

DITTON PARISH COUNCIL

MINUTES OF A **MEETING** OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 8TH JANUARY 2007**

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

407. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

408. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** and **ACCEPTED** from Cllr. M J Porter.

409. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

410. **FINANCE**

The following accounts paid during December were **READ, ACCEPTED** and **APPROVED**:-

(a) Community Centre Accounts Paid in December – For Noting Only

| | | | |
|---|--|------------------|--------|
| Peter Dorrell & Company: 1 x 5Ltr Sportsclean | | 16.13 | |
| | | Vat <u>2.82</u> | 18.95 |
| Edwardes Bros (Dulwich) Ltd: | Light Bulbs | 3.00 | |
| | | Vat <u>0.52</u> | 3.52 |
| GasForce Ltd: | Replacement Thermocouple on Oaken Hall Oven | 100.98 | |
| | | Vat <u>17.68</u> | 118.66 |
| Initial Washroom Solutions: | December Towel Rental | 58.50 | |
| | | Vat <u>10.24</u> | 68.74 |
| Kent County Council: | Cleaning materials | 175.35 | |
| | Stationery | <u>17.75</u> | |
| | | 193.10 | |
| | | Vat <u>33.79</u> | 226.89 |
| Mid Kent Water: | Estimated Reading 31/10/06 | | 992.18 |



| | | | |
|---------------|--------------------------|---------------|---------|
| Top 2 Bottom: | Emergency repairs | 120.00 | |
| | Repairs to office roof | 1295.00 | |
| | Repairs to corridor roof | <u>540.00</u> | |
| | | 1955.00 | |
| | Vat | <u>342.12</u> | 2297.12 |

Deposit Refunds

| <u>Oaken Hall</u> | | <u>The Don Carman Hall</u> | |
|--------------------------|--------|-----------------------------------|-------|
| 16.11.06 | 50.00 | 02.12.06 | 50.00 |
| 18.11.06 | 115.00 | 03.12.06 | 50.00 |
| 19.11.06 | 50.00 | | |
| 25.11.06 | 50.00 | | |
| 02.12.06 | 50.00 | | |

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

(b) Bar Accounts Paid during December – For Noting Only

| | | | |
|--------------------------|-------------------------------------|------------------|--------|
| Adrian Mecklenburgh: | Post Mix | 369.16 | |
| | | Vat <u>64.61</u> | 433.77 |
| Nivek Catering Supplies: | Coffee, creams, napkins | 28.29 | |
| | Dart mat, coffee, creamers, sugar | <u>79.08</u> | |
| | | 107.37 | |
| | | Vat <u>11.11</u> | 118.48 |
| Kent County Council: | Filing Cabinet, envelopes | 85.58 | |
| | | Vat <u>14.98</u> | 100.56 |
| SSG Emprise: | Monthly Keyholding & alarm response | 30.00 | |
| | | Vat <u>5.25</u> | 35.25 |

[c] Community Centre Accounts For Payment

RESOLVED that the cheque for Penumbra Blinds and Solar Control Ltd. be withheld at this point pending further enquiries.

| | | | |
|--------------------------------------|--|------------------|--------|
| Penumbra Blinds & Solar Control Ltd: | Supply and Install 4 panes of Silver on Main Automatic Doors | 290.00 | |
| | | Vat <u>50.75</u> | 340.75 |

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

| | | | |
|------------------------------|---------------------------------------|------------------|--------|
| City Electrical Factors Ltd: | Light for Car Park & Mirror Ball bulb | 17.98 | |
| | | Vat <u>3.15</u> | 21.13 |
| Cleanaway Limited: | Refuse Collection - November A/C | 151.50 | |
| | | Vat <u>26.51</u> | 178.01 |
| Peter Dorrell & Co: | Cleaning Materials | 43.50 | |
| | | Vat <u>7.61</u> | 51.11 |
| Gasforce: | Heating not working | 77.98 | |
| | | Vat <u>13.65</u> | 91.63 |

| | | | |
|-----------------------------|---|------------------|--------|
| Initial Washroom Solutions: | January Towel Rental | 58.50 | |
| | | Vat <u>10.24</u> | 68.74 |
| Kent County Council: | Stationery, Cleaning Materials Etc. | 91.35 | |
| | | Vat <u>15.98</u> | 107.33 |
| Poyntell Limited: | Supply & Fit 3 New Locks to Stage Doors | 312.15 | |
| | | Vat <u>54.62</u> | 366.77 |
| Travis Perkins: | Replacement toilet seat | 30.20 | |
| | Washers for Mirror Ball | 1.64 | |
| | Saws | 13.90 | |
| | Replacement Ladder | <u>169.99</u> | |
| | | 215.73 | |
| | | Vat <u>37.77</u> | 253.50 |

