

6 October 2010

You are requested to attend a meeting of the **Community Centre Management Sub Committee** to be held at the Sevenoaks Community Centre on Monday, 11 October at 7.00 pm.

Proper Officer

AGENDA

Apologies for absence.

PUBLIC QUESTION TIME

To enable members of the public to make representation or to put questions to the Committee on any matters concerning the Sevenoaks Community Centre

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 14 June 2010

To consider for approval the Minutes of the Community Centre Management Sub Committee held on 14 June 2010 (copy attached).

3. FINANCE

- a) To receive and consider the Statement of Accounts to 31 August 2010. (copy attached)
- b) Usage of payphone analysis (copy attached)
- c) To receive and consider the estimates for 2011/2012 (copy attached)

4. TRADING ACCOUNTS FOR VENDING MACHINE

To receive and consider report.

1st April 2009 – 31st March 2010

1st April 2009 – 30 September 2010 (copies attached)

5. ADMINISTRATOR 'S REPORT

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

- i) Bookings at Community Centre
- ii) Tennis Court Lighting

6. COMMUNITY CENTRE CAFÉ

The Mayor opened the Community Centre Café on Tuesday, 14 September 2010. Guests enjoyed a taster of cakes, scones and savouries supplied by Self Unlimited, choices for people with learning disabilities, who will continue to staff and run the café on Tuesdays from 9.30am to 2.00pm.

It is intended to display and distribute more advertising for the Café. A questionnaire will be left on the tables during the morning to ask for suggestions on improvements that could be applied to encourage more people to visit the café. Children's chairs and an activity table will also be supplied.

DATES OF MEETINGS

Monday 14 February 2011

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

5. ADMINISTRATOR'S REPORT

i) Bookings at Community Centre

Space availability at the Community Centre has been added to the Town Council Website, plus a list of regular activities giving times and contact details. This will be regularly updated.

Two new regular hirers have booked the Small Hall at the Community Centre from the beginning of September and both have booked until December 2010. One weekly and one fortnightly.

ii) Tennis Court Lighting

Savings in energy costs for the lighting are still being investigated, a further quotation is expected in the near future.