

DITTON PARISH COUNCIL

MINUTES OF A **MEETING** OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY, 11TH JUNE 2007**

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

87. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.30pm.

88. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** and **ACCEPTED** from Cllr. B Angel due to sickness.

Apologies were **RECEIVED** from Cllr. M D Brine. The previously notified reason for absence has been **APPROVED** by this Committee.

89. **DECLARATION OF MEMBERS' INTERESTS**

Cllr. M J Porter declared an interest in item 96 as he is a member of the Ditton Petanque Club.

90. **FINANCE**

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

[a] Community Centre Accounts for Payment

John Black:	Window Cleaning May 2007		70.00
Capital Cleaning (Kent) Ltd:	Repairs to Scrubber Dryer	77.30	
		Vat 13.53	90.83
Peter Dorrell & Company:	Cleaning Materials	86.00	
		Vat 15.05	101.05
Kent County Council:	Cleaning Materials	167.39	
	Stationery	4.90	
		172.29	
		Vat 30.15	202.44
Mid-Kent Water:	Meter Reading 25 th April 2007		396.12
Sage (UK) Limited:	Pay envelopes	39.00	
		Vat 6.83	45.83



Travis Perkins	Silicone Spray	5.77	
		Vat <u>1.01</u>	6.78
Veolia ES Cleanaway (UK) Ltd:	Refuse Collection 01/04/07 to 30/04/07	179.00	
		Vat <u>31.32</u>	210.32

Additional Account for payment

Veolia ES Cleanaway (UK) Ltd:	Refuse Collection 01/05/07 to 31/05/07	147.24	
		Vat <u>31.32</u>	173.00

Deposit Refunds

Oaken Hall		Don Carman Hall	
17.03.07	95.00	26.05.07	50.00
15.05.07	50.00	03.06.07	50.00
18.05.07	100.00	09.06.07	50.00
02.06.07	150.00		
08.06.07	100.00		
09.06.07	100.00		

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	90.18	
	Casual Bar Wages	100.78	
	Voucher Charge	<u>3.25</u>	
			194.21
Aircool Systems UK:	Pump for Glass Washer	139.99	
		Vat <u>24.50</u>	164.49
BBp Plumbing and Heating:	Repairs to Gents W.C. Kilnbarn Club		49.50
Charus Automatic Ltd:	Gaming Machine Rental May 2007	173.34	
		Vat <u>30.33</u>	203.67
Kent County Council:	Cleaning Materials	29.90	
	Stainless Steel Urn	<u>80.89</u>	
		110.79	
		Vat <u>19.39</u>	130.18
J Lee:	Repairs to Oaken Hall Bar Till		55.00
Adrian Mecklenburgh:	Post Mix Syrup and Wine	452.94	
		Vat <u>79.27</u>	532.21

Nivek Catering Supplies:	7 Part Metric signs	18.00	
	Coffee Filters and Cream Pots	34.10	
	Straws and Napkins	16.90	
	Dart Boards	<u>50.80</u>	
		119.80	
		Vat <u>15.00</u>	134.80
Silver Springs:	Soft Drinks	141.63	
		Vat <u>24.79</u>	166.42
SSG Emprise:	Monthly Keyholding and Alarm	30.00	
	Response	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 in three cases already appeared high.

RESOLVED to look at these percentages in more detail at the next meeting.

It was understood that Cllr Nunn is looking at a spreadsheet to show previous years' income and expenditure which would be very useful.

(d) Bar Stocktake

i) Report from Cllr Stone

Cllr. Stone apologised for not having been able to meet with Lyn Curtin but will do so within the next two weeks and report to the July meeting.

ii) Stocktake Report 5th June 2007

The Stocktake Report was **READ** and the deficit **NOTED** with three items in particular giving cause for alarm.

The Bar Manager, when she joined the meeting, confirmed that the bar staff are only having drinks on a Friday or Saturday evening and then only after a busy function, not after Dance Club. The wine written off was red wine that was on tap and past its use-by date. The Community Centre Administrator will liaise with the supplier to see whether a credit or alternative stock can be obtained. The equipment failure will be clarified with the Stocktaker.

RESOLVED to look at this report at the next meeting once the investigations are complete.

91. **ITEMS BROUGHT FORWARD FROM PREVIOUS MEETING**

[a] Bar Counter (Page 22, Item 32(b)) – Further Quotation

The quotation from Capital Contract for £2,150.00 plus VAT of £375.25 was **READ** and the samples of wood **NOTED**.

RESOLVED that the original quote from Granite Transformations of £1,865.00 be accepted and the darker shade of granite was preferred.

RESOLVED that a cheque be signed at this meeting to enable a date for the fitting to be placed in the diary and notices be put up with the lunchtime closure date.

