat <u>130.90</u>	878.90



Cleanaway:	Refuse Collection – February	114.60	
		Vat <u>20.05</u>	134.65
Ditton Veterans FC:	Donation to Charity		26.00
Peter Dorrell & Co:	Cleaning Materials	43.50	
		Vat <u>7.61</u>	51.11
Dowding & Plummer Ltd:	Repairs to Scrubber Dryer	272.19	
		Vat <u>47.63</u>	319.82
Easyprint:	Invoice books	65.05	
		Vat <u>11.38</u>	76.43
EDF Energy:	Refit door on street lamp in car park	32.70	
		Vat <u>5.72</u>	38.42
Edwardes Bros (Dulwich) Ltd:	Light bulbs	2.50	
		Vat <u>0.43</u>	2.93
Forge Engineering:	Repairs to bollards	135.00	
		Vat <u>23.63</u>	158.63
Marilyn Grantham:	Call out to fire alarm sounding		20.00
Hi Way Services Ltd:	Repainting of disabled spaces	375.00	
		Vat <u>65.63</u>	440.63
Initial Washroom Solutions:	March Towel Rental	58.50	
		Vat <u>10.24</u>	68.74
Kent County Council:	Cleaning materials	101.22	
	Stationery	33.75	
	Fire Exit Sign	<u>3.95</u>	
		138.92	
		Vat <u>24.31</u>	163.23
Parker Merchanting:	Luminous Fire Exit Sign	14.95	
	Fire Alarm Signs	59.50	
	Sharps disposal bin	<u>18.95</u>	
		93.40	
		Vat <u>16.35</u>	109.75
Poyntell Ltd:	Vandalised handle & lock Don Carman Hall	76.00	
	Additional front door keys	<u>30.00</u>	
		106.00	
		Vat <u>18.55</u>	124.55
Sage (UK) Ltd:	Stationery	94.60	
		Vat <u>16.56</u>	111.16
SBD Fabrications Ltd:	Repair to Don Carman Hall fan light	85.00	
		Vat <u>14.88</u>	99.88

TCI Fire & Security Ltd:	Installation of CCTV camera	340.00	
		Vat <u>59.50</u>	399.50
Top2Bottom:	Repair Cedar Room ceiling	200.00	
		Vat <u>35.00</u>	235.00
Travis Perkins:	Cable clips, sandpaper, etc.	8.94	
	Materials for handrail side of stage	<u>57.40</u>	
		66.34	
		Vat <u>11.62</u>	77.96

Deposit Refunds

**Oaken Hall**

21.02.07	50.00
07.03.07	50.00
09.03.07	50.00
11.03.07	80.00

**Don Carman Hall**

17.02.07	50.00
24.02.07	50.00
04.03.07	50.00

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

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

A letter of complaint from the hirer of the Don Carman Hall on the 4<sup>th</sup> March 2007 was **READ** and **NOTED**.

**RESOLVED** that an additional half hour hire fee be refunded.

(b) Bar Accounts for Payment

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

DCC Bar Imprest A/C:	Petty Cash	136.84	
	Polo Shirts	51.17	
	Voucher Charge	<u>3.25</u>	191.26
Abat London Ltd:	New Remote for air cleaner	65.00	
		Vat <u>11.38</u>	76.38
Charus Automatic Ltd:	Gaming Machine Rental	173.34	
	February 2007	Vat <u>30.33</u>	203.67
County Stocktakers:	Stocktake 6 <sup>th</sup> February 2007	180.00	
	Meeting 13 <sup>th</sup> November 2006	<u>45.00</u>	
		225.00	
		Vat <u>39.38</u>	264.38
Kent County Council:	Raincoat for bar staff	13.79	
		Vat <u>2.41</u>	16.20
Kent Refrigeration:	Call out to Catering Fridge	42.00	
		Vat <u>7.35</u>	49.35
Adrian Mecklenburgh:	Post Mix Syrup & Wine	409.57	
		Vat <u>71.69</u>	481.26

