

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 10th FEBRUARY 2020.

PRESENT: CLLRS Mrs.J DEARDEN (Chairman), Mrs K DENNISON, M PORTER, N NEWMAN (Ex-Officio), J LOVER (Ex-Officio)
MRS SALLY CRAIG (Business Administrator)
Mr BEN WHITE (Administrative Assistant)

432. **OPENING OF MEETING**

The meeting opened at 7.30pm.

433. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllr Mrs GODDEN. The previously notified reason for absence was recorded in the Absence Book Ref 453 and **ACCEPTED** and **APPROVED**.

434. **DECLARATION OF MEMBERS' INTERESTS**

Cllr Porter declared a personal interest in item 392(b) regarding Caretaking staff meeting.

435. **FINANCE**

(a) Community Centre Accounts for Payment

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

K&A Electrical	Oaken Hall Lighting Cedar Room Heating	VAT	10,260.00 3,242.80 2,700.56	£16,203.36
Shepway Ceilings	Oaken Hall	VAT	18694.85 3,738.97	£22,422.82
Kent Boilercare	Airlock in heating system Carman Room Heating	VAT	171.00 57.00 45.60	£273.60
Chubb	Fire Alarm service	VAT	155.68 31.14	£186.82
HSS Hire	Tower Hire – Xmas Decorations	VAT	138.00 27.60	£165.60
Capital Cleaning	Cleaning Supplies	VAT	177.71 18.15 39.17	£235.03
S Ricketts	Raising Drain Cover Decoration of Carman Room		200.00 180.00	£380.00
Triple A Events	Stage & Sound – Music Festival	VAT	1150.00 230.00	£1,380.00

Deposit Refunds

The full list of deposit refunds was **READ**.

Deposit Returns paid by BACS January 2020

Oaken Hall		Don Carman Hall	
		28.12.19	50.00
		12.01.20	50.00
		18.01.20	50.00

(b) Bar Accounts for Payment

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

BSS Stocktaking	January Stocktake		120.00	120.00
Lansdell	Bar Stock		164.84	
	Bar Stock		100.47	
	Bar Stock		(8.19)	
	Bar Equipment		76.38	
	Bar Stock		152.39	
	Bar Stock		163.47	
		VAT	114.51	£763.87

(a) Financial Analysis – Month 10

READ and **NOTED**.

436. **BARS**(a) Kilnbarn Takings

READ and **NOTED**.

(b) Stocktake

The stocktake report was **READ**, and it was **NOTED** that there was a small surplus. The stock taker had raised no concerns.

(c) Matters Arising

i. Bar Prices – Annual price review

Proposed bar prices previously circulated were discussed.

RESOLVED to implement the proposed price increase from the 1st April 2020

437. **COMMUNITY CENTRE**(a) Matters Brought Forward – page 173, item 391(a)

i. VE Day Celebrations

It was **REPORTED** that the local schools had been contacted with regard to the VE Day poster competition with a deadline of 28th February 2020.

It was **AGREED** to get two banners made up to advertise the dance being held in Community Centre on Friday 8th May along with the Music festival on 30th May.

ii. Music Festival – page 173, item 391(a)ii

It was **REPORTED** that six acts had been booked for the event, each doing a 45-minute slot. Barbeque, ice cream van and outdoor bar have been booked. It was **AGREED** that if Gallagher's provided some sponsorship again this year, a larger stage could be hired at an additional cost of £500.

iii. Promoting Community Centre – page 174, item 391(a)iii

Discussion took place on the merits of the Community Centre having its own website and Facebook page. It was **AGREED** to start a separate Facebook page for the Community Centre but, to look at enough key words are on the Parish Council website to get more search engine hits.

iv. Hirer Debt – page 174, item 391(a)iv

It was **REPORTED** that half of the debt had been received and the hirer had agreed to repay the remaining balance by the end of February.

(b) Maintenance

i. General update

READ and NOTED

438. **CLEANING AND CARETAKING**(a) Current Situation

It was **REPORTED** that one of the clubs on a Wednesday evening had dislodged a tile in the new ceiling. It was **AGREED** to write to the hirers asking them to take more care, stating that the Community Centre Committee would be considering action that will be taken going forward, if this continues to occur. Cllrs **REQUESTED** that a price to purchase a tower be obtained for the next meeting.

(b) Staff Meeting

Cllr Mrs Dearden **REPORTED** on the recent meeting held with the Caretaking staff.

439. **CLOSURE**

The meeting closed at 8.10pm.