

DITTON PARISH COUNCIL

MINUTES OF A **MEETING** OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY, 14TH MAY 2007**

PRESENT: CLLRS. J BEADLE (CHAIRMAN), R ANGEL, MRS A BEADLE, M D BRINE, B CORDWELL and B D STONE. ALSO IN ATTENDANCE: CLLR. D NUNN
MRS MARILYN GRANTHAM (COMMUNITY CENTRE ADMINISTRATOR)
MRS AMANDA DAVIS (ADMINISTRATIVE ASSISTANT)

27. OPENING OF MEETING

The meeting was opened by the Chairman at 7.30pm.

28. APOLOGIES FOR ABSENCE

Apologies were **RECEIVED** and **ACCEPTED** from Cllrs. M J Porter and Mrs J F Thwaites.

29. ELECTION OF VICE-CHAIR

The Chairman requested nominations for the position of Vice-Chair. Cllr. Mrs. Beadle **NOMINATED** Cllr Angel and this was **SECONDED** by Cllr. Stone. Cllr. Cordwell **NOMINATED** Cllr Brine, although this was not **SECONDED**. There being no further nominations, Cllr Angel was duly elected Vice-Chair of the Community Centre Committee for the municipal year 2007/2008.

30. DECLARATION OF MEMBERS' INTERESTS

There were no declarations of interest.

31. FINANCE

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

[a] Community Centre Accounts for Payment

BBp Plumbing Services:	Repairs to Outside Toilet		45.00
Capital Cleaning (Kent) Ltd:	Repair to Scrubber Dryer Charger	37.00	
		Vat <u>6.48</u>	43.48
Eastprint:	Receipt books	78.05	
		Vat <u>13.66</u>	91.71
Forge Engineering:	Supply and Fit 2 Metal Hoops & Remove Drop Down Posts	330.00	
		Vat <u>57.75</u>	387.75



Initial Washroom Solutions:	May Towel Rental	58.50	
		Vat <u>10.24</u>	68.74
Kent County Council:	Cleaning Materials	284.26	
	Less Credit Note	<u>21.80</u>	
		262.46	
		Vat <u>45.93</u>	308.39
Kent County Council:	3 Folding Exam Desks	100.39	
		Vat <u>17.57</u>	117.96
Record UK Ltd:	Service to Automatic Doors	245.00	
	Slowed speed on outer door	<u>145.00</u>	
		390.00	
		Vat <u>68.26</u>	458.26
TCI Fire & Security Ltd:	5 CCTV tapes	52.50	
		Vat <u>9.18</u>	61.68
United Flooring:	Sand and reseal Don Carman Hall floor	1868.00	
		Vat <u>326.90</u>	2194.90
Veolia ES Cleanaway (UK) Ltd:	Refuse Collection – March	156.25	
		Vat <u>27.34</u>	183.59

The following item was included as an emergency item in order that the work on the CCTV can progress:

TCI Fire & Security Ltd:	Work in progress	4895.85	
		Vat <u>856.77</u>	5752.62

RESOLVED that this item be **ACCEPTED, APPROVED** and **PAID**.

Deposit Refunds

Oaken Hall		Don Carman Hall	
14.04.07	50.00	16.04.07	50.00
16.04.07	50.00	21.04.07	50.00
20.04.07	50.00	28.04.07	50.00
25.04.07	50.00	29.04.07	50.00
05.05.07	50.00	05.05.07	50.00
10.05.07*	50.00	13.05.07*	50.00
11.05.07*	50.00		
12.05.07*	100.00		
13.05.07*	50.00		

