

HORDEN PARISH COUNCIL
Social Welfare Centre Sub-Committee
Minutes of Meeting held 22nd May 2008

Present: Councillor G Jones (Chairman).
 Councillors W Hill, D Maddison, M Robinson, J White.
 T Milward, Mechanics Social Club.

Staff: Mrs G Crute (Admin & Finance Officer), Miss G Rowe (Minute Taker), Mrs J Rudkin (Social Welfare Centre Supervisor).

**SWC 08/09
001** **Apologies for Absence.**

There were no apologies. The Admin & Finance Officer advised Members that due to an error with agenda labels Cllr M Clark did not receive an agenda and this is the reason why there are no apologies.

**SWC 08/09
002** **Minutes of the Meeting held 17th January 2008.**

RECOMMENDED: The minutes previously confirmed at the Parish Council meeting held 7th February 2008 be confirmed as a true record to be signed by the Chairman.

**SWC 08/09
003** **Minutes of the Inquorate Meeting held 20th March 2008.**

RECOMMENDED: The minutes be NOTED.

**SWC 08/09
004** **Matters Arising.**

SWC 07/08 059	Table Quotations – Third quotation received and the Clerk to order tables as delegated.
SWC 07/08 060	Tablecloth Quotations – The tablecloths have arrived.
SWC 07/08 061	SWC Promotion – Leaflets have been updated and distributed, Members commented on how the tablecloths could be included on the leaflet. 3 flipcharts are to be purchased at a cost of £60 each.

**SWC 08/09
005** **Financial Situation.**

Report previously circulated.

RECOMMENDED: The Clerk obtain the year end summary for the past few years to advise how much the centre is costing to run and the information be NOTED.

**SWC 08/09
006** **Hall Bookings.**

Report previously circulated.

RECOMMENDED: That the Clerk bring the details of the Horden Colliery Residents Letting Agreement to the next meeting and the information be NOTED.

**SWC 08/09
007** **Stock Taking Reports.**

The Admin & Finance Officer advised Members that the stock report to 18th February 2008 showed a gross profit of 52.42% and a 1.20% surplus, the stock report to 31st March 2008 showed a gross profit of 44.50% and a 7.29% surplus and the stock report to 12th May 2008 showed a gross profit of 49.84% and a 0.47% surplus.

RECOMMENDED: The information be NOTED.

**SWC08/09
008** **Price Increases.**

The Admin & Finance Officer advised Members the stock taker advised that to keep in line with the increases from the brewery the following would need to increase by:

6p for each pint of larger and beer.

6p for a bottle of Newcastle Brown Ale.

5p for a bottle of Stella Artois.

2p for a bottle of Magners.

Although he advised the prices are high enough to still make a profit.

RECOMMENDED: To leave the prices as they are.

- SWC 08/09 009** **Cotsford Junior School.**
The Admin & Finance Officer read the letter to Members requesting use of the Main Hall Tuesday 8th July 2008 for a Song and Dance performance.
RECOMMENDED: To give free use of the main hall but recommend a date when the hall is available.
- SWC 08/09 010** **Little Stars.**
The Admin & Finance Officer read the letter to Members advising that due to lack of numbers and financial restrictions the group would no longer require the use of the Meeting Room.
RECOMMENDED: To send a letter thanking the group for their use of the centre.
- SWC 08/09 011** **District of Easington Music Festival 2008.**
The Admin & Finance Officer read the letter to Members.
RECOMMENDED: To seek assistance from Cllr T Jones in organising a Rock 'n' Roll Night and organise a Brass Band Night. Ideas to come back to the next meeting.
- SWC08/09 012** **Jazz Band.**
The Admin & Finance Officer read the letter to Members requesting use of the Main Hall on Thursday 5pm-8pm rather than their current booking of 2 hours each Wednesday and Thursday due to a lack of attendance and a reduction in rent to £5.50 per hour.
RECOMMENDED: That the Jazz Band change their booking to a Thursday and the original rent rate apply of £16.50.
- SWC 08/09 013** **Quotation for New Till.**
Mrs Rudkin advised Members that there was only the one quotation as there was only one local supplier and that this till is exactly what they require as more than one person can use the till at any one time and this would reduce queuing time. The Admin & Finance Officer advised of a quotation of £595 + VAT and advised that this was a competitive price.
RECOMMENDED: To purchase the new till from Nationwide Retail Systems.
- SWC 08/09 014** **Quotations for Painting of Upstairs Foyer.**
The Admin & Finance Officer advised Members of quotations:
COMPANY A - £748
COMPANY B - £550
COMPANY C - £600
She further advised that Company B's quotation included the painting of the downstairs foyer.
RECOMMENDED: To offer Alan Wood Painting and Decorating the work.
- SWC 08/09 015** **Quotations for New Lounge Windows.**
The Admin & Finance Officer advised Members of quotations:
COMPANY A - £2,320
COMPANY B - £2,145
COMPANY C - £1,739
Mrs Rudkin advised Members that although Company C are the cheapest quote she has been advised their work is not of a consistent standard.
RECOMMENDED: To offer P & P Windows the work on clarification that the windows are panelled.
- SWC 08/09 016** **Issues Raised by Users.**
Mr Milward advised that in the Men's toilets upstairs the hole in the window has turned into a crack.
RECOMMENDED: That the SWC Supervisor look into having the window replaced.
- SWC 08/09 017** **SWC General.**
There were no issues raised.