

**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> FEBRUARY 2007**

PRESENT: CLLRS R G W BAKER, MRS A BEADLE, J BEADLE, J D DAY, B STONE  
MRS MARILYN GRANTHAM [COMMUNITY CENTRE ADMINISTRATOR]  
MRS AMANDA DAVIS [ADMINISTRATIVE ASSISTANT]

484. **OPENING OF MEETING**

The meeting was opened at 7.44pm by Cllr Beadle who, in the absence of both the Chairman and Vice-Chairman, was presiding over the proceedings.

485. **APOLOGIES FOR ABSENCE**

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

486. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

487. **FINANCE**

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

[a] Community Centre Accounts For Payment

Anderson Security Services:	Security cover	285.00	
		Vat <u>49.88</u>	334.88
Cannon:	Annual Contract – Feb 07/Jan08	295.32	
	Sanitary & Nappy Bin	Vat <u>51.68</u>	347.00
Chubb Fire Limited:	Service to Fire Alarm System	119.78	
		Vat <u>20.96</u>	140.74
CEF:	Assorted Lamps & Bulbs	73.91	
		Vat <u>12.94</u>	86.85
Chubb Fire Limited:	Monitoring Charge for 12 Months	374.55	
	P23195 25/1/08	Vat <u>65.55</u>	440.10
Cleanaway Limited:	Refuse Collection – December	127.70	
	Refuse Collection – January	134.10	
	Less Credit Note	<u>-26.00</u>	
		235.80	
		Vat <u>41.25</u>	277.05



Initial Washroom Solutions:	Towel Rental – February 2007	58.50	
		Vat <u>10.24</u>	68.74
Kent County Council:	Cleaning Materials, Fan Heater, Sacks & Fire Exit Sign	282.44	
		Vat <u>49.43</u>	331.87
Kent County Council:	Fire Risk Assessment	405.00	
		Vat <u>70.88</u>	475.88
Performing Rights Society:	Licence Fee 6.01.07 to 5.01.08	1868.04	
	Less Credit	<u>-66.55</u>	
		1801.49	
		Vat <u>326.91</u>	2128.40
Record UK Limited:	Planned Maintenance to Automatic Doors	245.00	
		Vat <u>42.88</u>	287.88
Southern Water:	Estimated Waste Water		1397.71

#### Deposit Refunds

##### **Oaken Hall**

13.01.07	250.00
02.02.07	96.00
03.02.07	50.00

##### **Don Carman Hall**

13.01.07	50.00
14.01.07	50.00
20.01.07	50.00
26.01.07	50.00
02.02.07	50.00
03.02.07	50.00
09.02.07	50.00
10.02.07	50.00

The full list of deposit refunds was **READ** and it was **NOTED** that the cleaner/caretaker was required to mop up puddles left on the floor following the Dog Show on the 3<sup>rd</sup> February 2007 in the Oaken Hall.

**RESOLVED** to withhold the deposit refund on this function.

**RESOLVED** that all the other 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:	Sack Barrow - for Kegs	132.77	
	Additional Keys – Spirit Store	41.00	
	Voucher Charge	<u>3.25</u>	177.02
Allday Allnight Plumbing:	Emergency Repairs to Pipes in the Kilnbarn Club Gents Toilets	236.00	
		Vat <u>41.30</u>	277.30
BBp Plumbing:	Supply & Install Gate Valve		56.16
Charus Automatic Ltd:	Gaming Machine Rental December & January 2007	346.67	
		Vat <u>60.66</u>	407.33

Edwardes Bros [Dulwich]	Lamps for Bar	4.50	
		Vat <u>0.78</u>	5.28
J. Lee:	Cash Register Till Rolls		35.00
Adrian Mecklenburgh:	Post Mix Syrup & Wine	457.00	
		Vat <u>79.99</u>	536.99
Nivek Limited:	Coffee, Cream & Sugar		67.46
Silver Springs Soft Drinks:	Cans & Flavoured Waters	83.83	
		Vat <u>14.67</u>	98.50
SSG Emprise:	Key Holder Services – January 2007	30.00	
		Vat <u>5.25</u>	35.25
Travis Perkins:	Change to Spirit Store to enable better access to shelves	76.11	
		Vat <u>13.32</u>	89.43

[c] Stocktaking – 6<sup>th</sup> February 2007 – Stocktake Report

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

**RESOLVED** that a Working Party be set up to look into what seems to be a large amount of ullage and waste. This group will be headed by Cllr. Stone and will include the Bar Manager, another Councillor and a member of staff from the Parish Office.

