

**DITTON PARISH COUNCIL**

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 15<sup>th</sup> APRIL 2019

PRESENT: CLLRS Mrs.J DEARDEN (Chairman), Mrs J TEBBUTT, Mrs J COOPER, J LOVER, M PORTER (ex officio)  
MRS SALLY CRAIG (Business Administrator), Ben White (Community Centre Administrator)

533. **OPENING OF MEETING**

The meeting opened at 7.30pm.

534. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllr Mrs Dennison and Cllr Newman. The previously notified reason for absence was recorded in the Absence Book Ref 426 and **ACCEPTED** and **APPROVED**.

535. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of Members' interests.

536. **FINANCE**

(a) Community Centre Accounts for Payment

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

EDF	Cedar Room supply		1340.76	
		VAT	262.91	1577.41
Capital	Cleaning Supplies		112.13	
		VAT	22.43	134.56
Edwardes	Light Bulbs		12.00	
		VAT	2.40	14.40
GI Carpets	Hall Flooring		4750.00	
		VAT	950.00	5700.00
Initial	Roller Towels		144.82	
		VAT	28.96	173.78
Envirocure	Legionella Testing		48.33	
		VAT	9.67	58.00
Maidstone Industrial Cleaner	Window Cleaning		260.00	260.00
SCM	Disabled Hoist Service		55.00	
		VAT	11.00	66.00
HSS Hire	Lighting for Exams		50.03	
		VAT	10.01	60.04
K & A Electrical	New Light fitting		88.00	88.00
1 <sup>st</sup> A Pest Control	Quarterly Pest Control		60.00	
		VAT	12.00	72.00

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	
15.03.19	82.50	05.06.19	50.00
24.03.19	50.00		
17.03.19	75.00		
07.04.19	50.00		
08.04.19	50.00		

(b) Bar Accounts for Payment

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

Lansdell	Bar Stock		124.08	
			21.60	
			98.71	
		VAT	41.00	285.39
BSS Stocktaking	Stocktake		200.00	200.00

(c) Financial Analysis – Month 12.

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

537. **BARS**

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

(b) Bar Matters

i. Kilnbarn – update

It was **PROPOSED** and **AGREED** that complimentary snacks provided in the bar should only be products that are NOT sold in the bar.

ii. Stocktake – **READ** and **NOTED**

It was **REPORTED** that although there was a small surplus, concerns had been raised by the stock taker. Cllrs **AGREED** that an explanation from the licensee was required, and what measures were being taken to rectify the issues.

iii. Website – ‘Find My Local’

Cllr Mrs Dearden **REPORTED** that the website [www.thekilnbarn.co.uk](http://www.thekilnbarn.co.uk) was now up and running.

538. **COMMUNITY CENTRE**(a) Matters Arising

## i. Review of Hire Fees / Deposit Refunds

Cllr Mrs Dearden suggested that hire fees should be defined into 2 categories:

- Private, Social or Charity Hire
- Commercial/Business or Private Enterprise Hire

It was **AGREED** to accept this proposal and that commercial/business or private enterprise hirers would not be able to receive the local rate by using a resident to make their booking. Hirers would be contacted informing them of these changes.

It was also **PROPOSED** that hire rates generally remain the same with the following increases/decreases:

Don Carman Hall	Commercial or Private Enterprise Hire	Mon – Fri £15.00 to £18.00
Acorn Room	Commercial or Private Enterprise Hire	Mon – Fri £12.00 to 15.00
Oaken Hall	Wedding Package	£450.00 to £500.00
Don Carman Hall	Wedding Package	£250.00 to £300.00
Projector Hire		From £100.00 to £50.00
Don Carman Hall	Licensed Bar	£30.00

**RESOLVED** to accept the above proposed changes with effect from 1<sup>st</sup> June 2019

It was **AGREED** that the minimum hire period at weekends will be three hours.

Cllr Mrs Dearden **REPORTED** that complaints had been received with regard to the length of time in returning deposits and with the method of these payments. Discussion took place on the possibility of returning deposits by BACS or a Refund through the Card machine, within a week of hire if there were no issues following the hire.

**RESOLVED** to take to Full Council for further discussion and resolution.

## ii. Music Festival

It was **AGREED** to allocate a budget of up to £3,000 from the promotions budget, however sponsorship would be sought to offset costs.

(b) Maintenance

## i. General

It was **AGREED** that a general update on maintenance should be given at each meeting.

ii. Oaken Hall ceiling and lighting

Cllr Mrs Dearden agreed to visit sites with the proposed lighting and report back to the committee.

539. **CLEANING AND CARETAKING**

(a) Current Situation

Cllr Mrs Dearden carried out a Cleaning inspection on 10<sup>th</sup> April 2019 and the report was circulated to the meeting and comments **NOTED**.

540. **CLOSURE**

The meeting closed at 8.45pm.

Chairman  
13<sup>th</sup> May 2019