

DITTON PARISH COUNCIL

MINUTES OF A **MEETING** OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 10TH SEPTEMBER 2007**

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

236. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

237. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllrs B Angel and B Stone. The previously notified reasons for absence have been **APPROVED** by this Committee.

238. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

239. **FINANCE**

[a] Community Centre Accounts for Payment

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

Connaught Gasforce:	Thermocouple Lead to Office & Bar Boiler	23.00 Vat <u>4.03</u>	27.03
Peter Dorrell & Co:	4 x 5Lts of Sportsclean	43.50 Vat <u>7.61</u>	51.11
Goldstar UK:	Polo Shirts for Gina	31.20 Vat <u>5.46</u>	36.66
R J Hunt:	Jetting Drains outside Carman Hall	60.00 Vat <u>10.50</u>	70.50
Initial Washrooms Solutions:	Towel Rental 01.09.07 to 30.09.07	58.50 Vat <u>10.24</u>	68.74
Kent County Council:	Cleaning Materials & Spoons etc	293.09 Vat <u>51.30</u>	344.39
Kent Catering Service Limited:	Repairs to Lincat Water Heater - Don Carman Hall	218.85 Vat <u>38.29</u>	257.14

Poyntell Limited:	Repairs to Window Openers – Oaken Hall	91.30 Vat <u>15.98</u>	107.28
Royal British Legion Industries:	Replacement Post – Exit Sign Carpark	25.34 Vat <u>4.43</u>	29.77
Smart Engineering [Southern] Limited:	Repairs to Scrubber Drier	395.00 Vat <u>69.13</u>	464.13
Travis Perkins:	Decorating Materials –Centre	50.34 Vat <u>8.81</u>	59.15
Veolia Environmental:	Refuse Collection 01.07.07 to 31.07.07	179.32 Vat <u>31.38</u>	210.70

Deposit Refunds

Oaken Hall		Don Carman Hall	
18.08.07	£105.00	15.08.07	£50.00
01.09.07	£50.00	17.08.07	£50.00
		25.08.07	£50.00
		31.08.07	£50.00
		01.09.07	£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**:-

DCC Bar Imprest A/C:	Petty Cash	77.67	
	Wages	22.24	
	Voucher Charge	<u>3.25</u>	103.16
Charus Automatic:	Gaming Machine Rental - July	173.34	
	Final Invoice 23 days	<u>128.61</u>	
		301.95	
		Vat <u>52.84</u>	354.79
County Stocktakers:	Stocktaking 24 th July 2007	180.00	
		Vat <u>31.50</u>	211.50
Kent Frozen Foods:	Bar Frozen Food		73.10
Adrian Meckleburgh:	Wine and Postmix	584.75	
		Vat <u>102.35</u>	687.10
SSG Emprise:	Monthly Keyholding for Alarm Response	30.00 Vat <u>5.25</u>	35.25
Silver Springs:	Soft Drinks	159.95 Vat <u>27.99</u>	187.94

[c] Financial Analysis

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

[d] Stocktake Report 24th July 2007

The Stock Report was **READ** and the small surplus **NOTED**.

240. **ITEMS BROUGHT FORWARD FROM LAST MEETING**[a] Replacement Oven in Oaken Hall Kitchen [Page 85, Item 142a]

The Community Centre Administrator explained that this item would be dealt with later in the meeting under Item 247, Tonbridge & Malling Special Works Grant.

[b] Oaken Hall Floor Refurbishment- [Page 87, Item 146]

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

RESOLVED to accept the quote from Peter Dorrell & Company of £2,235.00 plus VAT and for the work to be carried out during Whitsun Week 2008.

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

The Kilnbarn Club takings up to and including the 2nd September 2007 were **READ**. It was **NOTED** that as the football season had now started both the takings and gaming machine should start to show signs of improvement.

[b] Bar Matters

The Bar Manager, Judith Grimes, joined the meeting. She had nothing to report other than that she has a singer booked for the Kilnbarn Club on Saturday, 15th September 2007. She will look at the bookings diary to see whether it is feasible to have some sort of entertainment in the Club between now and Christmas.

[c] Final Plans for Oaken Hall Bar Kitchen

The final plans for the Oaken Hall Bar Kitchen were **NOTED**.

RESOLVED to ask Top 2 Bottom to carry out the work at a suitable time when the hall is not fully booked, having first checked the dimensions of the back wall.

[d] Alterations to Purchase Price

The new discounts received from Scottish & Newcastle on draught beers were **NOTED**.

RESOLVED not to change bar prices on the beers concerned.

[e] Changes to Bar Gate Operation

It was **NOTED** that the button to open the bar gate is easily accessible from the customers side of the bar.

RESOLVED to have Poyntell change this to a foot operated mechanism for security reasons at a cost of £216.40 inclusive of VAT to be paid from the bar security budget.

[f] Disposal of Previous Kilnbarn Furniture

It was **NOTED** that some of the furniture was donated to the Heritage Centre, but the rest remains in the Cedar Room.

RESOLVED that this be either burnt on the Fireworks bonfire or placed in the skip hired at the time.

[g] Flat Screen TV

The quotes for a 32" and 42" flat screen TV were **NOTED**.

RESOLVED to obtain more quotes for the next meeting.