[d] Financial Analysis

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

#### 489. **ITEMS BROUGHT FORWARD FROM LAST MEETING**

(a) Flapper Barrier Damage- Response from Insurance Company (Page 240, Item 441(a))

The Community Centre Administrator confirmed that the witness' statement had now been received by the Insurance Company, who are awaiting permission from Cleanaway to settle the claim.

(b) Cedar Room – New Rateable Value for Business Rates – Update (Page 241, Item 411(c))

The Community Centre Administrator confirmed that the dispute has now been settled and there will be no rates to pay on these premises.

#### 490. **BAR**

[a] Kilnbarn Club Takings

The Kilnbarn Club takings up to and including the 4<sup>th</sup> February 2007 were **READ** and it was **NOTED** that the gaming machine takings were still down.

[b] Bar Matters

The Bar Manager, Judith Grimes, joined the meeting. She confirmed that the customers who used to play the machine on a regular basis during lunch times no longer come in. She also advised that generally people are not using the Club during the week as much as before and the problem of youths hanging around outside could also be contributing to the lack of customers.

**RESOLVED** to canvas customers asking what they would like to see improved and what, if anything, discourages them from using the Club.

The Bar Manager advised that she is currently in the process of booking entertainment for the evening of Easter Saturday, 7<sup>th</sup> April 2007.

[c] Replacement Wall-lights in Kilnbarn Club

Having looked into different types of wall-lights Cllr. Stone brought in details of three different varieties all available from Homebase.

**RESOLVED** to purchase the Vivaldi Wall Uplighter Lamps at a cost of £14.79 each and request David Stephens to fit them.

[d] Kilnbarn Club Balance Sheet

The Kilnbarn Club Balance sheet was **READ** and **NOTED**.

[e] Changes to Keg Cooler cupboard (side of stage) – Quotation

The quotations for the changes to the cupboard and refrigeration amounting to £4,095 were **NOTED**. It was also **NOTED** that the Scottish and Newcastle Rep had agreed to supply the Council with £1,500 worth of free stock and could also find a buyer for the current keg cooler in order to help towards payment.

**RESOLVED** that this work be carried out as it is a health and safety issue.

[f] Granite Bar Counter

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

[g] Updated quotation for alterations to Oaken Hall Bar to provide small kitchen

The new quotes were **READ** and it was **NOTED** that this work had been included in next year's budget.

**RESOLVED** to accept Top 2 Bottom's quote of £4,295 plus VAT.

[h] Damage to Glass Panel Kilnbarn Entrance Door – Saturday 20.1.07

The Community Centre Administrator advised Members that the glass panel had been replaced at a cost of £170.00 plus VAT.

It was **NOTED** that the person concerned had inadvertently admitted the damage and was now being prosecuted by the Police.

**RESOLVED** to talk to this Council's legal advisers about obtaining a Restitution Order.

[i] Scottish & Newcastle Price Increase – 5<sup>th</sup> March 2007

It was **NOTED** that the Council's current profit margin percentages adequately cover this price increase.

[j] Suggested Increase to Spirit Prices

It was **NOTED** that there had been no increase in the price of spirits for the last three years.

**RESOLVED** that the prices not be altered as these are within the Council's profit margins.

491. **CLEANING & CARETAKING**

[a] Current situation

It was **NOTED** that an interview for relief caretaker/groundsman took place on Friday, 9<sup>th</sup> February 2007. The applicant had been offered the position, although acceptance had not yet been received.

[b] Cleaning Inspection

Cllr. Mrs Beadle apologised for the fact that the inspection had not been carried out, but confirmed that this would be done in time for the next meeting.

[c] Fire Alarm Repeater Panel for Caretakers Office - Quotation

The quotation of £1,245.00 plus VAT from Chubb was **READ** and **NOTED**. It was felt, however, that in view of the incident occurring prior to the start of the meeting this should be sited in the main foyer and not the caretakers' office.

**RESOLVED** to accept the quote from Chubb with the panel being sited in the foyer and to introduce a site plan showing the location of fire alarm panels. These will be kept both on and off site and be funded by the Capital Items budget as it is known that the re-sealing of Don Carman Hall floor will only utilise half of this fund.