Additional Account for payment

| | | | |
|------------------|-------------------|------------------|--------|
| British Telecom: | Booking/Bar Line | 312.92 | |
| | Public Phone Line | <u>44.05</u> | |
| | | 356.97 | |
| | | Vat <u>62.46</u> | 419.43 |

Deposit Refunds

| <u>Oaken Hall</u> | | <u>Don Carman Hall</u> | |
|-------------------|--------|------------------------|-------|
| 09.12.06 | 50.00 | 09.12.06 | 50.00 |
| 09.12.06** | 164.51 | 10.12.06 | 50.00 |
| 10.12.06 | 10.00 | 16.12.06 | 50.00 |
| 13.12.06 | 50.00 | 28.12.06 | 50.00 |
| 28.12.06 | 100.00 | 31.12.06 | 50.00 |
| 06.01.07* | 75.00 | 05.01.07 | 50.00 |
| | | 06.01.07 | 50.00 |

* Subject to inspection

** Includes security fee

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

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

[d] Bar Accounts for Payment

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

| | | | |
|--------------------------|--|------------------|--------|
| DCC Bar Imprest A/C: | Petty Cash | 87.63 | |
| | Voucher Charge | <u>3.25</u> | 90.88 |
| Charus Automatic Ltd: | Machine Rental to 31.10.06 | 173.34 | |
| | | Vat <u>30.33</u> | 203.67 |
| County Stocktakers: | Stocktaking - 28 th November 2006 | 187.00 | |
| | | Vat <u>32.73</u> | 219.73 |
| Edwardes Bros [Dulwich]: | Spotlights | 23.90 | |
| | | Vat <u>4.18</u> | 28.08 |

| | | | |
|--|-------------------------------|------------------|--------|
| Kent County Council: | Milton Fluid | 16.50 | |
| | | Vat <u>2.89</u> | 19.39 |
| Kent Frozen Foods: | Bar meals | | 51.68 |
| Kent Refrigeration: | Repairs to Ice Machine | 67.00 | |
| | | Vat <u>11.73</u> | 78.73 |
| J. Lee: | Repair to Cash Register | | 55.00 |
| Adrian Mecklenburgh: | Bar Stock | 409.51 | |
| | | Vat <u>71.66</u> | 481.17 |
| Nivek Catering Supplies: | Creams, Coffee & wine glasses | 193.24 | |
| | Less credit note | <u>17.00</u> | |
| | | 176.24 | |
| | | Vat <u>20.84</u> | 197.08 |
| SSG Emprise: | Key Holder – December | 30.00 | |
| | | Vat <u>5.25</u> | 35.25 |
| Silver Springs Mineral Water Co: Ltd: | Cans and Flavoured Water | 77.84 | |
| | | Vat <u>13.62</u> | 91.46 |

[e] Stocktaking – 28th November 2006

The Stocktake Report previously circulated was **READ** and the surplus **NOTED**.

[f] Financial Analysis

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

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

(a) Flapper Barrier Damage- Response from Insurance Company (Page 191,
Item 340(a))

The letter received from Cleanaway's Insurance Department stated that as there were no witnesses to the incident they had now closed the file. Members were informed that the Grounds Supervisor did witness the incident and his details as a witness have been sent to Cleanaway.

(b) Oaken Hall Kitchen – Quotation (Page 191, Item 340 (b))

A quotation to refit the Oaken Hall Kitchen with commercial units was **READ**.

RESOLVED that the quotation information be placed in this Committee's 5 Year Plan.

- (c) Cedar Room – New Rateable Value for Business Rates – Update (Page 192, Item 340(c))

Members were informed that despite numerous attempts to obtain a revised rateable value for the Cedar Room it appears that all our information has now been sent to the Valuation Tribunal Service. On speaking to them today it appears it could take until 2009 to hear this case. A subsequent telephone call to Tonbridge Valuation Office explaining that the Parish Council is currently investigating the demolition and rebuilding of the Cedar Room/Guide HQ resulted in a request to send a further letter to the Valuation Officer asking for an emergency decision.

Until this dispute is settled the non-domestic rates payable up to the 31st March 2007 is £931.61.

412. **BAR**

- [a] Kilnbarn Club Takings

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

- [b] Bar Matters and Bar Price Increase

Members were advised that the Bar Manager is currently off sick, with a suspected injury caused at work

The Community Centre Administrator informed Members of the problems with the keg cooler arrangement at the side of the stage and it was **NOTED** that Scottish & Newcastle Technical Services have been contacted to undertake a survey to make the process of pipe cleaning more accessible.

Members requested that a memorandum be sent to the Bar Manager regarding the standard of staff dress and competency.

The price increases with effect from the 6th February 2007 were **READ** and **NOTED**.

RESOLVED that the Community Centre Administrator ascertain whether these increases comply with the relevant percentage mark ups and, if so, request Members of the Finance and Administration Committee to authorise the changes at their meeting to be held on Monday, 15th January 2007.