242. **CLEANING & CARETAKING**

[a] Current situation

It was **NOTED** that one of the cleaner/caretakers had recently been off sick with a suspected trapped nerve. It is uncertain at the moment whether she will be able to do any lifting, etc. on her return to work.

[b] Cleaning Inspection

The Cleaning Inspection carried out by Cllrs Beadle and Mrs Beadle was **READ**. It was **NOTED** that it was much improved, although the stage curtains are all extremely dusty.

RESOLVED to obtain quotations to have the curtains, tracks, etc., professionally cleaned approximately every two years.

243. **OAKEN HALL WEDDINGS**

This item was brought forward on the agenda in order that members of the public could listen to proposals and discussions.

It was **NOTED** that following two recent 'problem' weddings within the space of a fortnight certain procedures needed to be looked at and amended or instigated.

RESOLVED TO RECOMMEND that the residents of Pear Tree Avenue be consulted on whether when a large function is taking place in the Oaken Hall the top gate be locked by the Duty Caretaker or Security Company at approximately 9pm.

RESOLVED TO RECOMMEND that with effect from 1st January 2008 the following amendments will be made to Oaken Hall wedding bookings and added to the Booking Form where appropriate.

1. Deposit for all weddings in the Oaken Hall be increased to £500.

2. The maximum capacity be reduced to 350.
3. Plastic glasses be used at the discretion of the Duty Bar Manager.
4. Every wedding is charged £100 for security and depending on numbers either one or two trained doormen be hired.
5. Richard Cooper undertake SIA licensed door supervisors course at a cost of £195.00 as back-up.
6. No alcohol or glasses should be removed from the Oaken Hall.
7. A new declaration be added to the booking form.
8. The Wedding Package can only be collected in person from the Parish Office and not be posted. The booking form must be signed in the presence of a member of Parish Council staff and a photocopy of the signed form handed to the hirer.
9. All weddings booked with a Ditton address must be checked to ensure that they are authentic.
10. That the conditions of hire be adjusted to accommodate a signature and date.

ADJOURNMENT

Mr J Tolhurst of 80 Scott Close attended the meeting and after listening to the discussion and proposals felt that the Council was placing a lot of faith in the Security Guards on duty as he personally had witnessed goading and harassment by guests at large weddings in the past. He did, however, welcome the proposal and, although he had reservations regarding the number of Security Guards required, hoped it would work.

Mr Tolhurst suggested that an Arras fencing barrier be erected between the grassed area outside the Community Centre and the residents' fences to protect their property.

Mr Tolhurst thanked members for addressing his concerns and requested that both he and his neighbour at 81 Scott Close be advised in writing of the outcome of the resolution.

RESOLVED to canvas residents of Scott Close for their opinions on removing the current barrier between them and the Community Centre and replacing it with a fence and smaller lockable gate if Fire & Safety Regulations permit.

244. **ADDITIONAL LIGHTING COLUMN** – Community Centre Car Park

It was **NOTED** that planning permission had finally been received although this work would now be carried out next year.

RESOLVED that a sum be placed in the estimates for 2008/09

245. **REPLACEMENT FLOORING SIDE OF STAGE**

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

RESOLVED to accept the quote of £305.04 plus VAT from United Flooring, having checked with the Bar Manager to ascertain how the barrels are now transported to the Don Carman Hall cellar to ensure that this damage does not reoccur.

246. **BOOKINGS**

[a] 11th August 2007 - Wedding

RESOLVED to withhold the £500.00 deposit to cover the cost of extra cleaning, etc.

[b] 25th August 2007 - Wedding

RESOLVED to withhold the £500.00 deposit to cover the cost of unpaid bar bill, extra cleaning and damages, etc.

[c] Oaken Hall Weddings

This item was dealt with earlier in the meeting under Item 243.

[d] Effect of No Smoking Ban

It was **NOTED** that since the smoking ban was introduced residents are having to deal with more noise pollution. Having spoken to the Environmental Health Officer this appears to be a problem with licensed premises in residential areas.

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

It was **NOTED** that applications for grants must be in by 26th October 2007.

RESOLVED to apply for a grant towards the refurbishment of the Oaken Hall Kitchen units and appliances.

248. **5 YEAR PLAN UPDATE**

The updated 5 Year Plan was **READ** and **NOTED**.

249. **YELLOW PAGES ADVERTISEMENT**

RESOLVED to accept the quotation of £122.40 plus VAT to enlarge the entry in the Yellow Pages.

251. **DITTON BASED RATES**

[a] Letter to all Block Hirers

It was **NOTED** that letters have been sent to all Block Hirers requesting sight of their membership register to ascertain that the correct hire rates are being applied.

252. **CORRESPONDENCE**

Tonbridge & Malling BC: Alleged Noise Nuisance – 15th August 2007
THE LETTER WAS **READ AND NOTED.**

Traill School of Dancing: Request for 2008 Rate Review
THE LETTER WAS **READ AND NOTED.**
**RESOLVED TO AWAIT SIGHT OF THE REGISTER FROM
TRAILL SCHOOL OF DANCING WHICH WAS
RECENTLY REQUESTED.**

253. **CLOSURE**

The meeting closed at 9.55pm.

Chairman
3rd October 2007