

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 10th SEPTEMBER 2018

PRESENT: CLLRS Mrs.J DEARDEN (Chairman), Mrs K DENNISON, Mrs J COOPER, J LOVER, P JOBLING
MRS SALLY CRAIG (Business Administrator)
MRS MICHELLE KING (Bookings and Events Administrator)

215. **OPENING OF MEETING**

The meeting opened at 7.30pm.

216. **APOLOGIES FOR ABSENCE**

There were no apologies for absence received.

217. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of Members' interests.

218. **FINANCE**

(a) Community Centre Accounts for Payment

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

Capital Cleaning	Cleaning Supplies		67.20 30.00 32.12 (35.16) 18.86	113.18
		VAT		
TMS	Function Security		68.75 13.75	82.50
		VAT		
Edwardes	Light Bulbs		12.90 37.98 10.17	61.05
		VAT		
Chubb	Alarm maintenance		134.10 189.73 64.77	388.60
		VAT		
S & J Cleaning	Scrubber Dryer repairs		85.00 17.00	102.00
		VAT		
Kent Boilercare	2 nd Installment – Heating Upgrade		11022.24 2204.44	13226.68
		VAT		

Deposit Refunds

Oaken Hall		Don Carman Hall	
11.08.18	£75.00	18.08.18	£43.75
25.08.18	£50.00	19.08.18	£50.00
26.08.18	£100.00	02.09.18	£50.00

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

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	Bar Stock	VAT	691.29 (14.00) 115.18	792.47
1 st A Pest Control	Pest Control – OSA Pest Control – Bar Routine pest control	VAT	130.00 90.00 60.00 56.00	336.00
David Stephens	World Cup Coverage		300.00	300.00

(c) Financial Analysis – Month 2.

READ and **NOTED**.

219. **ITEMS BROUGHT FORWARD FROM PREVIOUS MEETINGS**

(a) Music Festival – page 54, item 142(a)

It was **REPORTED** that the 1st June 2019 had been earmarked to hold the proposed event. Further discussion on arrangements would need to follow and a budget allocation in the 2019 precept.

(b) Cigarette Bins – page 55, item 142(b)

It was **AGREED** to purchase a wall mounted bin from Glasdon and that the Grounds Supervisor should be consulted about the size and positioning of the bin.

(c) Hand Rails - page 55, item 142(b)

It was **REPORTED** that a quotation was still being sought to strip and repaint the rails.

(d) Bar Prices – 6 month review - page 55, item 142(b)

Proposed prices were submitted to the committee. It was **AGREED** to accept the proposals and these would be implemented from the 1st October 2018.

220. **BARS**(a) Kilnarn Takings

READ and it was **NOTED** that figures are up from last year across all three bars.

(b) Bar Matters

i. Range of Products

Cllr. Mrs Dearden **REPORTED** that the range of products stocked in the bars is being looked at, with a possible proposal to consolidate the range to avoid unnecessary wastage.

ii. Updated of Bar Procedures

Cllr. Mrs Dearden **REPORTED** that all the bar procedures were being updated and they would be made available when this is completed.

221. **COMMUNITY CENTRE**(a) Community Centre Matters

i. Occupancy

It was **REPORTED** that the occupancy of the centre midweek is improving with regular bookings from KCC departments and new bookings from local NHS trusts.

ii. Correspondence

It was **REPORTED** that a letter had been received from a hirer asking for a refund on the hire fee for a cancelled event. It was **AGREED** that due to the late notice of the cancellation the full payment would be retained in line with the Terms and Conditions of the Community Centre, however due to the reasons for cancellation they would be offered the opportunity to rebook the event within the next 12 months free of charge.

It was **REPORTED** that a request had been received to hire the Oaken Hall on Boxing Day for a tea dance. A hire fee to cover bank holiday staffing costs of £80-£100 per hour had been quoted. It was **AGREED** that if staff cover could be found the hire could go ahead at the cost of £100 per hour.

(b) Community Centre Events 2019

i. Wedding Fayre 2019

The Booking and Events Administrator **REPORTED** on the Wedding Fayre to be held on 17th February 2019. Quotations had been obtained to dress tables in the Oaken hall to enable promotional material to be produced.

£225.00 – To dress 4 tables and top table
 £150.00 – 4 Hours of Photography
 £112.00 – 500 colour leaflets
 £145.00 – 1000 colour leaflets

It was **AGREED** to proceed with the table dressing and photography to enable content for a promotional leaflet.

It was suggested that pictures should also be obtained of a cross section of events held in the Community Centre to produce a leaflet showing the diversity of the Centre.

ii. Panto 2019

Cllr. Mrs Dearden **REPORTED** on a suggestion to hold a Pantomime in December 2019 at the Community Centre. It was **AGREED** to obtain costs for further discussion.

(c) Maintenance

It was **REPORTED** that the central heating had been installed. A new pump was required on one of the boilers at a cost of £350.00.

Quotations had been obtained to box in the new pipework, £2,750 and £1,230. It was **AGREED** to go with the lower quote.

It was **AGREED** that quotations should be obtained for the re-decoration of the corridors and the refurbishment of the Acorn Room.

222. **CLEANING AND CARETAKING**

(a) Current Situation

Nothing to report at this time.

223. **CLOSURE**

The meeting closed at 8.45pm.

Chairman
1st October 2018