[b] Replacement Oven in Oaken Hall Kitchen [Page 24, Item 36]

The Community Centre Administrator explained that Gasforce had confirmed that as their fitters are all CORGI registered they are qualified to comment on replacing the current oven with two domestic gas ovens.

RESOLVED to obtain a quote from Gasforce for two new ovens for the next meeting.

(c) Additional Cigarette Disposal Units (Page 24, Item 37)

The various types of disposal units were **NOTED**.

RESOLVED to purchase a planter, fill it with sand and site it opposite the main doors to the Community Centre and review the situation once the Smoking Ban has come into force on the 1st July 2007.

(d) Foyer Carpet (Page 22, Item 32) - Update

It was **NOTED** that the carpet had been fitted and was a vast improvement. It was also **NOTED** that this was not the original choice, which proved to be more expensive than quoted for.

92. **BAR**

[a] Kilnbarn Club Takings

The Kilnbarn Club takings up to and including the 3rd June 2007 were **READ** and the slight increase **NOTED**.

[b] Bar Matters

The Bar Manager, Judith Grimes, joined the meeting. She confirmed that entertainment had been booked for the 15th September 2007 (Sam Collins), Christmas Eve (lady singer) and New Years Eve (Matt Brooks).

It was **NOTED** that no entertainment had been booked for the August Bank Holiday weekend and the Bar Manager will look at the takings for the same weekend last year and report to the July meeting.

It was **NOTED** that during the summer months the black polo shirts were too hot and the Bar Manager requested that white tops could be worn instead.

RESOLVED that during the hot weather bar staff could wear white tops with wide straps as long as they also wore their name badges.

The Bar Manager advised the Committee that she and a senior member of the bar staff would be taking part in a half marathon moonlight walk on the 30th June 2007 in aid of the Heart of Kent Hospice. It was agreed that they will be doing a sweepstake at £2 a go with times at 5 minute intervals.

RESOLVED that the Community Centre Administrator speak to the Council's bar suppliers to obtain a few prizes so all the money from the sweepstake can be donated to the Hospice.

[c] Members Suggestions Forms

The Members' Suggestion Forms received prior to the last meeting were **READ** and **NOTED**. Two members requested that the TV next to the dartboard be raised.

RESOLVED to write to the member offering a 28 inch flat screen TV thanking him for the offer and asking for more information regarding the TV.

Cllr Stone will investigate the legality of the suggested Poker night as he would be seeing Duncan Robinson the next day.

There were a number of activities suggested by another member.

RESOLVED the Bar Manager investigate whether this person would be willing to join an Entertainment Committee and report back to the July meeting.

(d) Gaming Machine – Information as requested by Cllr. Porter

It was **NOTED** that Charus had been approached with a view to possibly reducing our license and having a lesser machine in the Kilnbarn Club. In order to do so would result in having a 5p play/£100 jackpot machine.

RESOLVED to investigate other possible suppliers of machines and report to the July meeting.

(e) Information from Crime Reduction Officer

The information and suggestions made by the Crime Reduction Officer were **NOTED**.

(f) Kilnbarn Club Bar Summer Opening Times

The Kilnbarn Club takings between the hours of 4pm and 6pm on Sundays since the start of the financial year were **NOTED**.

RESOLVED to leave the opening times as at present, but review at the July meeting.

93. CLEANING & CARETAKING[a] Current situation

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

[b] Cleaning Inspection

The Cleaning Inspection carried out by Cllrs. Angel and Mrs Beadle was **READ** and it was **NOTED** that this was much improved.

RESOLVED to review the Caretaker's comments at the next meeting.

RESOLVED to obtain quotation from Kent County Council to retile floor at the side of the stage.

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

It was **NOTED** that everything was going well and that confirmation had been received regarding the Variety Show.

It was also **NOTED** that volunteers to run the kitchen would be sought at the Family Day Committee meeting to be held on Wednesday, 13th June 2007. If none were forthcoming, then the running of the kitchen would be offered to the WI.

The Community Centre Administrator advised the Committee that a grant had been secured from KCC to pay for both the Bouncy Castles.

95. **KCC GRANTS FOR MEMBERS AND LOCAL BOARD**

It was **NOTED** that KCC Grants for Members and Local Board were now available.

96. **CORRESPONDENCE**

DITTON SHORT MAT BOWLS:

Block Hirers Cancellations

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

RESOLVED TO REPLY ADVISING THEM THAT AS FROM 2008 BANK HOLIDAYS CAN NOT BE INCLUDED IN THE 9 PERMITTED CANCELLATIONS PER ANNUM.

LEONARD CHESHIRE HOMES:

Letter of Thanks

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

DITTON PETANQUE CLUB:

Letter of Thanks

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

97. **CLOSURE**

The meeting closed at 9.45pm.