Nivek Limited:	Coffee		11.02
SSG Emprise:	Monthly Keyholding & alarm response	30.00	
		Vat <u>5.25</u>	35.25
Silver Springs Soft Drinks:	Cans & Flavoured Waters	75.67	
		Vat <u>13.24</u>	88.91
Travis Perkins:	Varnish for replacement glass panel	16.75	
		Vat <u>2.94</u>	19.69
TV Licensing:	TV Licence 1/4/07 to 31/3/08		131.50

[c] Financial Analysis

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

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

- (a) Flapper Barrier Damage - Offer from Insurance Company (Page 285, Item 489(a))

It was **NOTED** that an offer from Cleanaway's Insurance Company of £500.00 had been accepted because, as a gesture of goodwill, Tonbridge & Malling Borough Council Recycling Department had offered to make up the difference of £330.00.

- (b) Replacement Wall Lights in Kilnbarn Club (Page 286, Item 490(c))

It was **NOTED** that the electrician, David Stephens, was concerned about the choice of wall-lights as these are basically for domestic use only. He believes he may be able to obtain a similar commercial fitting for approximately the same price. He will supply a quote for the next meeting.

- (c) Hedgehog Productions – Response if received (Page 288, Item 497)

A letter from Hedgehog Productions was **READ** and **NOTED**.

**RESOLVED** that a letter be sent requesting the balance of £400.00 be paid within the next six months. This payment could be made in instalments if necessary.

546. **BAR**

- [a] Kilnbarn Club Takings

The Kilnbarn Club takings up to and including the 4<sup>th</sup> March 2007 were **READ** and **NOTED**.

- [b] Bar Matters

The Bar Manager, Judith Grimes, joined the meeting. She confirmed that entertainment has been booked for the 31<sup>st</sup> March 2007 (singer/guitarist) and for the 28<sup>th</sup> April 2007 (singer).

**RESOLVED** in light of Ditton Club closing down that the membership forms for the Kilnbarn Club be amended to include a question whether the applicant has ever been banned from licensed premises in the past.

(c) Members Suggestions Forms

It was **NOTED** that only two forms had been completed and returned.

The first suggested Tribute Nights as entertainment and the Bar Manager will look into this. The second suggested a 'free drinks night', which is out of the question, although the possibility of a 'happy hour' on Monday and/or Thursday evenings was discussed. The logistics of this require looking into and will be discussed again at the next meeting.

[d] New Compressor for Catering Fridge - Quotation

The Community Centre Administrator advised Members of the cost of the compressor.

**RESOLVED** that as the price of the part is half the original cost it was decided not to repair the fridge, but try selling it instead.

(e) Cooker for Main Bar Kitchen

**RESOLVED** to purchase the small grill/oven with two hot plates at a cost of £64.00.

(f) Letter from Ditton Petanque Club – Suggested response from Clerk

The suggested response was **READ** and **NOTED**. It was felt that the letter was possibly a little harsh. The points raised by the Ditton Petanque Club were **NOTED**.

**RESOLVED** to arrange a meeting to include the Bar Manager, the two Captains and Doreen and Graham Gibbs in order to resolve matters.

(g) Changes to Keg Cooler cupboard (side of stage)

It was **NOTED** that the Scottish & Newcastle Rep had managed to sell the old keg cooler to Medway Council for £350.00. It was also **NOTED** that work to change the cupboard and refrigeration system were underway.

(h) Damage to KB Gents Toilets

The damage to the Kilnbarn Club Gents Toilets was **NOTED**.

(i) Theft of RNLI Collection Box

The theft and subsequent finding of the empty box were **NOTED**.

**RESOLVED** that the Kilnbarn Club would make a donation to the RNLI possibly from the proceeds of the weekly meat raffle.