- (c) Alterations to Oaken Hall Bar – Quotation

It was **NOTED** that the order for this work could not be placed until March in order that payment comes in next year's budget.

- (d) Replacement Wall-lights in Kilnbarn Club - Additional Quotation

It was **NOTED** that Cllr. Stone is still working on this quotation.

ADJOURNMENT

Mr T Walker of 190 Woodlands Road attended the meeting informing Members that on Saturday, 6th January 2007, he attended football training with his son on Kilnbarn Recreation Ground and was appalled by the number of broken bottles which littered the area adjacent to the Multi-Sports. Mr Walker collected the bottles which numbered approximately 20 and recycled them in the bottle bins. Mr Walker asked Members if it was possible for either the Parish Police Officer or the Community Warden to visit the recreation grounds on a Friday evening as in his opinion under-aged drinking was taking place.

Members agreed to pass this information to the Community Warden who, it is understood, would have to get another officer from a neighbouring parish to accompany him if he were to work in the evenings. *Mr Walker thanked Members for listening to his complaint.*

413. **CLEANING & CARETAKING**

[a] Current situation

Members were advised that on the 22nd of December 2006 a member of caretaking staff had a fall at home and sustained a suspected broken wrist. The duties of this member of staff were covered by the other caretaking staff. Following a second x-ray after the New Year it transpired that the wrist was not broken and the member of staff was able to return to normal duties.

[b] Cleaning Inspection

The Cleaning Inspection carried out by Cllrs. Angel and Stone was **READ** and it was **NOTED** that their comments had been passed on to the Caretaking staff and to the Grounds Staff accordingly.

It was **NOTED** that Cllrs. Mrs A Beadle and Mrs J Desave will carry out the next inspection in time for the February meeting.

414. **QUOTATION FOR TELEPHONE EXTENSION IN CARETAKERS OFFICE**

A quotation to install an additional telephone extension in the caretakers office at a cost of £306.70 was **READ** and **NOTED**. This resulted from a suggestion by the Caretakers at their recent meeting.

RESOLVED to place this on the Agenda in the near future.

415. **QUOTATION FOR REPAIRS TO KITCHEN CEILING – GUIDE HQ**

The quotation of £197.50 to repair the kitchen ceiling in the Guides HQ was **READ** and **NOTED**.

RESOLVED to obtain an additional quote in time for the February meeting.

416. **CORRESPONDENCE**

Kent Area of NAFAS

Letter of ThanksThe letter was **READ** and **NOTED**.417. **EMERGENCY AGENDA ITEMS**

- (i)
- Emergency Purchase of Replacement Washing Machine
- For Noting

It was **NOTED** that a new washing machine had been purchased as the existing machine had broken down and would cost too much to repair.

- (ii)
- Accident In Car Park on 28th December 2006
- Broken Knee Cap

Members were advised of a recent incident whereby a lady attending a function in the Carman Room allegedly tripped over one of the two individual metal posts in the car park, which had been vandalised and was lying down. It appears that the injured person broke her knee cap. The injured person's husband visited the Parish Office and duly completed the Accident Book on her behalf, as she is incapacitated by this injury.

- (iii)
- Accident In Oaken Hall - 29th December 2006
- Broken Wrist

On 2nd January 2007 a telephone call was received from a lady who attended the Nexus function on the 29th December 2006 in the Oaken Hall. It is alleged that the lady slipped on the floor whilst dancing resulting in a broken wrist. Members were advised that this Council's Insurance Brokers, Cobra, have been informed and have subsequently made contact with the lady.

Statements from staff on duty and the hirer are being collated to be sent to Cobra at the earliest opportunity.

- (iv)
- Ditton Vets FC – Request for waiving of fee

A letter from Ditton Vets informing Members that a charity football match between themselves and Ditton United has been arranged for the 18th February 2007 in aid of this Council's chosen charity, Kent Air Ambulance. They have requested that the hire fee of £26 for the changing rooms be waived on this occasion only.

It was **NOTED** that for this match players and officials will pay £10 to take part with the proceeds going to the Kent Air Ambulance. This will be Ditton Vets final match as the team is being disbanded.

RESOLVED this Council does not wish to set a precedent by waiving a hire fee, but will make a donation to the Club which is equal to the hire fee.

- (v)
- Tonbridge & Malling Borough Council Grant Award 2007 - CCTV

Members were informed that a letter stating that the Finance and Property Advisory Board have recommended to Cabinet that a grant of £8,058.00 be awarded to this Parish Council for the installation of CCTV. It was **NOTED** that the recommendation will be considered by Cabinet on Wednesday, 17th January 2007.

418. **CLOSURE**

The meeting closed at 8.50pm.

Chairman
5th February 2007

