

Report of a Meeting of the Community Centre Management Sub Committee held at Sevenoaks Community Centre, Cramptons Road, Sevenoaks, on Monday, 14 February 2011 at 7.00pm

PRESENT

Cllr M G Short
Cllr A Eyre
Cllr R J Parry

Cllr J M Canet
Cllr Mrs P C Walshe

Mr R Whitelegg – KNADFAS
Mr P Pascall – U3A

In attendance:- Cllr S Raikes
Cllr J F London
Cllr Mrs M A London
Cllr A S Clayton
Mrs Linda Larter MBE, Chief Executive / Town Clerk
Margaret Williams, Community Centre Administrator

Apologies for absence were received from Mr A Wakeford - PROBUS

14) DECLARATIONS OF INTEREST

The following disclosures of interest from members In respect of items of business included on the agenda were received:-

Cllr R Parry, being a Member of Kent County Council
Cllr Mrs P C Walshe declared a personal interest in U3A and SANTA

15) MINUTES OF MEETING HELD ON 11 OCTOBER 2011

The Minutes of the Community Centre Management Sub Committee meeting held on 11 October 2011 were agreed as a true record.

Two items were outstanding from the minutes of the meeting held on 11 October 2010.

10(b) Payphone analysis

It was AGREED the analysis would be reported at the next Sub Committee meeting.

5(ii) Tennis Court Lighting

RESOLVED: A report relating to payphone analysis and tennis court lighting be reported at a future F&GP meeting.

16) FINANCE

- a) The Budget Report to 31 January 2011 was received and discussed.

It was queried whether there was a water meter at the premises and why the water was over budget.

RESOLVED: The query be raised with the Finance Department and reported at a future F&GP meeting

17) TRADING ACCOUNTS

The Vending Machine Trading Accounts for the period ending 31 December 2010 were received and noted.

RESOLVED: To adopt the recommendation that the gross profit margin continue to be monitored each quarter.

18) ADMINISTRATOR'S REPORT

- i) Community Centre Hire Charges

RESOLVED: A 3% price increase would become effective from 1 April 2011.

- ii) Rolling Painting Programme

Quotations regarding painting the Main Hall in August 2011 were discussed.

RECOMMENDED that further investigation be made as to whether the acoustic ceiling tiles had been painted in previous years. Enquiries to be raised with the Fire Officer as to whether the tiles should be painted and if so the type of paint they recommend.

RESOLVED: The decision for contract to be delegated to Chair of F&GP, Chair of Community Centre and Responsible Financial Officer.

- iii) Annual re-sealing to Main Hall Hardwood Floor

One quotation had been obtained to re-seal the Main Hall Hardwood Floor.

An additional contact for a contractor to be supplied by Cllr Clayton.

RESOLVED: The decision for contract will be delegated to Chair of F&GP, Chair of Community Centre and Responsible Financial Officer.

iv) Storage of Tables

The storage and access of 6' tables from under the stage was discussed and paperwork relating to storage solutions circulated.

RESOLVED: That a notice would be produced and displayed with clear instructions for safe storage of tables under the stage.

19) HIRING AND MARKETING REPORT FEBRUARY 2011

The hiring and marketing report was received and noted.

RESOLVED: That all items recommended for marketing to be applied from the new budget 1 April 2011.

20) COMMUNITY CENTRE CAFÉ REPORT FEBRUARY 2011

The viability of the café will continue to be monitored. It was felt that the limited opening hours could be causing a problem with the success of the venture.

It was suggested that further advertising by Self Unlimited would help to promote the café.

The report was noted.

21) SOUTH EAST COAST AMBULANCE SERVICE NHS TRUST

The erection of a portakabin in the car park to provide a response post for the SE Coast ambulance crews was discussed. It was felt that the portakabin would encroach on the parking at the Community Centre, the car park being regularly full at present when a large event takes place. There could also be a problem with access in and out of the car park for an emergency ambulance when the car park is busy.

RESOLVED: That further research regarding the application should be undertaken particularly with a view to possible income. A report to be submitted at a future meeting.

The meeting closed at 8.15 pm