

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 14th OCTOBER 2019

PRESENT: CLLRS Mrs.J DEARDEN (Chairman), Mrs K DENNISON, Mrs G GODDEN, NEWMAN (Ex-Officio), J LOVER (Ex-Officio)
MRS SALLY CRAIG (Business Administrator), BEN WHITE (Community Centre Administrator)

250. **OPENING OF MEETING**

The meeting opened at 7.30pm.

251. **APOLOGIES FOR ABSENCE**

There were no apologies for absence received.

252. **ELECTION TO COMMITTEE**

Cllr Mrs G Godden was nominated by Cllr Mrs K Dennison and seconded by Cllr Lover to join the Community Centre Committee.

RESOLVED Cllr Mrs Godden be co-opted onto the Community Centre Committee.

253. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of Members' interests.

254. **FINANCE**

(a) Community Centre Accounts for Payment

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

Maidstone Glass	Don Carman Hall Doors		1600.00	
		VAT	320.00	£1,920.00
Capital Cleaning	Cleaning Supplies		5.95	
			89.25	
			97.74	
		VAT	38.59	£231.53
Envirocure	Legionella		48.33	
			48.33	
		VAT	19.34	£116.00
Steven Ricketts	Maintenance		450.00	£450.00
Maidstone Ind Cleaners	Window Cleaning		260.00	£260.00
1 st A Pest Control	Quarterly Pest Control		60.00	

		VAT	12.00	£72.00
Southern Care Maintenance	Disable Hoist Safety Test		55.00	
		VAT	11.00	£66.00

Deposit Refunds

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

RESOLVED that the deposit refunds be **ACCEPTED, APPROVED** and **PAID**.

Oaken Hall		Don Carman Hall	
14.09.19	225.00	15.09.19	50.00
15.09.19	75.00	21.09.19	50.00
20.09.19	50.00	22.09.19	50.00
22.09.19	50.00	22.09.19	50.00
28.09.19	338.50	05.10.19	50.00
12.10.19	50.00	05.10.19	50.00
13.10.19	50.00	06.10.19	50.00

(b) Bar Accounts for Payment

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

Chubb	Intruder Alarm maintenance		197.74	
	Intruder Alarm maintenance		124.22	
	Annual Alarm Contract		753.83	
		VAT	215.15	£1,290.94
Lansdell	Bar Stock		204.73	
			204.55	
			120.24	
			1.98	
			192.32	
			130.84	£854.66

(c) Financial Analysis – Month 6

READ and it was **NOTED** that both Community Centre and the Bar are in a good position at month 6.

255. **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 Arisingi. Christmas Opening Hours

Opening hours for the Christmas period were discussed. It was **AGREED** The Kilnbarn will be open on Christmas Day, Boxing Day and New Year's Day this year. A full list of opening hours will be published

ii. Daily takings analysis

Analysis of daily takings and direct costs was **READ** and **NOTED**. It was **AGREED** that no action was required at this time.

iii. Glass Recycling Bins

It was **REPORTED** that the glass recycling bins will be removed from the car park in the coming months. Glass recycling bins from the current refuse collector will be £7 per bin and general recycling £7 per bin. It was **AGREED** to have two glass recycling bins and exchange one general refuse bin with a general recycling bin

iv. Kilnbarn Incident - 7.10.19

Following the bar incident Cllrs **AGREED** that all staff should be trained on using the panic alarm and updated on the procedures for dealing with incidents in the bar.

256. COMMUNITY CENTRE(a) Matters Brought Forwardi. VE Day Celebrations

Cllrs **AGREED** to set a budget of £1,500 to entertain local children and raise a toast at 3.00pm. It was **AGREED** to speak to the Ditton Heritage Centre to try and coordinate with what they will be doing on the day.

It was **AGREED** to invite local children to enter a VE Day poster competition. The winning artwork to be categorised into ages; Preschool, KS1, KS2, KS3 & KS4. Winners from each age section will be published in the Gazette with the overall winner taking the front page of the Spring Gazette.

ii. Promoting Community Centre

It was **REPORTED** that there is no problem with bookings during daytimes, but weekend evenings are not as good. It was **AGREED** to offer Friday/Saturday evenings to local Charities at a concessionary rate.

iii. Hirer Debt

It was **REPORTED** that £500 had been paid towards the outstanding debt. Cllrs asked to be kept informed as to whether the agreed payment plan was being adhered to in the coming months.

(b) Maintenance

i. General update

READ and NOTED. It was **AGREED** to get updated quotations for the Oaken Hall ceiling replacement as there had been price increases since the original quotations had been obtained.

ii. Don Carman Hall – Blind and side lamp replacement

It was **AGREED** to replace the window blinds and wall lights in the Don Carman Hall.

257. **CLEANING AND CARETAKING**

(a) Current Situation

Noted nothing to report at this time.

258. **CLOSURE**

The meeting closed at 8.55pm.

Chairman
4th November 2019