

**DITTON PARISH COUNCIL**

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 16th APRIL 2018

PRESENT: CLLRS Mrs.J DEARDEN (Chairman), Mrs K DENNISON,  
J LOVER, P JOBLING  
CLLR. Mrs J COOPER (Observer)  
MRS SALLY CRAIG (Business Administrator)

475. **OPENING OF MEETING**

The meeting opened at 7.30pm.

476. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllrs Mulcuck and Porter. The previously notified reason for absence was recorded in the Absence Book Ref 386 and **ACCEPTED** and **APPROVED**.

477. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of Members' interests.

478. **FINANCE**

(a) Community Centre Accounts for Payment

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

Fourways	Cleaning/Stationary		120.81	
		VAT	24.16	144.97
Envirocure	Legionella Testing		58.55	
		VAT	11.71	70.26
Atlas Facilities	Annual Keyholding		283.80	
		VAT	56.76	340.56
KCS	Cleaning Supples		115.10	
		VAT	23.02	138.12
Aquaid	Water		26.97	
		VAT	5.39	32.36
AShort Locksmiths	Callout to Cedar Rooms		60.00	60.00
Easy Invoice Finance	OH Floor Refurbishment		2725.00	
		VAT	545.00	3270.00

**Deposit Refunds**

<b>Oaken Hall</b>		<b>Don Carman Hall</b>	
16.03.18	82.50	24.03.18	50.00
17.03.18	50.00	31.03.18	50.00
23.03.18	50.00	10.04.18	50.00
25.03.18	109.38	14.04.18	50.00
10.04.18	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 account be **ACCEPTED, APPROVED** and **PAID**:-

Mecklenburgh	Post Mix/Coffee		132.14	
			192.00	
			192.00	
			(18.00)	
			(18.00)	
			(121.80)	
		VAT	45.24	403.58
Lansdell	Soft Drinks/Snacks		98.17	
			71.39	
			134.39	
			35.42	
			86.26	
			108.45	
		VAT	101.71	635.79

(c) Financial Analysis – Month 11.

**READ** and **NOTED**.

478. **ITEMS BROUGHT FORWARD FROM PREVIOUS MEETINGS**

(a) Kilnbar Signage – page 206, item 456(b)(ii)

An estimated cost to purchase a sign would be £250 this would not include a post to hang it from or any artwork. It was **AGREED** to obtain a price for a sign including installation and that the artwork should be based on a traditional 'Kilnbar' image.

(b) Outside Tables – page 206, item 456(b)(iii)

It was **REPORTED** that the average price from leading manufacturers was £350 per bench. It was **AGREED** to obtain a quotation for 5 benches for committee approval.

(c) Heating Quotes – page 207, item 457(b)

Discussion took place on 2 quotations obtained to upgrade the heaters and associated pipework through the community centre. It was **REPORTED** that the same brief had been given to both companies. Quote 1 included replacing all heaters and pipework as requested, quote 2 included replacement of heaters but no pipework.

Quote 1	£22,044.47
Quote 2	£19,230.00

It was **AGREED** to clarify the warranty of the work/parts and enquire whether a service contract is available going forward.

**RESOLVED** to **RECOMMEND** Quote 1 from Kent Boilercare Ltd be put to Full Council for approval and the F&A committee to consider if funds can be made available for work to be carried out during August when the centre is quiet.

479. **BARS**

(a) Kilnbarrow Takings – **READ** and it was **NOTED** that the Don Carman Hall takings are up on previous years and this appears to be a positive trend with increased bookings.

(b) Bar Matters

Opening Hours – Cllr's discussed revised proposals after discussion with the Bar Manager and **AGREED** to trial a change of evening opening hours during the summer season. It was suggested that a promotion should be held to promote the earlier opening times. Cllr Jobling offered to put together some ideas.

**RESOLVED to RECOMMEND** to the full council that the opening hours are changed for a trial period to:

Monday, Tuesday, Wednesday & Thursday	<b>6.00pm</b> – 11.00pm
Friday, Saturday	12.00 – 11.30pm
Sunday	12.00 – 10.30pm

The committee **NOTED** the Bar Managers request to allow flexibility with opening hours during the Football World Cup to facilitate showing live games. Additional opening hours must be pre- planned with the Parish Office to enable advertising and staffing.

**RESOLVED** to delegate power to the Clerk to liaise with the Bar Manager re-additional opening hours during the World Cup.

Food Preparation – Discussion took place on the provision of heating food for Petanque. It was **AGREED** that there should be an increase in charges to £5 per match and that Bar Staff and Caretaking staff should work together to provide this service. All staff handling any food must have a current food hygiene certificate.

**RESOLVED** to ensure that food hygiene certificates are held by all relevant staff.

(c) Stocktake Report - The summary of the stocktake report was **READ** and it was **NOTED** that there was a surplus of £77.48.

(d) Staff Meetings - Cllrs discussed the benefits of having a council presence at the Bar Staff meetings to be able to offer better understanding and support. It was **AGREED** that meetings should be planned in advance, have an agenda, minuted and restricted to one hour. Cllr Jobling expressed he would be able to attend meetings on a Tuesday morning with advance notice.

- (e) Ditton Gazette – It was **AGREED** to promote the Kilnbarn in the next Gazette with an editorial and photo's.

480. **COMMUNITY CENTRE**

(a) Maintenance

It was **AGREED** that a maintenance list should be compiled for the year ahead to be enable budgeting for proposed works.

481. **CLEANING AND CARETAKING**

(a) Current Situation

Nothing to report.

(b) Cleaning Inspection

Cllr Mrs Dearden and Mrs Dennison to carry out next inspection.

482. **CLOSURE**

The meeting closed at 8.30pm.

Chairman  
9<sup>th</sup> May 2018