

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 13th MAY 2024.

PRESENT: CLLRS Mrs J DEARDEN (Chair), M PORTER (Vice Chair), D ADLINGTON, J COX, Mrs L COX, A WATERS, N NEWMAN, Mrs K NASH
Mrs SALLY CRAIG (Business Administrator)

20. **OPENING OF MEETING**

The meeting opened at 7.30pm.

21. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllr Mrs Throssell. The previously notified reasons for absence were recorded in the Absence Book Ref: 542 and **ACCEPTED** and **APPROVED**.

22. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of Members' interests.

23. **ELECTION OF VICE-CHAIR**

Cllr Porter was nominated by Cllr Newman and seconded by Cllr Cox. There being no further nominations Cllr Porter was duly elected Vice Chair of the Community Centre Committee for 2024/25.

24. **FINANCE**

(a) Financial Analysis – Month 1

It was **REPORTED** that this was unavailable at this time.

25. **BARS**

(a) Kilnbarn Takings

READ and **NOTED**

(b) Stocktake

READ and it was **NOTED** that there was a surplus of £105.32 and the stock taker had raised no concerns.

(c) Matters bought forward

- i. Replacement of bar counter

Councillors discussed the proposed drawings to replace the bar counter and refurbish the back bar area in the Kilnbarn. It was **REPORTED** that the counter would be built off site to minimise the closure of the Kilnbarn to a proposed five days, and the Oaken Hall bar could possibly be opened during this time. The work could start after the Euro's at the end of July. Previous quotes were considered, however it was agreed that the current proposal included all the requirements with minimal disruption.

RESOLVED to accept the quotation of £18,250.00 + VAT from JPS Group to replace the bar counter and refurbish the back bar area.

(d) Refurbishment

i. Toilets

It was **REPORTED** that a quotation had been requested to refurbish the toilets, initially the Ladies, as the current toilets are unable to cope with the increased usage.

(e) Current Situation

Cllr Mrs Dearden **REPORTED** signs were being put up to remind customers that children are not allowed in the bar after 8.30 and no football boots or footballs were allowed in the bar.

26. **COMMUNITY CENTRE**

(a) Matters bought forward

i. Fire Risk Assessment

It was **REPORTED** that CHUBB would now be carrying out the annual drain down of the emergency lighting on a scheduled visit to service the fire alarm.

It was **REPORTED** that Cllr Waters and the Business Administrator had carried out a survey of the internal doors and it was concluded that most internal fire exit doors need to be replaced to meet current regulations. It was **PROPOSED** that the doors are replaced in two phases and a quotation had been requested for the doors connected to the Oaken Hall, kitchen and bar area. It was **AGREED** that the doors should be replaced as a priority.

ii. Toilet/Shower Room refurbishment

It was **REPORTED** that the snagging had now been completed.

iii. Community Centre WIFI

It was **REPORTED** that Openreach were continuing to be chased but no new date had been given for the work.

iv. Scrubber dryer

It was **REPORTED** that the FIMAP scrubber dryer had been purchased and training had been given to all Caretaking staff. The staff were currently trialling a machine suitable for smaller spaces.

(b) Matters arising

No matters arising at this time.

(c) Current Situation

Nothing to report at this time.

27. **50th ANNIVERSARY OF COMMUNITY CENTRE**

(a) Commemoration of the 50th Anniversary

Councillors discussed the possible guests for the afternoon tea on 8th September. It was proposed that invites should be extended to:

Councillors – past and present
Twinning Association and French guests
Staff – past and present (with over 5 years service)
Current hirers – maximum 2 representatives from each group

It was suggested having a photographer to record the event.

28. **MUSIC FESTIVAL**

Current situation

It was **REPORTED** that everything had been confirmed for the event.

29. **CLOSURE**

The meeting closed at 8.04pm

Chairman
3rd June 2024