

**DITTON PARISH COUNCIL**

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 11<sup>th</sup> NOVEMBER 2019

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

317. **OPENING OF MEETING**

The meeting opened at 7.30pm.

318. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllr Mrs GODDEN. The previously notified reason for absence was recorded in the Absence Book Ref 448 and **ACCEPTED** and **APPROVED**.

319. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of Members' interests.

\*\*\*\*\***ADJOURNMENT**\*\*\*\*\*

A regular block hirer attended the meeting to ask the committee to consider a reduction in their weekly hire fee's due to low attendance. The committee were told that the club is trying to recruit new members and collect fees monthly rather than weekly so they do not fall short if people do not attend each week.

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Members considered the request from the hirer.

**RESOLVED** to reduce the hire fee by £10 per session for a limited time of 8 weeks when the full hire fee will resume.

320. **FINANCE**

(a) Community Centre Accounts for Payment

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

TMS	Function Security		61.88	
		VAT	12.38	£74.26
Protech Doors	Door Repair		90.00	
		VAT	18.00	£108.00
Kent Boilercare	Boiler repairs		247.28	
		VAT	32.64	
			55.99	£335.91

Fourways	Stationary		153.92	
		VAT	30.78	£184.70
Envirocure	Monthly Legionella		68.33	
		VAT	13.67	£82.00

### 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	
26.10.19	50.00	19.10.19	50.00
02.11.19	90.75	26.10.19	50.00
06.11.19	50.00	03.11.19	50.00
07.11.19	50.00	09.11.19	50.00
15.09.19	75.00	09.11.19	50.00

### (b) Bar Accounts for Payment

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

Lansdell	Bar Stock		202.09	
			71.84	
			251.85	
			125.54	
			13.98	
			54.97	
		VAT	123.37	£843.64
BSS Stocktaking	Stocktake Fee		120.00	£120.00

### 321. DRAFT ESTIMATES FOR 2020/21

The draft estimates for 2020/21 were **READ** and **NOTED**.

<b>COMMUNITY CENTRE</b>		
<b>Expenditure</b>	<b>2020/21 Estimates</b>	
Salaries	71704.00	
PAYE/NI	4450.00	
Pension	4966.00	
Training	750.00	
Mentor Services	500.00	
Business Rates	13897.00	
Water	2500.00	
Electricity	15000.00	
Gas	8000.00	
Cleaning & Consumables	3600.00	
Telephone	450.00	

Postage	300.00	
Stationery	600.00	
Subscriptions	1750.00	
Insurances	3500.00	
Repairs & Replacements	20000.00	
Service Contracts	10000.00	
Floor Maintenance	2875.00	
Promotion/Marketing	5000.00	
SL Maintenance & Energy	1000.00	
Function Provisions	1000.00	
<b>TOTAL</b>		<b>171,842.00</b>
<b>Anticipated Income</b>		
Pre-School Service Fee	1000.00	
Hire Fees	115000.00	
Bar Services	4000.00	
<b>TOTAL</b>		<b>120,000.00</b>
<b>DEFICIT</b>		<b>51,842.00</b>

<b>BAR</b>		
<b>Expenditure</b>	<b>2020/21 Estimates</b>	
Salaries	66,480.00	
NIC	3,000.00	
Pension	5,853.00	
Training	750.00	
Mentor Services	500.00	
Cleaning & Consumables	400.00	
Games Machine Duty	500.00	
Stationery	100.00	
Licences	350.00	
Repairs & Replacements	4,500.00	
Service Contracts	7,300.00	
Stocktaking	1,100.00	
Promotion/Marketing	1,000.00	
Hire of Equipment	3,720.00	
Alarm Maintenance	900.00	
Darts Subs	200.00	
Bar Gas	1,500.00	
Bar Complimentary	500.00	
Bar Sundry	350.00	
Sky	3,420.00	
Bar Services	4,000.00	
BT Sports	2,800.00	
Bar Stock	80,000.00	
<b>TOTAL</b>		<b>189,223.00</b>
<b>Anticipated Income</b>		
Oaken Hall	30,000.00	

Don Carman Hall	20,000.00	
Kilnbarn	135,000.00	
Petanque Food Prep	100.00	
Gaming Machine	3,000.00	
Sweet Commision	150.00	
Heineken Retro Discount	700.00	
Carman Room Bar Hire	500.00	
<b>TOTAL</b>		<b>189,450.00</b>
<b>PROFIT</b>		<b>227.00</b>

**RESOLVED TO RECOMMEND** the above draft estimates to the Finance and Administration Committee for scrutiny at its Estimates meeting in December.

322. **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 Arising

i. Kilnbarn bar/counter refurbishment

It was **REPORTED** that the shelving behind the Kilnbarn Bar counter needs replacing and ideally reconfiguring. It was **AGREED** to research the cost of replacing the whole front bar counter and also the cost of replacing only the shelving. It was **REPORTED** that consideration will need to be given in the near future to replacing the carpet and upholstery in the Kilnbarn.

323. **COMMUNITY CENTRE**

(a) Matters Brought Forward

i. VE Day Celebrations

It was **REPORTED** that an article had been prepared for the Gazette to advertise the poster competition and the invite to enter the completion would be circulated to schools after Christmas. It was **REPORTED** that a meeting with the Heritage Centre Committee had been arranged to discuss VE day celebrations.

ii. Promoting Community Centre

It was **REPORTED** that currently there had been no interest in the December concessionary rate offer.

iii. Hirer Debt

It was **REPORTED** that no payments had been received since the last meeting and that the hirer had since cancelled their block hire. It was **PROPOSED** by Cllr Newman and **SECONDED** by Cllr Lover that a solicitors letter is issued chasing the debt.

**RESOLVED** to issue a solicitors letter immediately chasing the outstanding debt, and to take further action if the debt is not cleared as a result of this.

(b) Maintenance

## i. General update

A report a report on current maintenance issues was **READ and NOTED**. It was **AGREED** to replace the sensors at a cost of £470.00 on the inner automatic door to meet current regulations.

## ii. Updated Oaken Hall Ceiling quotations

Cllrs considered the three updated quotations and **AGREED** to go ahead with the original lighting proposals of quotation 3 from May 19. It was **AGREED** to use an alternative ceiling contractor as no communication had been received from the original approved contractor.

## iii. Replacement of Fire Exit door between Don Carman Hall &amp; Acorn Room

It was **REPORTED** that the fire exit door between the Don Carman Hall and the Acorn Room is now beyond repair. Two quotations had been obtained to replace the door with a heavy use Aluminium door.

Quotations 1	£1,875.00
Quotation 2	£3,036.00

**RESOLVED** to accept Quotation 1 and arrange for the work to be carried out this financial year.

324. **CLEANING AND CARETAKING**(a) Current Situation

Noted nothing to report at this time.

325. **CLOSURE**

The meeting closed at 9.15pm.

