

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 9th MARCH 2020.

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

473. **OPENING OF MEETING**

The meeting opened at 7.30pm.

474. **APOLOGIES FOR ABSENCE**

There were no apologies for absence received.

475. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of Members' interests.

476. **FINANCE**

(a) Community Centre Accounts for Payment

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

Atlas FM	Alarm activation Annual Keyholder Service		39.00 315.00 70.80	£424.80
A Short Locksmith	Replacement door mechanism		105.00	£105.00
Maidstone Glass	New external fire door	VAT	1,875.00 375.00	£2,250.00
Protech Doors	Repair to automatic doors	VAT	90.00 18.00	£108.00
S Ricketts	Centre decoration Cedar room air vents		180.00 230.00	£410.00
Capital Cleaning	Cleaning consumables	VAT	119.23 23.85	£143.08
Kent Boilercare	Radiator leak Boiler repair		57.00 75.00 26.40	£158.40
KCC	Stationary/Cleaning	VAT	85.15 17.03	£102.18

Deposit Refunds

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

Oaken Hall		Don Carman Hall	
11.02.20	50.00		

Deposit Returns paid by BACS February 2020

Oaken Hall		Don Carman Hall	
16.11.20	50.00	20.06.20	50.00
22.02.20	50.00	12.01.20	50.00
23.02.20	50.00	23.02.20	50.00

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**:-

Lansdell Drinks	Bar Stock		159.11	
			96.36	
			177.30	
			129.67	
			105.69	£668.13

(a) Financial Analysis – Month 11

READ and **NOTED**.

477. **BARS**(a) Kilnbarn Takings

READ and **NOTED**.

(b) Matters Arising

i. Function glass hire

It was **REPORTED** that hirers often ask to use glasses from the bar for water at functions. No charge has previously been made for this; however a member of staff is required to collect and wash the glasses at the end of a function so a cost is involved. It was **AGREED** that a charge of £10 per box of 50 glasses would be made if no drinks were being purchased from the bar.

ii. Upcoming entertainment

It was **NOTED** that the Kilnbarn would be holding the following events:

21st March – Disco/Karaoke

29th March – Sunday Quiz

12th April - Bingo

A request had been received from the VETS football team to hold a race night in the Kilnbarn on 29th April in aid of Charity. It was **AGREED** that this could take place on condition it was open to anyone wishing to take part.

478. **COMMUNITY CENTRE**

(a) Matters Brought Forward

i. VE Day Celebrations - page 197, item 437 a (i)

It was **REPORTED** that four posters had been received for the VE day competition. It was **AGREED** that each entry would receive a £10 book voucher.

It was **REPORTED** that bunting, flags and VE day posters had been purchased to decorate the hall for 8th May dance and 2 banners had been made to advertise the event.

ii. Music Festival - page 197, item 437 a (ii)

It was **REPORTED** that Gallaghers had agreed to sponsor the event again this year and would be donating £2,000.

iii. Promoting Community Centre - page 197, item 437 a (iii)

It was **REPORTED** that new photos of the Oaken Hall and the Don Carman Hall were required to complete the promotional leaflet.

iv. Hirer Debt - page 197, item 437 a (iv)

It was **REPORTED** that full payment had been now been received for the outstanding debt.

v. Damage to Oaken Hall ceiling - page 197, item 438 a

It was **REPORTED** that hirers had been contacted about the ceiling tiles and that they had offered to bring in a tower and re-place the dislodged tiles themselves. It was **AGREED** that the Parish Council's Health & Safety responsibilities would not allow this and the hirers should be informed.

The cost to purchase a tower would be between £1,200 and £1,500. It was **AGREED** that purchasing a tower would not be cost effective for the amount it would be used. It was **AGREED** that the hirer would be charged for a tower to replace the tiles and any future incidents would result in notice being given.

(b) Matters Arising

i. Deposit refund

It was **REPORTED** that following a function on 16.02.20, damage had been sustained in several areas of the centre including the controls to the automatic doors. It was **AGREED** that the £100 deposit would not be returned and this

would go towards the £108 cost to repair the controls. It was **AGREED** that no future bookings would be taken from the hirer.

ii. Terms and Conditions

Proposed amendments to the Terms and Conditions of Hire

- A hirer may only sell Hot Beverages; any soft drinks must be purchased from the bar unless previously agreed with the Parish Council.
- Recorded and live music must end at 12.00 (midnight) Monday to Saturday, 9.00pm on Sunday (with the exception of New Year's Eve 1.00am).
- Bar Licence times 12.00 (midday) to 11.00pm Monday to Thursday, 12.00 (midday) to 11.30pm Friday and Saturday, 12.00 (midday) to 10.30pm Sunday (with exception of New Year's Eve 12.30am).
- Deposits will be required for all private bookings including children's parties.
- Deposits to be returned by BACS where requested.
- Hire fees subject to change.

RESOLVED to change the Terms and Conditions to include the above proposals.

(c) Maintenance

i. General update

READ and NOTED

479. **CLEANING AND CARETAKING**

(a) Current Situation

Nothing to report at this time.

(b) Coronavirus

It was **AGREED** that until Government guidelines change, the Community Centre will remain open; any cancellations are down to individuals and no refunds will be made at this time.

480. **CLOSURE**

The meeting closed at 8.20pm.

Chairman