* Subject to inspection

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	118.97	
	Wages	32.44	
	Voucher Charge	<u>3.25</u>	154.66
Aircool Systems UK:	Replacement compressor on fridge	480.00	
	Condensate pump in cellar	Vat <u>84.00</u>	564.00
Charus Automatic Ltd:	Gaming Machine Rental	173.34	
	April 2007	Vat <u>30.33</u>	203.67
County Stocktakers:	Stocktaking – 28 th March 2007	180.00	
		Vat <u>31.50</u>	211.50
Kent County Council:	Compact Cooker	64.00	
		Vat <u>11.20</u>	75.20
Joe Lee:	Repair to till		55.00
Adrian Mecklenburgh:	Post Mix Syrup & Wine	262.73	
		Vat <u>45.99</u>	308.72
Nivek Catering Supplies:	Coffee Filters & Cream Pots		28.59
Silver Springs:	Soft Drinks	195.04	
		Vat <u>34.13</u>	229.17
SSG Emprise:	Monthly Keyholding & Alarm	30.00	
	Response	Vat <u>5.25</u>	35.25
Top2Bottom:	Construction of Beer Cellar	2095.00	
	Replace missing roof trim	150.00	
	Replace stolen lead	<u>120.00</u>	
		2365.00	
		Vat <u>413.87</u>	2778.87

[c] End of Year Financial Analysis

The End of Year Financial Analysis was **READ** and it was **NOTED** that the bar stock does not appear anywhere as an asset.

RESOLVED to approach the Auditors to ascertain whether bar stock should be shown on the Financial Analysis.

[d] Stocktake Report 29th March 2007

Cllr. Stone explained that he had attended the last Stocktake and, unfortunately, the figures showing waste are figures that have to be accepted. He will, however, liaise with Lyn Curtin in the Parish Office to look at the Stocktake Reports for the last 12 months and set a benchmark percentage that future reports can be compared against. Cllr. Stone will advise Members of this figure at the next meeting.

32. **ITEMS BROUGHT FORWARD FROM PREVIOUS MEETING**[a] Foyer Carpet (Page 347, Item 607(b))

Concerns were raised at the last meeting regarding the cleaning of this carpet. The Community Centre Administrator confirmed that she had spoken to the manufacturer who advised that the carpet is used in many nursing homes and hospitals and merely needs a daily vacuum.

RESOLVED that the option whereby the mat well is filled in for health and safety reasons and the area totally covered with Sticks & Stones – Autumn from the Key Collection be accepted at a cost of £515.20.

(b) Granite Bar Counter (Page 349, Item 608(f))

Following concerns raised regarding the jointing of the counter the manufacturer had confirmed that these will be filled with resin and, therefore, will not be affected by any spillage. It will take 5 hours to fit the counter, although a template needs to be made 24 hours in advance. This will require the present copper counter being removed and a temporary counter installed for one evening only and the club being closed for the lunchtime session.

RESOLVED to look into and obtain a quote for a solid hard wood counter as a possible alternative.

[c] Damage to Glass Panel KB Club - Police Response – [Page 286, Item 490[h]]

The letter from Kent Police was **READ** and it was **NOTED** that the youth involved had received a reprimand and will, therefore, not be prosecuted.

RESOLVED to take no further action in light of the costs involved in pursuing a civil claim.

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

The Kilnbarn Club takings up to and including the 7th May 2007 were **READ** and **NOTED**.

[b] Bar Matters

The Bar Manager, Judith Grimes, joined the meeting. She reported that everything was ready for FA Cup Final Day on Saturday, 19th May 2007, and that entertainment, in the form of singer Debbie Hayes, had been booked for Saturday, 26th May 2007.

Whilst the Bar Manager was away on Jury Service there had apparently been some confusion over the amount of drinking up time. It was confirmed that this was, and had always been, 20 minutes. She will investigate obtaining notices that state this along with the size of measures on sale.

[c] Members Suggestions Forms

Three more responses had been received following April's meeting. These all involved being more family friendly with children being allowed in the bar longer and family events during the summer. It was **NOTED** that it has since been agreed to extend the children's licence to 10pm during the school summer holidays for a trial period in 2007.

(d) Kilnbarrow Club Balance Sheet at 31st March 2007

The Balance Sheet was **READ** and **NOTED**.

