

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 13th JANUARY 2020.

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

386. **OPENING OF MEETING**

The meeting opened at 7.30pm.

387. **APOLOGIES FOR ABSENCE**

There were no apologies for absence received.

388. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of Members' interests.

389. **FINANCE**

(a) Community Centre Accounts for Payment

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

Kent Boilercare	Boiler Leak		122.94	
		VAT	24.59	£147.53
Capital Cleaning	Cleaning Supplies		34.93	
		VAT	181.01	
			43.19	£259.13
1 st A Pest Control	Routine Pest Control		60.00	
		VAT	12.00	£72.00
M/Stone Industrial Cleaners	Window Cleaning		260.00	£260.00
Envirocure	Legionella Testing		48.33	
		VAT	48.33	
			19.34	£116.00
PPI PRS Ltd	Music Licence		1547.35	
		VAT	309.47	£1856.82
United Balloons	Christmas Decorations		28.50	
		VAT	5.70	£34.20

Deposit Refunds

The full list of deposit refunds was **READ**.

Deposit Returns paid by BACS 12.12.19

Oaken Hall		Don Carman Hall	
30.11.19	75.00	01.12.19	50.00
07.12.19	50.00		
23.11.19	125.00		

Deposit Returns

Oaken Hall		Don Carman Hall	
07.12.19	50.00	11.01.20	50.00
03.01.20	150.00	12.01.20	50.00
11.01.20	82.50		

RESOLVED that the deposit refunds be **ACCEPTED, APPROVED** and **PAID**.

(b) Bar Accounts for Payment

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

BSS Stocktaking	December Stocktake		120.00	£120.00
Lansdell	Bar Stock		318.89	
			16.99	
			190.42	
			242.85	
			71.97	
			86.42	
			14.10	
			104.98	
			20.39	
		VAT	195.42	£1239.18

(a) Financial Analysis – Month 8

READ and **NOTED**.

390. **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 Bought Forward

- i. Kilbarn bar/counter refurbishment – page 134, item 322(c)i

It was **REPORTED** that a quotation had been sought to replace the bar counter shelving.

(d) Matters Arising

- i. Correspondence regarding Dogs in the Kilbarn

Councillors discussed a request to allow dogs into the Kilbarn. It was **AGREED** that dogs would not be allowed into the bar at the current time, as it was felt the bar is too small.

- ii. Use of Kilbarn for private functions

It was **AGREED** that a small charge of £30.00 would be made to hire out the Kilbarn for private functions during hours it is not open to the public and this would be reviewed in 6 months.

- iii. Entertainment for 2020

Entertainment in Kilbarn was discussed for the coming year. It was **NOTED** that the Quiz was proving to be popular and going forward it would be held on the last Sunday of the month. It was **AGREED** to provide entertainment in the Kilbarn in the following months; February, March and April then a break for the summer starting again with September, October, November and December (Christmas Eve and New Year's Eve). The impact of the entertainment would be monitored and reported to the committee.

391. COMMUNITY CENTRE(a) Matters Brought Forward – page 134, item 323(a)i

- i. VE Day Celebrations

It was **AGREED** that posters advertising the VE Dance should be displayed and that tickets go on sale immediately. It was **AGREED** that a reminder should be sent to the schools and pre-schools regarding the poster competition with a closing date for entries.

- ii. Music Festival – page 32, item 82(i)

It was **REPORTED** that a quotation of £1,000 had been obtained for the staging and sound system. It was **AGREED** to go ahead with this quotation and contact Gallagher's to see whether they would sponsor the event again this year.

- iii. Promoting Community Centre – page 134, item 323(a)ii

It was **REPORTED** that the Community Centre is listed on ‘Google’ and positive reviews are being received. Councillors questioned whether the website contained sufficient key words so that the Community Centre came up when a search for hall hire is made, it was **AGREED** that this would be looked into.

- iv. Hirer Debt – page 135, item (a)iii

It was **REPORTED** that the solicitors had sent a letter to the debtor giving a 2-week deadline to clear the debt.

RESOLVED to take advice from the solicitor as to the next steps to be taken if the debt is not paid in the period stated.

(b) Matters Arising

- i. Mains Water Leak

It was **REPORTED** that following a leak allowance claim, £10,054 had been credited to the Community Centre account.

(c) Maintenance

- i. General update

READ and NOTED

- ii. Caretakers Office/Corridor Flooring

A quotation of £1,050 was considered to replace the flooring in the Caretakers office and corridor with a heavy-duty laminate.

RESOLVED to go ahead in replacing the flooring and to obtain a cost to re-decorate the area.

392. **CLEANING AND CARETAKING**

(a) Current Situation

Cllr Mrs Dearden **REPORTED** that she would be holding a staff meeting with the Caretaking staff and would report to the committee.

393. **CLOSURE**

The meeting closed at 8.40pm.