

## DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON WEDNESDAY 29<sup>th</sup> MAY 2019

PRESENT: CLLRS Mrs.J DEARDEN (Chairman), Mrs J TEBBUTT, Mrs J COOPER,  
Mrs K Dennison  
MRS SALLY CRAIG (Business Administrator)

51. **OPENING OF MEETING**

The meeting opened at 7.30pm.

52. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllrs N Newman, M Porter and J Lover. The previously notified reasons for absence were recorded in the Absence Book Ref 430 and **ACCEPTED** and **APPROVED**.

53. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of Members' interests.

54. **ELECTION OF VICE-CHAIR**

Cllr Mrs J Cooper was nominated by Cllr Mrs J Tebbutt and seconded by Cllr Mrs K Dennison. There being no further nominations Cllr Mrs J Cooper was duly elected Vice Chair of the Community Centre Committee for 2019/20.

55. **FINANCE**

(a) Community Centre Accounts for Payment

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

Cannon Hygiene	Sanitary/Medical Waste Bins Credit on annual charge	VAT	492.56 (361.37) 26.24	£157.43
Record	Planned Maintenance – electric doors	VAT	232.50 46.50	£279.00
Protech Doors	Safety Sensors – electric doors	VAT	670.00 134.00	£804.00
Envirocure	Monthly Legionella Testing	VAT	48.33 9.67	£58.00
Initial	Roller Towels/Urinal Sanitisation	VAT	144.82 28.96	£173.78
Fourways	Stationary/Paper	VAT	63.71 107.58 34.26	£202.55
Kent Boilercare	Gas Safety Testing	VAT	357.00 71.40	£428.40

S&J Cleaning Systems	Scrubber Dryer Repairs	VAT	713.63 142.72	£856.35
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### 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	
27.04.19	£50.00	11.05.19	£50.00
10.05.19	£100.00	18.05.19	£50.00
18.05.19	£41.25		
25.05.19	£50.00		

### (b) Bar Accounts for Payment

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

BSS	Stocktaking		200.00 120.00	£320.00
Lansdell	Bar Stock	VAT	1406.60 252.80	£1659.40
Host My Office	Monthly IT Hosting	VAT	233.50 46.70	£280.20
Capital Cleaning	Cleaning Supplies	VAT	5.95 71.27 15.44	£92.66

### (c) Financial Analysis – Month 1

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

## 56. **BARS**

(a) Kilnbarrow Takings - **READ** and **NOTED**.

(b) Bar Matters

i. Staff Meeting

Cllrs Mrs J Dearden updated the committee on the staff meeting held on 9<sup>th</sup> May 2019.

ii. Bank Holiday Opening Times

It was **PROPOSED** after customers' requests, to open the Kilnbarrow Bar during the day on Bank Holiday Mondays and close in the evening on these days.

**RESOLVED** to open Bank Holiday Mondays during the day and monitor the takings to assess the viability.

iii. Promotions

It was **REPORTED** that a beer promotion was being run for the Europa League and Champions League final.

(c) Stocktake - **READ** and **NOTED**.

57. **COMMUNITY CENTRE**

(a) Matters Brought Forward

i. Deposit Refunds

It was **REPORTED** that the Internal Auditor had confirmed Bank Transfer could be used to return deposit refunds, but these should be authorised by a nominated Councillor and the Council's financial regulations updated to reflect this.

ii. Music Festival

An update was given on the afternoon of 1<sup>st</sup> June, and it was confirmed that Gallagher's had agreed to sponsor the event and the big screen coverage of the Champions League final. Councillors congratulated Mrs Craig on the organisation of the event.

(b) Other Matters

i. Electronic Booking System

A booking system linked to the accounts package was considered and the advantages discussed. The initial cost would be £1168.00 with subsequent years costing £290.00 for a licence with five users.

**RESOLVED** to **RECOMMEND** to Full Council consideration of purchasing an electronic booking system.

ii. Advertising/Promoting Community Centre

It was **AGREED** that new promotional material is required to market the Community Centre. Consideration needs to be taken in finding the right photographer and what shots should be taken, ideally when the hall is set up for functions so this may require several visits and hirer permission.

iii. VE Day Celebrations

Cllrs discussed holding a dance on 8<sup>th</sup> May 2020 in the Oaken Hall. It was **AGREED** to contact big bands that have previously performed at the Community Centre to see their availability and costs.

It was **AGREED** to support the 'Nations Toast to the Heroes of WW2' by offering a free drink in the Kilnbarn at 3.00pm on Friday 8<sup>th</sup> May 2020.

(c) Maintenance

i. General update

An update was given to issues arising in May.

ii. Oaken Hall ceiling and lighting

It was **REPORTED** that a new specification had been obtained for the Oaken Hall lighting within the previously recommended Quotation 3. The new specification would fit flush into the grid system of the ceiling panels; would be anti-glare and be suitable against knocks.

**RESOLVED** to **RECOMMEND** to the F&A committee that funds be made available for the work to be carried out in the next few months.

58. **CLEANING AND CARETAKING**

(a) Current Situation

Noted nothing to report at this time.

59. **CLOSURE**

The meeting closed at 9.00pm.

Chairman  
3<sup>rd</sup> June 2019