(e) Family Barbeque – 4th August 2007

The Community Centre Administrator advised Members that she had unfortunately been unable to secure any catering for the date in question.

RESOLVED to include this event with the Community Day taking place on the 21st July 2007. The Community Centre Administrator will liaise with Cllrs. Beadle and Angel in this respect.

(f) Replacement Urn

It was **NOTED** that the urn used by the Bar Staff for teas and coffees had broken.

RESOLVED to purchase a new stainless steel 10 litre capacity urn at a cost of £76.25.

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

It was **NOTED** that Laura Cogan is currently doing her work experience at the Centre.

[b] Cleaning Inspection

The Cleaning Inspection carried out by Cllrs. Angel and Mrs Beadle was **READ** and it was **NOTED** that their comments had been passed on to the Caretaking Staff and to the Bar Manager accordingly.

It was **NOTED** that Cllr. Mrs Beadle agreed to carry out the next inspection with one of the new Councillors prior to the meeting in June.

RESOLVED that these inspections be carried out at regular monthly intervals.

35. **DAMAGED CLADDING**

The quotation from Polyspec Plastics to remove and replace damaged cladding with a 10 year guarantee was **READ** and **NOTED**.

RESOLVED to accept the quote of £657.00 including VAT subject to the disposal of the old cladding.

36. **REPLACEMENT OVEN IN OAKEN HALL KITCHEN**

The Community Centre Administrator advised Members that GasForce recently replaced the flex on the current oven in the Oaken Hall kitchen. The engineers advised that if this was replaced by two domestic ovens rather than a commercial one a canopy and new pipework would not be required.

RESOLVED to investigate whether this suggestion does in fact meet with new legislations and look at again next month.

37. **ADDITIONAL CIGARETTE DISPOSAL UNITS**

With the Smoking Ban coming into effect on the 1st July 2007 it was **NOTED** that providing some type of shelter for smokers should be considered as well as cigarette disposal units.

RESOLVED to investigate the types and cost of shelters and cigarette disposal units available and a decision be made at the meeting in June. The Oaken Hall conditions of hire be amended to state that as from the 1st July 2007 the entire building will be a 'NO SMOKING' facility.

38. **CHANGES TO CONDITIONS OF HIRE**

It was **NOTED** that a hirer had recently set off the fire alarms by cooking sausages in a pan of cooking oil on one of the burners in the Oaken Hall kitchen.

RESOLVED to amend the Conditions of Hire prohibiting this type of cooking in future.

39. **CORRESPONDENCE**

HEDGEHOG PRODUCTIONS:

Offer of Settlement

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

RESOLVED THAT THE OFFER OF £250 BE ACCEPTED AND NO FURTHER ACTION BE TAKEN AS THIS EFFECTIVELY MEANS THE HIRE FEE HAS BEEN PAID.

DITTON SHORT MAT BOWLS:

Block Hirer Cancellations

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

RESOLVED THAT AS THE BLOCK HIRERS' TERMS AND CONDITIONS DO NOT MENTION BANK HOLIDAYS THEIR REQUEST THAT IN FUTURE THESE BE INCLUDED IN THE 9 PERMITTED CANCELLATIONS PER ANNUM BE DENIED.

JEAN BENNETT (WI):

Letter of Thanks

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

RESOLVED TO SHOW APPRECIATION TO THE MEMBER OF STAFF CONCERNED BY SENDING HER A BOUQUET OF FLOWERS.

DITTON DANCE CLUB:

Request to Continue on Reduced Hire Rate

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

RESOLVED THAT THE REDUCED HIRE RATE BE EXTENDED BY THREE MONTHS WHEN THE REQUEST WILL BE REVIEWED ON THE CONDITION THAT A COPY OF THEIR MEMBERSHIP IS PROVIDED AND THEY ENDEAVOUR TO RECRUIT MORE DITTON RESIDENTS AS MEMBERS.

40. **CLOSURE**

The meeting closed at 9.30pm.

Chairman
4th June 2007