

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 2018

PRESENT: CLLRS Mrs.J DEARDEN (Chairman), Mrs K DENNISON, J LOVER,
P JOBLING, M PORTER (ex officio)
MRS SALLY CRAIG (Business Administrator)

92. **OPENING OF MEETING**

The meeting opened at 7.30pm.

93. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllr Mrs Cooper. The previously notified reason for absence was recorded in the Absence Book Ref 392 and **ACCEPTED** and **APPROVED**.

94. **DECLARATION OF MEMBERS' INTERESTS**

Cllr Mrs Dearden declared a personal interest in item 98(a) maintenance regarding replacing the front doors to the Cedar Rooms. Cllr Porter declared a personal interest in item 96(a) regarding the Kilnbarn signage.

95. **FINANCE**

(a) Community Centre Accounts for Payment

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

Chubb	Alarm – OSA Mess Room		317.82	
		VAT	63.56	381.38
KCS	Stationary		57.01	
		VAT	11.40	68.41
Business Stream	Waste Water		695.58	695.58
Record	Automatic Door Maintenance		232.50	
		VAT	46.50	279.00
David Stephens	Projector & Screen		145.00	145.00
KCC	Fire Risk Assessment		380.00	
		VAT	76.00	456.00
Carter Brooke	Function Security		90.00	
		VAT	18.00	108.00
Envirocure	Legionella Testing		140.00	
			175.50	
			58.55	
		VAT	74.81	448.86
Fourways	Stationary		67.45	
		VAT	13.49	80.94
Capital	Cleaning Supplies		90.80	
			181.90	
			(25.80)	

		VAT	94.92 49.38	410.18
--	--	-----	----------------	--------

Deposit Refunds

Oaken Hall		Don Carman Hall	
19.05.18	50.00	03.06.18	50.00
20.05.18	90.00	09.06.18	50.00
25.05.18	250.00		
26.05.18	75.00		
27.05.18	50.00		
31.05.18	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**:-

Lansdell	Soft Drinks/Snacks		18.98	
	Soft Drinks/Snacks		122.12	
	Bottled Beer		122.94	
	Soft Drinks/Snacks		101.59	
	Soft Drinks/Snacks/Beer		265.67	
	Black Sacks		42.16	
	Soft Drinks/Snacks/Beer		124.75	
		VAT	150.70	948.91
Mecklenburgh	Post Mix/Milk		189.36	
		VAT	37.87	227.23
Capital	Food Probe		16.10	
		VAT	3.22	19.32
Edison Swan	Replacement Light Fittings		398.50	
		VAT	79.70	478.20

(c) Financial Analysis – Month 1.

READ and **NOTED**.

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

(a) Kilbarn Signage – page 18, item 47(a) – Image for approval

Proposals for the new sign and its location were discussed and **AGREED**. It was **AGREED** that costs should be obtained to purchase the sign and frame, along with 2 additional signs to be affixed to the building. It was **AGREED** to contact Heineken to see if they could contribute to the costs.

97. **BARS**

(a) Kilnbarn Takings – **READ** and **NOTED**

(b) Bar Matters

Cllr Mrs Dearden **REPORTED** to the committee on the recent Staff meeting, attended by herself and Cllr Jobling.

98. **COMMUNITY CENTRE**

(a) Maintenance

A draught maintenance list was **READ** and **NOTED**. It was **AGREED** further costs and timescales should be obtained for decisions.

99. **CLEANING AND CARETAKING**

(a) Current Situation

Cllr Lover **REPORTED** that following his attendance at a recent training session, caretaking staff seemed unaware how to use the microphone. It was **REPORTED** that this has now been addressed and that Office staff also now know how to use it.

(b) Cleaning Inspection

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

100. **CLOSURE**

The meeting closed at 8.35pm.

Chairman
2nd July 2018