

DITTON PARISH COUNCIL

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

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

302. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

303. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllrs B Cordwell and Mrs J Thwaites. The previously notified reasons for absence have been **APPROVED** by this Committee.

304. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

305. **FINANCE**

[a] Community Centre Accounts for Payment

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

Call Out Claims:	Gina Annett - Fire Alarm Activation 16/9/07	10.00	
	Marilyn Grantham - Fire Alarm Activation 16/9/07	10.00	
Peter Dorrell & Co:	Cleaning Materials	49.50	
		Vat <u>8.66</u>	58.16
Edwards Bros	2 pin lamps	17.88	
(Dulwich) Ltd:	Coloured spot lights	<u>54.00</u>	
		71.88	
		Vat <u>12.57</u>	84.45
Initial Fire and Security:	Work on intruder alarm due to activation on tamper circuit	149.45	
		Vat <u>26.15</u>	175.60
Initial Washroom Solutions:	Towel Rental 01.10.07 to 31.10.07	58.50	
		Vat <u>10.24</u>	68.74



Kent County Council:	Stationery	19.40	
	Cleaning materials	<u>215.89</u>	
		235.29	
	less credit note	<u>15.60</u>	
		219.69	
		Vat <u>38.45</u>	258.14
Travis Perkins:	Repairs to pot holes in car park	25.90	
	Shingle for slit drain	11.80	
	General sundries	35.13	
	Toilet seats and fittings	<u>49.87</u>	
		122.70	
		Vat <u>21.49</u>	144.19
Veolia ES Cleanaway (UK) Ltd:	Refuse Collection 01.08.07 to 31.08.07	179.32	
		Vat <u>31.38</u>	210.70

Deposit Refunds

Oaken Hall

14.09.07	200.00
19.09.07	78.75
20.09.07	50.00
22.09.07	50.00
05.10.07	50.00
06.10.07	300.00

Don Carman Hall

28.09.07	50.00
29.09.07	50.00
30.09.07	50.00
06.10.07	50.00

The full list of deposit refunds was **READ** and it was **NOTED** that the wedding held on the 6th October 2007 in the Oaken Hall was held over to be discussed with the Bar Manager later in the meeting.

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

(b) Bar Accounts for Payment

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

Bar Imprest Account:	Voucher Charge	3.25	
	Petty Cash	<u>94.29</u>	97.54
Adrian Mecklenburgh Ltd:	Wine and Postmix Syrup	131.21	
		Vat <u>22.97</u>	154.18
Nivek Catering Supplies Ltd:	Bendy straws	7.14	
	Napkins	<u>12.14</u>	
		19.28	
		Vat <u>3.37</u>	22.65
Poyntell Ltd:	Repair to KB Club window frame	85.08	
	Supply and Fit Floor Operated Trigger	<u>184.17</u>	
		269.25	
		Vat <u>47.12</u>	316.37
SSG Emprise:	Monthly Keyholding for Alarm Response	30.00	
		Vat <u>5.25</u>	35.25

[c] Financial Analysis

The Financial Analysis was **READ** and it was **NOTED** that overall budgets are on target, although the gaming machine budget is still giving cause for concern.

RESOLVED to change the machine to one with £100 jackpot and to check that the pay out percentage is set correctly.

[d] Stocktake Report 26th September 2007

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

RESOLVED to invite the stocktaker to the next meeting to explain how the program works.

[e] Stocktake Comparison 09.08.05 to 24.09.07

The Stocktake comparison was **READ** and **NOTED**.

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

There were no items held over.

307. **BAR**[a] Kilnbarn Club Takings

The Kilnbarn Club takings up to and including the 30th September 2007 were **READ** and **NOTED**.

[b] Bar Matters

The Bar Manager, Judith Grimes, joined the meeting and passed on Andy Peel's thanks for the letter he had received. She advised Members that she had reinstated Coffee Mornings in the Kilnbarn Club on Friday mornings, although the first one had coincided with one held by the Infant School the second one had gone well. She also advised that a 'message book' had been implemented as opposed to leaving messages on scraps of paper.

The Bar Manager confirmed to Members that the bar take at the wedding in the Oaken Hall on Saturday, 6th October 2007, was very small as a result of the large amount of soft drinks and 72 bottles of non-alcoholic wine that were brought in, even after being informed that the wine would have to be purchased through the Parish Council and soft drinks could be brought in for children only. She estimated this resulted in approximately £1,200.00 loss in revenue. It was **NOTED** that under £200.00 was taken over the bar despite it being opened for 8.5 hours.

RESOLVED to withhold the £300.00 deposit on this function.

RESOLVED that the Wedding Conditions of Hire be adjusted to read that no drinks at all are permitted to be brought into the Centre.

Entertainment for the Christmas period has already been booked, but she will look into the two groups recommended by Cllr Angel.

ADJOURNMENT

Mr J Tolhurst of 80 Scott Close attended the meeting and was given copies of the Minutes of the last meeting. He was advised that all the points put forward to the Full Parish Council had been approved.

He was informed that a letter had been received from the Fire Brigade confirming that they have no objection to the removal of the barrier. A letter will now be sent to all residents of Scott Close petitioning their opinions on installing a permanent fence with lockable gate.

Mr Tolhurst asked whether the wedding booked for the 29th December 2007 was still going ahead and was advised that this was a Ditton resident and it was not expected to be a problem.

