

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 12 NOVEMBER 2007

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

367. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

368. **APOLOGIES FOR ABSENCE**

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

369. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

370. **FINANCE**

[a] Community Centre Accounts for Payment

RESOLVED that the following accounts be **ACCEPTED, APPROVED** and **PAID**, although the broker fee charged by Cobra Insurance Brokers should be queried as Members believed this fee should not be passed on to the Parish Council:-

John Black:	Window Cleaning September 2007		70.00
Capital Cleaning:	Handy Duster – For Cleaning Stage	41.30	
		Vat <u>7.23</u>	48.53
EDF Energy:	Energy to 10 th October 2007	1986.78	
		Vat <u>347.69</u>	2334.47
Cobra Insurance Brokers:	Engineering Policy	478.97	
	Commercial Combined	5707.01	
	Broker Fee	<u>571.00</u>	6756.98
Edwardes Bros:	Stage Lights	103.05	
		Vat <u>18.02</u>	121.07
R J Hunt:	U-Blocking Toilet - OH Gents	60.00	
		Vat <u>10.50</u>	70.50
Initial Washroom Solutions:	Towel Rental	58.50	
		Vat <u>10.24</u>	68.74

Kent County Council:	Pat Testing	314.55	
	Cleaning Materials	221.31	
	Glass Jugs	48.14	
	Stationery	<u>58.65</u>	
		642.65	
		Vat <u>112.47</u>	755.12
Phonographic Performance:	PPL Licence Fee	664.43	
		Vat <u>116.28</u>	780.71
Record UK Ltd:	Planned Maintenance	245.00	
		Vat <u>42.88</u>	287.88
Royal British Legion:	Car Park – No Exit Sign	75.92	
		Vat <u>13.29</u>	89.21
United Flooring Ltd:	Repairs to Woodblock Floor Don Carman Hall	330.00	
		Vat <u>57.75</u>	387.75
Veolia ES Cleanaway:	Refuse Collection – September 2007	146.92	
		Vat <u>25.71</u>	172.63

Deposit Refund

Oaken Hall		Don Carman Hall	
06.10.07	£300.00	12.10.07	£50.00
13.10.07	£85.00	13.10.07	£50.00
20.10.07	£100.00	10.11.07	£50.00
25.10.07	£72.50		
26.10.07	£50.00		
01.11.07	£50.00		
09.11.07	£50.00		

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**:-

Aircool Systems UK:	Lighting Tubes for Bottle Cooler	64.00	
		Vat <u>11.20</u>	75.20
Cobra Insurance Brokers:	Money Policy		281.11
County Stocktaker:	Stocktake 25 th September 2007	180.00	
		Vat <u>31.50</u>	211.50
Hart Chemicals:	Glasswash	50.00	
		Vat <u>8.75</u>	58.75
Kilnbarn Residents Club:	Purchase of 2x11 gallons of Fosters		215.00
Adrian Mecklenburgh:	Wine and Postmix	443.02	
		Vat <u>77.55</u>	520.57

Nivek Catering Supplies:	Glasses	39.11	
	Cafe Maid Creams	<u>5.51</u>	
		44.62	
		Vat <u>6.84</u>	51.46
Rural Pest Control:	Treatment to Wasp Nest in Kilnbarn Club		40.00
SSG Emprise Ltd:	October 2007 – Keyholder Service	30.00	
		Vat <u>5.25</u>	35.25
Silver Springs Minerals:	Soft Drinks	267.87	
		Vat <u>46.88</u>	314.75

[c] Financial Analysis

The Financial Analysis was **READ** and it was **NOTED** that although the postage and telephone budget percentages were extremely high, these are coupled with the stationery budget, the percentage for which is low.

[d] Report on Meeting with Stocktaker

The meeting with the stocktaker had been cancelled because the Member who requested the meeting was unable to attend.

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

[a] Suggested Changes to Smoke Sensor – Quotations [Page 175, Item 309(b)]

The quotation for changing the smoke sensor to a heat sensor was **READ**. It was **NOTED** that although the Fire Brigade does not charge the Parish Council at present for false call outs this does not mean that charges will not be levied in the future.

RESOLVED that should hirers disregard the Conditions of Hire and set off the smoke sensor in future then a charge will be levied from their refundable deposit.

[b] Result of Survey – Removal of Barrier Scott Close – [Page 174]

The results of the survey and the quotation for palisade fencing were **READ** and **NOTED**.

RESOLVED to place this quotation of £1982.00 plus VAT on the 5 Year Plan.

[c] Introduction of Streamline Merchant Services - [Page 176, Item (312)]

It was **NOTED** that this had been rejected at the full Parish Council Meeting held on the 5th November 2007.