(j) Granite Bar Counter – Quotation if available

An updated quotation had not been received. This item will be looked at again next month.

547. **CLEANING & CARETAKING**[a] Current situation

It was **NOTED** that the Supervisor was now back at work.

[b] Cleaning Inspection

The Cleaning Inspection carried out by Cllrs. Mrs Beadle and Mrs Desave was **READ** and it was **NOTED** that their comments had been passed on to the Caretaking Staff and to the Bar Manager accordingly.

The carpet in the foyer was particularly dirty and either needs to be professionally cleaned or replaced.

**RESOLVED** to obtain a quotation for cleaning the foyer carpet and look at this at the next meeting.

548. **RESULT OF HEALTH & SAFETY INSPECTION**[a] Additional Lighting in Car Park

It was **NOTED** that quotations had been received to install an additional lighting column in the car park.

**RESOLVED** to ascertain whether or not planning permission is required before this work goes ahead.

[b] Oaken Hall Oven - Replace flex and fit restraint chain

It was **NOTED** that the oven in the Oaken Hall Kitchen was not fitted with commercial flex or a restraint chain.

**RESOLVED** that this work be carried out at a cost of £209.00.

[c] Additional Hand Rails - Side of Stage

It was **NOTED** that the additional hand rail will be installed by the new Caretaker/Handyman, Bernard Brunger.

549. **2008 HIRE RATES AND 2009 WEDDING PACKAGE PRICES**

**RESOLVED** to increase the Oaken Hall rates for Ditton and Tonbridge & Malling by £2.00 each and the Outside rate by £5.00.

**RESOLVED** to increase the Don Carman Hall rates by £1.00 and £2.00 each respectively.

**RESOLVED** to increase the fee for Indoor Markets by £5.00.

**RESOLVED** to increase the Wedding Package rates for 2008 and 2009 by 10% across the board.

550. **ADDITIONAL LIGHTING PEAR TREE AVENUE SIDE OF BUILDING** – Request from Cllr. Angel

It was **NOTED** that this request was linked to the current problems being experienced by Pear Tree Avenue residents.

**RESOLVED** to investigate whether lights could be situated on the CCTV poles when installed.

551. **ADDITIONAL CIGARETTE DISPOSAL UNITS** – When Smoking Ban is Applied

It was **NOTED** that the Community Centre Administrator will obtain quotations for the next meeting.

552. **REMARKING OF DISABLED PARKING** – Remarking of bays for noting

It was **NOTED** that both bays had been remarked by Hi Way Services at a cost of £375.00 plus VAT.

553. **OAKEN HALL AUTOMATIC DOORS - INCIDENTS**

It was **NOTED** that a 91 year old member of the Short Mat Bowls Club had been caught between the automatic doors. She was badly shaken but not seriously hurt. The incident occurred because the lady stopped directly between them, which unfortunately the sensor does not recognise.

It was **NOTED** that Record Automatic Doors had been contacted to ascertain whether a sensor could be fitted.

554. **CORRESPONDENCE**

Simone Butterfield:

Request for Preferential Rates - 20<sup>th</sup> October 2007  
Dimples Events in aid of Breast Cancer Campaign  
 The letter from Breast Cancer Campaign was **READ** and **NOTED**. After discussion, it was:

**RESOLVED THAT A LETTER BE SENT TO SIMONE BUTTERFIELD CONFIRMING THAT SHE WILL BE ELIGIBLE TO RECEIVE THE LOCAL RATE HIRE FEE ON THIS OCCASION.**

Lesley Manning:  
 Ditton Dog Training Club

Request that decision to withhold refundable deposit be reconsidered  
 The letter was **READ** and **NOTED**. Having spoken again with the Caretaker/Cleaner it was:

**RESOLVED THAT 50% OF THE DEPOSIT BE REFUNDED.**

555. **CLOSURE**

The meeting closed at 9.30pm.

Chairman  
2<sup>nd</sup> April 2007