

PRESENT

Cllr A Eyre
Cllr R J Parry
Cllr S Raikes

Mr R Whitelegg, KNADFAS
Mr Keith Loney, PROBUS

In Cllr Short's absence Cllr Eyre was elected Chairman

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

Apologies for absence: Cllr M G Short, Cllr Mrs A Dawson, Cllr Mrs P C Walshe, Mr P Pascall, U3A, Mrs Margaret A Taylor, SANTA

1) 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, stated that he would reconsider matters to be discussed at this meeting at County level, taking into account all relevant evidence and representations at Kent County Council.

Cllr S Raikes, being a Member of Sevenoaks Players

2) MINUTES OF MEETING HELD ON 26 JANUARY 2009

The Minutes of the Community Centre Management Sub Committee meeting held on 26 January 2009 were agreed as a true record.

3) FINANCE

a) The Budget Report to 31 March 2009 was received and noted.

b) The Estimates for 2009/10 were received and noted.

It was agreed that the following three queries raised by Cllr S Raikes be answered at the next Finance & General Purposes Committee:-

i) The revised estimate figures should reflect the actuals for 2009/2010 to correspond with March 2009 x 12, see note 1 contained with agenda report.

ii) A report provided relating to the increased hire figures

iii) Indoor Activities – a report on the reasoning for the current year's predicted figures being less than last year's actual figures.

4) TRADING ACCOUNTS

The Vending Machine Trading Accounts for the period ending 31 March 2009 were received.

It was reported that following percentages are added to cost of snacks and drinks in vending machine:- Drinks – Approx. 85% and Sweets Approx. 32%. It was suggested a price comparison with other vending machines should be investigated.

5) CHIEF EXECUTIVE / ADMINISTRATOR'S REPORT

i) Audio Equipment

An email had been received requesting more detailed instruction for use of the new sound equipment at the Community Centre.

Cllr Eyre agreed that further instructions are required although the new sound system that had been installed was the simplest current piece of equipment that could have been purchased to improve the use of the microphones.

Cllr Eyre has agreed to produce further instructions. He suggested producing laminated sheets of instructions and taking photographs of the set levels on the mixer desk. Hirers would be advised not to change these levels only adjust volume. It was also suggested that the caretakers should check the levels before the hirer uses the sound system and set defaults if necessary.

ii) Flat Roof

A detailed report has been received from Ibbett Mosely with short and long term solutions for repairs to the flat roof. A request has been sent to Ibbett Mosely to ask if they have made any progress with tenders, a response is awaited.

It was suggested a complete pitch roof to the Community Centre may be an option to the problems with the flat roof but it was not felt that this would be viable due to the age of the building. The point was also made that current materials used on flat roofs have improved and last for a longer period of time.

iii) Rolling Painting Programme

It was agreed that the suggestion of utilising the open spaces team to paint the Community Centre would not go ahead as they would be unable to commit to a schedule when the Centre is not as busy during school term holidays.

The painting programme will go ahead towards the middle of August 09.

6) REQUEST FOR BAR ROOM KEY

Mr Loney reported that PROBUS are satisfied with yale lock fitted to the Bar Room.

7) COFFEE MORNINGS

The Chief Executive reported that an application has been submitted to the Awards for All, Big Lottery Fund for costs towards items to set up the coffee mornings in the Bar Room. The Town Council are awaiting a response to the application.

Eighteen responses have been received to the questionnaire regarding views on this facility and in general the replies have been positive therefore the Sub Committee remain in favour of this project.

8) REPAIRS

It was reported that some window catches are broken and there is a problem closing some of the curtains. It was agreed that the Caretaker would be requested to look at the repairs required.

It was suggested that a form could be sent to hirers to list any faults needing repair that they encounter during their bookings at the Community Centre.

The meeting closed at 8.00 pm