[d] Additional Parking Bays – Quotation & Information if available – (Page 176, Item (314))

The Community Centre Administrator advised that having spoken to Tonbridge & Malling Borough Council the ideal percentage of disabled spaces is 6%, although this of course depends on the type of facility serviced by the car park.

RESOLVED to obtain a new quote for two disabled spaces near the barrier and also to look into whether it would be feasible to put a couple of spaces opposite the main entry doors by cutting into the grass verge.

[e] Signs for Exit to Car Park – Quotations if available – (Page 177, Item (315))

The additional quotation had not been received.

RESOLVED to obtain another quotation from Royal British Legion.

372. **BAR**

[a] Kilbarn Club Takings

The Kilbarn Club takings up to and including the 4th November 2007 were **READ** and **NOTED**.

[b] Bar Matters

The Bar Manager, Judith Grimes, joined the meeting. She explained that she had found two web sites offering entertainment and will investigate what they have to offer and at what cost. Cllr. Angel passed information and contact details of two groups to her and it was suggested that one of these acts be booked for February 2008.

She advised Members that there had been a request for a Darts Competition. Cllr Cordwell had supplied the paperwork that was used last time a similar competition took place. It was **NOTED** that the ideal number of competitors would be 32, with the early rounds being arranged and played during the week with the last 16 going forward to play on the Friday/Saturday evenings. An entrance fee of £5 would be charged to enable prizes of £60, £30 and 2 x £10 for the winner, losing finalist and losing semi-finalists. Members agreed to donate a trophy for this event and the Community Centre Administrator will contact the brewery to try to obtain free kegs in order to do '£1 a pint'.

The Bar Manager confirmed that arrangements for the Christmas Quiz were well in hand with posters and hand outs ready. This takes place on Sunday, 16th December and the theme this year is 'Dead Icons'. There will be a prize for the quiz winners and one for the team that has made the most effort. Entry fee includes a glass of wine, crackers and mince pie.

[c] Suggestion for Sunday Entertainment

The e-mail from a Kilbarn Club Member was **READ** and **NOTED**.

[d] Response Letters – Damage to Window Frame

Letters of response were **READ** and **NOTED**.

RESOLVED to send letters explaining that previous correspondence had been worded in an unfortunate manner and that the people involved were not being penalised for failing to apologise. The damage, whether accidental or not, however needed to be paid for.

[e] Decision on Redundant Kilbarn TV

RESOLVED to investigate whether the Hospice or Maidstone Hospital would appreciate this as a gift.

[f] Sales Report from Scottish & Newcastle

The sales report from Scottish & Newcastle was **READ** and **NOTED**.

RESOLVED to send a letter of thanks for all the help and support received by the Parish Council from Ian Dray, the Scottish & Newcastle Representative.

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

There was nothing to report at the present time.

[b] Cleaning Inspection

The Cleaning Inspection carried out by Cllrs. Beadle and Mrs Beadle was **READ** and the improvement **NOTED**.

[c] Report from Chairman on Meeting held 6th November 2007

The Community Centre Committee Chairman updated Members on his meeting with both Judith Grimes, Bar Manager, and Gina Annett, Caretaker Supervisor.

374. **DON CARMAN HALL REPLACEMENT FLOOR - QUOTATIONS GRID**

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

RESOLVED to accept the quotation of £3,121.10 plus VAT for Polyflor FX from United Flooring Ltd. as this included not only the hall but the corridor as well.

375. **TONBRIDGE & MALLING BOROUGH SPECIAL WORKS GRANT**[a] Changes to agreed Project

It was **NOTED** that the application had reverted to the original grant request for the Oaken Hall Kitchen refurbishment.

376. **FURNITURE**[a] Round Tables – Quotation

The quotation for new round tables was **READ** and **NOTED**.

RESOLVED to order 8 new tables at a cost of £105.00 each, totalling £840.00, to be purchased from the 2007/8 Furniture and Fittings fund.

[b] Trolley for Round Tables – Quotation

The quotation for a trolley for the round tables was **READ** and **NOTED**.

RESOLVED to order the trolley at a cost of £234.00, to be purchased from the 2007/8 Furniture and Fittings fund.

[c] Folding Chairs & Trolley – Sample Chairs & Quotation

The sample chairs and quotations were **NOTED**.

RESOLVED to investigate whether this would be eligible for a Community Grant from KCC or place into Capital Items 2008/09.

377. **ESTIMATES FOR 2008/09**

Discussion took place on the suggested draft estimates and it was:

RESOLVED TO RECOMMEND the following as the estimates for the Community Centre Committee for the financial year 2008/09.

