

17 June 2009

You are requested to attend a meeting of the **Community Centre Management Sub Committee** to be held at the Sevenoaks Community Centre on Monday, 22 June 2009 at 7.00 pm.

Proper Officer

AGENDA

Apologies for absence.

1. DECLARATIONS OF INTEREST

To receive any declaration of interest from members in respect of items of business included in the agenda for this meeting.

2. MINUTES OF MEETING HELD ON 26 JANUARY 2009

To consider for approval the Minutes of the Community Centre Management Sub Committee held on 26 January 2009 (copy attached).

3. FINANCE

a) To receive and consider the Statement of Accounts from 1 Nov 08 to 31 March 2009. (copy attached)

b) To receive and consider the estimates for 2009/10. (copy attached)

4. TRADING ACCOUNTS FOR VENDING MACHINE

To receive and consider report. (copy attached)

5. ADMINISTRATOR 'S REPORT

To receive and consider report relating to following matters (attached).

- i) Audio Equipment
- ii) Flat Roof
- iii) Rolling Painting Programmme

6. BAR ROOM KEY

A yale lock has been fitted to the Bar Room door, this is additional to the original lock. PROBUS have been supplied with a key to the yale lock only, this provides additional security during their meetings.

7. COFFEE MORNINGS

A questionnaire has been distributed to users of the Community Centre to ask for views on this facility (copy attached). Replies to date have been positive.

DATES OF MEETINGS

Monday 5 October 2009

All meetings will be held at the Community Centre and start at 7.00 pm.

5. ADMINISTRATOR'S REPORT

i) Audio Equipment

Following agreement at the Finance & General Purposes Committee Meeting, DPA Sound Hire have installed the additional mixer desk and supplied two UHF lapel radio microphones to the sound system. Councillor Eyre and the Community Centre caretakers attended the installation on 23.04.09.

ii) Flat Roof

Emergency repairs were made to the flat roof area of the Bar Room and ladies toilets as rainwater was seeping through the ceiling. Approx 30 square metres have been replaced at a cost of £1825.00 plus VAT. The Company were unable to guarantee their work as water is still seeping through from other parts of the flat roof. A further request has been sent to Ibbett Mosely to ask if they have made any progress with tenders.

iii) Rolling Painting Programme

The suggested option of the open spaces team being utilised during the winter months to paint the Community Centre was put to Open Spaces Manager, Nicholas Cave. His response being that as the Community Centre is utilised every day during term time he could not guarantee his team would be available at half term holidays to carry out a large project within a set time scale and to a professional standard. Therefore, the painting programme will go ahead with the professional painter.