

DITTON PARISH COUNCIL

MINUTES OF A **MEETING** OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY, 9th JULY 2007**

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

138. **OPENING OF MEETING**

The meeting was opened at 7.30pm by Cllr Porter who, in the absence of both the Chairman and Vice-Chairman, presided over the proceedings.

139. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllrs B Angel, J Beadle and Mrs A Beadle. The previously notified reason for absence has been **APPROVED** by this Committee.

140. **DECLARATION OF MEMBERS' INTERESTS**

Cllr. M Brine declared an interest in item 143(e) as he is a member of the Kilnbarn Club.

Cllr. B Stone declared an interest in item 149 as he is related to the Guide Leader.

141. **FINANCE**

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

[a] Community Centre Accounts for Payment

Astra Security:	Hasp & Staple for Don Carman Hall	5.00	
		Vat <u>0.88</u>	5.88
British Telecom:	Public Phone	42.46	
	Booking & Bar Line	<u>218.40</u>	
		260.86	
		Vat <u>45.65</u>	306.51
Peter Dorrell:	4 x 5L Dorrell Sportsclean	43.50	
		Vat <u>7.61</u>	51.11
Initial Textiles:	Towel Rental 01.06.07 to 30.06.07	58.50	
	Towel Rental 01.07.07 to 31.07.07	<u>58.50</u>	
		117.00	
		Vat <u>20.48</u>	137.48

Kent County Council:	Cleaning Materials	115.80	
	Stationery	10.70	
	Foyer Floor Covering	<u>515.20</u>	
		641.70	
		Vat <u>112.30</u>	754.00

Deposit Refunds

Oaken Hall		Don Carman Hall	
15.06.07	£ 62.50	16.06.07	£50.00
16.06.07	£100.00	23.06.07	£50.00
23.06.07	£98.00	30.06.07	£50.00
27.06.07	£50.00		
07.07.07	£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	78.90	
	Casual Wages	20.47	
	Voucher Charge	<u>3.25</u>	
		102.62	
	Less Deductions	<u>-20.65</u>	81.97
Charus Automatic Ltd:	Gaming Machine Rental – June 2007	173.34	
		Vat <u>30.33</u>	203.67
County Stocktakers:	Stocktake – 5 th June 2007	180.00	
		Vat <u>31.50</u>	211.50
Edwardes Bros:	60w Bulbs	7.00	
		Vat <u>1.22</u>	8.22
Hart Chemicals:	Glasswash	50.00	
		Vat <u>8.75</u>	58.75
Heskins Limited:	Safety Grip – Kilnbarne Club	31.91	
		Vat <u>5.58</u>	37.49
Adrian Mecklenburgh:	Post Mix Syrup and Wine	398.50	
		Vat <u>69.76</u>	468.26
Nivek Catering Supplies:	Elegance Hiball Glasses	34.00	
		Vat <u>5.95</u>	39.95
Poyntell Limited:	Fitting Hinge Bolts – Side Bar Door	56.67	
		Vat <u>9.92</u>	66.59
Silver Springs:	Soft Drinks	118.57	
		Vat <u>20.75</u>	139.32
SSG Emprise:	Monthly Keyholding and Alarm Response	30.00	
		Vat <u>5.25</u>	35.25

[c] Financial Analysis

The Financial Analysis was **READ** and it was **NOTED** that the percentage of budget used figures were not on this report.

RESOLVED that the percentage of budget used figures be included on all future analysis reports.

(d) Bar Stocktake - Report from Cllr Stone

Cllr Stone explained that he had looked at the stocktake reports for the last 12 months and the average allowance per day equated to 13.4% of the profit figure. These allowances include known losses like pipe cleaning, staff drinks, equipment failure, etc. He suggested a benchmark figure of 10% above this percentage be set and if any future stocktake exceed this trigger the Bar Manager will report the reasons to the Community Centre Committee.

It was **NOTED** that a new 'errors sheet' had been devised and implemented following the last stocktake in order that staff errors are not confused with equipment failures, etc.

RESOLVED to accept Cllr Stone's figure of 14.74% as the benchmark for all future stocktake reports.

It was **NOTED** that Cllr Stone will now look at unknown losses, i.e. staff errors, and report his findings at the next meeting in September.

142. **ITEMS BROUGHT FORWARD FROM PREVIOUS MEETING**[a] Replacement Oven in Oaken Hall Kitchen - Quotation if available - [Page 58, Item 91(b)]

It was **NOTED** that no quotation had been received and the Community Centre Administrator will endeavour to obtain this for the next meeting in September.