[c] Kilnbarn Club Balance Sheet to 30th September 2007

The Balance Sheet was **READ** and it was **NOTED** that expenditure outweighs income, this is as a result of the number of entertainment acts booked so far this year. It was also **NOTED** that staff should be asked to promote the Lotto Bonus Ball more.

[d] Flat Screen TV

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

RESOLVED to obtain more quotations and to contact the Scottish and Newcastle Rep in an attempt to obtain free stock to offset the cost of the television.

[e] Sunday Trivia Quiz

The Bar Manager confirmed that this restarted on Sunday, 7th October 2007.

[f] Provision of Smoking Shelter

The Community Centre Administrator advised Members that it might be prudent to make provision for this in next year's budget. As an interim measure it was suggested that it may be possible to fix a perspex sheet up the right hand side of the steps to the Kilnbarn Club in order to give smokers a little more shelter from the elements.

RESOLVED to place a sum of £1,250.00 in the Estimates for 2008/09 and to investigate whether there are any legal requirements for smokers to be a certain distance from the entrance door before installing a perspex sheet.

[g] Annual Service Contract for Beer Cooler

The quotation was **READ** and it was **NOTED** that this includes all ice machines, bottle coolers and fridges as well as both cellar coolers and pumps.

RESOLVED to place the sum of £169.00 in the 2008/09 Estimates.

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

It was **NOTED** that there was nothing to report.

[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] Informal Meeting with Caretaking Supervisor

The Chairman of the Community Centre Committee advised Members that he had initiated a monthly meeting with both the Bar Manager and Cleaning/Caretaking Supervisor.

The first of these meetings took place on Wednesday, 26th September 2007 where the Cleaning/Caretaking Supervisor confirmed that the stage lights were all now operational and that a weekly check would be made on these in the future. She expressed her concern at the excessive use of cleaning materials in the scrubber/dryer and will ensure that labels are affixed to the containers with the exact dilutions to be used and a measuring jug provided to ensure that these are adhered to.

Notices have been fixed to the oven to stop people using the hobs to fry burgers, sausages, etc. to avoid the Fire Brigade attending when the smoke sets off the alarm. It is also imperative that all the caretaking staff should know what to do in the event of the alarms being activated.

[d] Report from Minster Cleaning – Stage Area

It was **NOTED** that following last month's meeting, Minster Cleaning had come in to look at the stage area with a view to having this professionally cleaned. They recommended that this was not necessary and that it was a job that our own staff could undertake as long as they had the right equipment.

309. **FIRE DETECTION SYSTEM**[a] Fire Brigade Callouts

The number of call outs by the Fire Brigade was **NOTED**.

[b] Suggested Changes to Smoke Sensors

It was **NOTED** that a lot of the problems resulted from the smoke sensor sited in the corridor outside the Caretakers Office.

RESOLVED to investigate whether this could be removed or changed to a heat sensor rather than smoke sensor.

310. **DON CARMAN HALL – REPLACEMENT FLOOR**

The two quotations provided by United Flooring were **READ** and **NOTED**.

RESOLVED to obtain quotes from different suppliers and place a sum in the Estimates for 2008/09.

311. **TONBRIDGE & MALLING BOROUGH SPECIAL WORKS GRANT**

[a] Possible Changes to agreed Project

It was **NOTED** that the application for the Special Works Grant had not yet been submitted and the Community Centre Administrator wondered whether Members would prefer to change this from the Oaken Hall kitchen to the Don Carman Hall floor.

RESOLVED to apply for the replacement floor in the Don Carman Hall and put the Oaken Hall kitchen on hold until 2009/10.

312. **INTRODUCTION OF STREAMLINE MERCHANT SERVICES**

The cost of introducing this system was **NOTED** as well as the individual charge per transaction.

RESOLVED to pass this to Full Parish Council for a decision as it affects all departments, not only Community Centre.

313. **REMOVAL OF BARRIER OUTSIDE MAIN ENTRY TO OAKEN HALL**

The letter from Kent Fire & Rescue Service was **READ** and it was **NOTED** that they have no objection to the present barrier being removed and replaced by a permanent structure.

RESOLVED to petition the residents of Scott Close for their opinions and to obtain quotes for the fencing and lockable gate to establish the cost with a view to it being placed in the 2008/09 Estimates.

314. **ADDITIONAL DISABLED PARKING BAYS**

[a] Request from Hirers

It was **NOTED** that some of the more elderly visitors to the Centre have requested permission to park at the front of the building as the disabled parking bays are too far from the front doors.

[b] Quotation

The quotation to create three disabled parking bays with dropped kerbs next to the barrier was **READ** and **NOTED**. Cllr Stone suggested that Roy Edwards at Tonbridge & Malling Borough Council be contacted for his help over this matter.

RESOLVED to obtain quotes for the creation of disabled parking bays in front of the building and to ascertain what the Parish Council's legal requirement is.

315. **SIGN FOR EXIT FROM CARPARK** – Request from PC Matt Roddick

The quotes for both A2 size and A3 size signs were **READ** and **NOTED**.

RESOLVED to obtain quotes from other sign makers and bring forward to next month's meeting.

316. **EMERGENCY ITEM** – Refurbishment of Car Park Entry Barrier

The Grounds Supervisor had requested whether it was possible to have the main car park entry barrier serviced as it has been left in a state of disrepair. Members also discussed the possibility of this being locked at night in the future.

RESOLVED to obtain a quote on making the barrier functional again and to look at this item again at next month's meeting.

317. **CLOSURE**

The meeting closed at 9.58pm.

Chairman
5th November 2007