492. **TONBRIDGE & MALLING BOROUGH COUNCIL GRANT AWARD 2007 - CCTV**

[a] Response from Tonbridge & Malling Executive Committee

It was **NOTED** that the Cabinet approved the Grant of £8,058 on the 17<sup>th</sup> January 2007, based on a quotation of £22,223.00 to install CCTV.

[b] CCTV Quotations – If available

The updated quotations were **READ** and **NOTED**.

**RESOLVED** that the quote from TCI Fire & Security Ltd. of £19,233.40 plus VAT be accepted.

493. **RE-SEALING OF DON CARMAN HALL FLOOR** - Quotations

The two quotes were **READ** and **NOTED**.

**RESOLVED** that United Floorings quote of £1,868 plus VAT be accepted and the work hopefully carried out during the Easter holidays as the funds for this project will not be available until the next financial year.

494. **PROVISION OF COMMERCIAL DISHWASHER FOR OAKEN HALL KITCHEN**

Cllr. Mrs Throssell's request to install a dishwasher in the Oaken Hall kitchen was **READ** and **NOTED**.

**RESOLVED** to consider this when the alterations to the Oaken Hall Kitchen are carried out within the 5 Year Plan.

495. **INTERFACE FIRE DOOR IN OAKEN HALL TO FIRE ALARM PANEL**

It was **NOTED** that this work had been carried out as a matter of urgency at a cost of £636.00 as the fire door from the Oaken Hall was not being activated when the fire alarm sounded.

496. **PROBLEM WITH YOUTHS IN CENTRE – TUESDAY 30<sup>TH</sup> JANUARY 2007**

Members were advised that the person concerned had been sent a letter of warning explaining that their behaviour would not be tolerated and if anything similar should occur in the future they would be banned from the whole of the Centre, including the Kilnbarn Club.

Cllr Beadle stated that Cllr Desave, Chairman of the Community Centre Committee, felt it unnecessary for the Clerk to seek authorisation for this type of action providing there is indisputable evidence establishing the guilty party.

497. **CORRESPONDENCE**

Action for Communities in Rural Kent

Fire Safety Regulations to be held at Appledore Village Hall, Thursday 15<sup>th</sup> February 2007

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

Kent Community Hall Conference to be held at Ditton Community Centre on Saturday, 14<sup>th</sup> April

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

Hedgehog Productions

Cancellation of booking – request for return of deposit and waiving of hire fee

The letter was **READ** and **NOTED**. After discussion it was:

**RESOLVED THAT A LETTER SHOULD BE SENT REQUESTING PAYMENT OF THE HIRE FEE AS THERE WAS A BREACH OF CONDITIONS 1C AND 1F OF THE CONDITIONS OF HIRE. THE REQUEST WAS MADE VERY CLOSE TO THE DATE OF THE BOOKING MAKING IT IMPOSSIBLE FOR THE COUNCIL TO ARRANGE AN ALTERNATIVE HIRER. THE COUNCIL UNDERSTANDS THAT HEDGEHOG PRODUCTIONS ARE A SEMI-PROFESSIONAL ORGANISATION AND AS SUCH THE COUNCIL CANNOT BE EXPECTED TO WAIVE THE RULES.**

Mrs Debra Heather

Cancellation of booking – request for return of deposit

The letter was **READ** and **NOTED**. After discussion it was:

**RESOLVED THAT THE DEPOSIT BE REFUNDED LESS AN ADMINISTRATION CHARGE OF £10.**

Mrs A Brierley

Complaint re: noise level 13<sup>th</sup> January 2007

The letter and a response from the Clerk were **READ** and **NOTED**.

Simone Butterfield:

Request for Preferential Rates - 20<sup>th</sup> October 2007

Dimples Events in aid Breast Cancer Campaign

The letter was **READ** and **NOTED**. After discussion it was

**RESOLVED THAT A LETTER BE SENT REQUESTING CONFIRMATION FROM THE CHARITY INVOLVED THAT FUNDS ARE BEING RAISED ON THEIR BEHALF AND MEMBERS WILL LOOK AT THE REQUEST AGAIN AT THEIR MEETING IN MARCH.**

498. **EMERGENCY AGENDA ITEM – Community Centre Car Park**

Following a visit from an Insurance Company Inspector it was deemed necessary to finalise a policy for the maintenance and repair of the car park, rather than on an ad hoc basis.

**RESOLVED** that the Policy, prepared by the Clerk, be accepted.

499. **CLOSURE**

The meeting closed at 10.00pm.

Chairman  
5<sup>th</sup> March 2007