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

The Kilnbarn Club takings were **READ** and it was **NOTED** that over the current 12 week period the takings had not reached their expected annual budget target.

RESOLVED TO RECOMMEND that the F&A Committee may need to revise the budget if takings do not improve once the football season recommences in August.

[b] Bar Matters

The Bar Manager, Judith Grimes, joined the meeting. She had nothing to report, but required clarification on arrangements for the Community Day with regard to the Kilnbarn Club.

It was **NOTED** that external security has been booked for the day so that Members only and their guests will be allowed in the Kilnbarn Club.

RESOLVED that the door between the Kilnbarn Club and the Oaken Hall remain open, manned by security, and that children will not be allowed in the Club after 9pm.

(c) Alternative Supplier for Gaming Machine

The information from two alternative suppliers was **READ** and it was **NOTED** that an extra license would be required if an additional machine is installed.

RESOLVED to stick to only one machine for the time being, but to switch suppliers from Charus to Gamestec as long as the latter can guarantee that their machines are no more than 9 months old.

[d] Redecoration of Kilnbarn Club Toilets

It was **NOTED** that these are becoming increasing shabby.

RESOLVED that these be painted as and when convenient.

[e] Setanta Sports via Sky Sports – Barclays Premiership Games 2007/08

It was **NOTED** that Setanta Sports are taking over from PREM Plus with effect from the 2007/08 Season.

RESOLVED to subscribe to this service as the cost of PREM Plus is included in this year's budget.

It was also **NOTED** that in connection with this the Kilnbarn Club Member who had previously offered to donate a flat screen TV had been written to but as yet had not responded.

RESOLVED to obtain a quote for a 32" or 37" flat screen LCD TV and the cost of installing this.

RESOLVED also to look into the possibility of a pull down screen and projector to replace the large TV situated in front of the windows.

[f] Members Purchasing Drinks on behalf of Underage Persons

It was **NOTED** that suspicions had been voiced regarding members purchasing alcoholic drinks for minors.

RESOLVED TO RECOMMEND to Full Parish Council that notices are put up advising Members that supplying alcohol drinks to minors is illegal and will result in an instant life time ban from the Kilnbarn Club.

[g] Kilnbarn Club Balance Sheet to 1st July 2007

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

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

It was **NOTED** that Gina is currently off for two weeks having undergone a cataract operation and that Richard will be on annual leave for 10 days commencing the 20th July 2007.

[b] Cleaning Inspection – Review of Caretakers’ comments

In Gina’s absence, her comments on the last cleaning inspection had not been received. This item will be looked at again at the next meeting in September.

[c] Replacement Flooring Side of Stage – Quotation

It was **NOTED** that although one quotation had been received a second quote was still awaited. This item will be placed on the agenda for the next meeting.

145. **COMMUNITY DAY – 21st July 2007**

It was **NOTED** that everything was in hand and Councillors would shortly be advised of when they have been allocated to man the Parish Council stand.

146. **OAKEN HALL FLOOR REFURBISHMENT** – Quotation & Suggested Dates for 2008

It was **NOTED** that two quotes had been requested, although only one had been received to date.

RESOLVED that this work be carried out during Whitsun week in May 2008 with the Kilnbarn Club being open on the Bank Holiday Monday and then re-opening on the Friday evening.

147. **CHANGES TO CONDITIONS OF HIRE** – Football Functions

It was **NOTED** that the 9pm passouts were not being adhered to and in order to reinstate these it was thought prudent to add them to the Conditions of Hire.

RESOLVED to amend the Conditions of Hire to include the wording ‘No passouts are permitted after 9pm’.

148. **RESIDENTS COMPLAINT** – Noise from Centre

The Resident’s complaint was **READ** and **NOTED**.

RESOLVED that the fire doors be closed at 10.45pm without fail in future.

149. **CORRESPONDENCE**

Ditton Guides:

Problems at Guide HQ

The e-mail was **READ** and her concerns were **NOTED**.

RESOLVED TO OFFER USE OF THE ACORN ROOMS AT A DISCOUNTED RATE OF £4 PER HOUR.

Mrs Rootes:

Cancelled Booking - 19th April 2008

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

RESOLVED TO CHARGE A £10 ADMINISTRATION FEE AND RETURN REMAINDER OF DEPOSIT.

150. **CLOSURE**

The meeting closed at 9.07pm.

Chairman
6th August 2007