COMMUNITY CENTRE		
Expenditure	2008/2009	
Business Rates	12,500.00	
Services: Gas	4,600.00	
Electricity	10,000.00	
Water	1,200.00	
Sewage	1,200.00	
Hall Decorations	150.00	
Hygiene Items	4,000.00	
Stationery/Telephones	3,000.00	
Insurances	7,250.00	
Licences	2,750.00	
Repairs & Replacements	13,000.00	
Mobile Phone Top-Up	100.00	
Pest Control	50.00	
Security	600.00	
Function Security	1,000.00	
Service Contracts	3,600.00	
Vandalism	250.00	
Refuse Collection	2,000.00	
Public Works Loan Board	3,711.00	
Regular Maintenance	2,000.00	72,961.00
Capital Items		
Furniture & Fittings	2,000.00	
Oaken Hall Refurbishment	10846.00	
Additional Streetlight - Car Park	1,500.00	
Floor Refurbishment	2,235.00	
Changes to Car Park - Disabled Bays	5,000.00	21581.00
		94542.00
Anticipated Income		
Hire Fees	99,000.00	
Tonbridge & Malling BC (Debt Charges)	3,711.00	
Cupboard Hire	285.00	
Exam Desk Hire	750.00	
Performing Rights Society Fees	150.00	
Function Security	1,000.00	
Public Phone	50.00	
Hirers Refuse/Mat Hire	100.00	
Bar Services	10,450.00	
T&MBC Grant	6,877.00	122,373.00
		27831.00

BAR		
Expenditure		
Bar Stock	80,000.00	
Bar Food	1,000.00	
Coffee & Cream	300.00	
Bar Snacks	2,400.00	
Tobacco	-	
Cleaning Sundries	350.00	
Stationery	90.00	
Insurance	300.00	
Licences	2,000.00	
Repairs & Replacements/Contingency	6,000.00	
Security	600.00	
Service Contract - Alarms & Coolers	430.00	
Vandalism	150.00	
Stocktaking	1,350.00	
Glasses	150.00	
Beer Gas	2,400.00	
Bar Counter Snacks	200.00	
Cherries & Straws	50.00	
Quiz Snacks	125.00	
Sky TV	4,500.00	
Gaming Machine Rental	2,500.00	
Bar Services	10,450.00	
Royal Mail Cash Collection	700.00	116,045.00
Capital Items		
Kilnbarn Flooring - behind bar	950.00	
Smoking Shelter	1,250.00	2,200.00
		118,245.00
Anticipated Income		
Oaken Hall Counter	62,000.00	
Oaken Hall Wine	1,700.00	
Don Carman Hall Counter	22,000.00	
Don Carman Hall Wine	300.00	
Kilnbarn Club	100,000.00	
Kilnbarn Club Food	1,500.00	
Soft Drinks Bar	2,000.00	
Gaming Machine	6,000.00	195,500.00
		77,255.00

378. **INCIDENT IN CARPARK – 7TH MARCH 2007** – Reply from Cobra Insurance Brokers

The letter from Cobra Insurance Brokers was **READ** and it was **NOTED** that they do not recommend pursuing any action against the company that installed the bollards.

379. **CORRESPONDENCE**

Simone Butterfield:

Letter of thanks & information on Function

THE LETTER WAS **READ AND NOTED**. A COPY WILL BE PASSED TO THE CARETAKERS AND BAR.

- Open University: Proposed dates for 2008 and request for Hire Rate
THE LETTER WAS **READ AND NOTED.**
RESOLVED TO INCREASE THE FEE FOR 2008 BY £500.00.
- Mrs V Doe: Cancellation of Booking due to Ill Health
THE LETTER WAS **READ AND NOTED.**
RESOLVED TO CHARGE A £10.00 ADMINISTRATION FEE AND RETURN THE REMAINING DEPOSIT.
- Mrs Amanda Smith: Request for Concessionary Rate for Indoor Markets in 2008
THE LETTER WAS **READ AND NOTED.**
RESOLVED TO OFFER THE OUTSIDE RATE LESS 25% DISCOUNT AS SHE HAS WRITTEN AUTHORISATION TO FUNDRAISE FOR A REGISTERED CHARITY.

380. **EMERGENCY ITEMS**

a) Kilnbarn Club Quiz

It was **NOTED** that following the purchase of the new second television the Club's funds had been depleted.

RESOLVED to purchase six months supply of Quiz questions at a cost of £130.00 on behalf of the Residents Club.

b) Ditton Scouts

The letter from Ditton Scouts requesting that the hire fee paid in respect of the 14th October be transferred to their next booking, as the Scouts only received two table bookings by Friday, 12th October 2007, was **READ** and **NOTED.**

RESOLVED to retain the full hire fee under Condition 1.f of the Conditions of Hire as a caretaker came on duty at 7.00am on Sunday, 14th October 2007 because no information had been passed to this Council regarding the cancellation.

381. **CLOSURE**

The meeting closed at 9.40pm.

Chairman
3rd December 2007