

Report of a Meeting of the Community Centre Management Sub Committee held at Sevenoaks Community Centre, Cramptons Road, Sevenoaks, on Monday, 11 October at 7.00 pm.

PRESENT

Cllr M G Short
Cllr A Eyre

Cllr Mrs P C Walshe
Cllr R L Piper

Mr R Whitelegg – KNADFAS
Mr C I Pederson - Probus

In attendance:- Linda Larter MBE, Chief Executive / Town Clerk
Mrs Ann White, Deputy Town Clerk
Margaret Williams, Community Centre Administrator

Apologies for absence were received from Cllr R J Parry, Cllr J M Canet and Mr Patrick Pascall, U3A

8) DECLARATIONS OF INTEREST

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

Cllr Mrs P C Walshe declared a personal interest in U3A and SANTA

9) MINUTES OF MEETING HELD ON 14 JUNE 2010

The Minutes of the Community Centre Management Sub Committee meeting held on 14 June 2010 were agreed as a true record.

10) FINANCE

a) The Budget Report to 31 August 2010 was received and noted.

It was RECOMMENDED that the Community Centre should be promoted through additional advertising in the local paper and keeping the website updated with space and availability.

It was AGREED that a strategic promotion plan would be reported at the next meeting.

b) The payphone analysis was discussed and a proposal was put forward to remove the payphone facility and possibly the caretaker's office telephone.

It was AGREED that the premises licence be checked to establish whether it is legally feasible to dispense with the public telephone or if an emergency facility should be supplied.

c) The estimates for 2011/2012 was received and noted.

At present, maintenance at the Community Centre has been good.

11) TRADING ACCOUNTS

The Vending Machine Trading Accounts for the period ending 30 September 2010 were received and noted.

It was NOTED that 5p had been added to individual stock items at the beginning of July 2010.

12) ADMINISTRATOR'S REPORT

i) Bookings at Community Centre

Space availability at the Community Centre was discussed.

It was AGREED that figures would be supplied at the next meeting establishing the percentage of time the Community Centre is hired.

ii) Tennis Court Lighting

It was RECOMMENDED that more details relating to saving in energy costs be investigated.

This matter be deferred to a future F&GP Meeting.

13) COMMUNITY CENTRE CAFE

The Community Centre Café opened on 14 October 2010. Advertising leaflets have been distributed to local businesses and householders. An A Board is put at the entrance of the car park on Tuesday mornings, plus an article has been printed in the local paper and parish magazine.

At present there is a steady flow of people visiting the café.

It was AGREED that figures be obtained of people visiting the café.

The meeting closed at 7.50pm