

## DITTON PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF A MEETING OF THE COMMUNITY CENTRE COMMITTEE TO BE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 10<sup>TH</sup> OCTOBER 2005 at 7.30PM

Ditton Parish Council  
Ditton Community Centre  
Kilnbarn Road  
Ditton  
Aylesford  
Kent  
ME20 6AH

[Mrs] Sue Kavanagh  
Clerk of the Council

Telephone: 01732 844749

4<sup>th</sup> October 2005

## A G E N D A

1. **OPENING OF MEETING**

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATION OF MEMBERS' INTERESTS**

4. **COMMUNITY CENTRE COMMITTEE VACANCY**

5. **FINANCE**

[a] **Community Centre Accounts for Payment**

|                           |  |                  |        |
|---------------------------|--|------------------|--------|
| John Black:               | Window Cleaning and<br>External September 2005           |                  | 70.00  |
| British Telecom:          | Public Phone   | 45.12            |        |
|                           | Booking and Bar Line                                     | <u>200.50</u>    |        |
|                           |  | 245.62           |        |
|                           |  | Vat <u>42.97</u> | 288.59 |
| Cleanaway Ltd:            | Refuse Disposal – August                                 | 124.25           |        |
|                           |  | Vat <u>21.74</u> | 145.99 |
| Dark Knight Security:     | Security   | 207.36           |        |
|                           |  | Vat <u>36.29</u> | 243.65 |
| EDF Energy:               | Supply and fit P42 Control<br>- Street Light in Car Park | 43.07            |        |
|                           |  | Vat <u>7.54</u>  | 50.61  |
| Initial Textile Services: | Towel Rental   | 55.80            |        |

|                                     |   |                     |                 |        |
|-------------------------------------|---|---------------------|-----------------|--------|
|                                     |   |                     | Vat <u>9.77</u> | 65.57  |
| Kent County Council:                | PAT Testing                                       | 47.85               |                 |        |
|                                     | Cleaning Materials                                | 176.20              |                 |        |
|                                     | Stationery  | <u>9.00</u>         |                 |        |
|                                     |   | 233.05              |                 |        |
|                                     |   | Vat <u>40.79</u>    |                 | 273.84 |
| Peeks of Bournemouth:               | Autumnal Decoration                               | 4.88                |                 |        |
|                                     |   | Vat <u>0.85</u>     |                 | 5.73   |
| G Pover Photography:                | Staff Photographs                                 |                     |                 | 23.00  |
| Poyntell Ltd:                       | Supply and fit 1 Horizontal Sash Lock             | 181.34              |                 |        |
|                                     | Plus additional keys                              | <u>16.50</u>        |                 |        |
|                                     |   | 197.84              |                 |        |
|                                     |   | Vat <u>34.62</u>    |                 | 232.46 |
| <u>Deposit Refund</u>               |   |                     |                 |        |
| Oaken Hall                          |   | The Don Carman Hall |                 |        |
| 28.08.05                            | 50.00   | 25.09.05            | 50.00           |        |
| 01.10.05                            | 10.00   | 08.10.05*           | 75.00           |        |
| 07.10.05*                           | 50.00   | 09.10.05*           | 50.00           |        |
| 08.10.05*                           | 50.00   |                     |                 |        |
| * Subject to inspection             |   |                     |                 |        |
| <u>[b] Bar Accounts for Payment</u> |   |                     |                 |        |
| DCC Bar Imprest:                    | Voucher Charge                                    | 3.25                |                 |        |
|                                     | Wages   | 25.46               |                 |        |
|                                     | Petty Cash  | <u>210.87</u>       |                 | 239.52 |
| Adrian Mecklenburgh:                | Post Mix Wine & Syrup                             | 362.09              |                 |        |
|                                     |   | Vat <u>63.36</u>    |                 | 425.45 |
| Charus Automatic Ltd:               | Gaming Machine and Cage                           | 173.34              |                 |        |
|                                     | Rental to 30 <sup>th</sup> September 2005         | Vat <u>30.33</u>    |                 | 203.67 |
| Kent County Council:                | Cleaning Materials                                | 18.30               |                 |        |
|                                     | Menu Stand  | <u>2.20</u>         |                 |        |
|                                     |   | 20.50               |                 |        |
|                                     |   | Vat <u>3.60</u>     |                 | 24.10  |
| Kent Frozen Foods:                  | Frozen bar meals                                  |                     |                 | 79.87  |
| Kent Refrigeration:                 | Supply and fit new detergent pump to glass washer | 191.90              |                 |        |
|                                     |   | Vat <u>33.59</u>    |                 | 225.49 |
| Nivek Catering Supplies:            | 2 Dartboards                                      | 43.88               |                 |        |
|                                     | Coffee and cream                                  | <u>15.51</u>        |                 |        |
|                                     |   | 59.39               |                 |        |
|                                     |   | Vat <u>7.68</u>     |                 | 67.07  |
| SSG Emprise Limited:                | Monthly Key Holder Fee                            | 30.00               |                 |        |
|                                     |   | Vat <u>5.25</u>     |                 | 35.25  |

[c] Financial Analysis – if available

[d] Stocktake Report – if available

6. **ITEMS BROUGHT FORWARD FROM LAST MEETING**

[a] Hi Centre for The Deaf – Hearing Loop -[Page 236, Item 242[a]

[i] Quotation from Hi Centre For The Deaf

[ii] Quotation from David Stephens – if available

[b] Cedar Room/Guide HQ [Page 238, Item 251]

[i] Reply from Allianz Cornhill

[ii] Response from Guides

7. **BAR**

[a] Kilbarn Club Takings – copy herewith

[b] Bar Matters

[c] Thursday Evenings - No Smoking & Special Evenings

8. **CLEANING & CARETAKING**

[a] Current situation

[b] Inspection Report- 21<sup>st</sup> September 2005 - herewith

9. **BOOKINGS**

[a] Mr Brazil 24<sup>th</sup> September 2005 – Damage to Corridor Floor

10. **WEDDING PACKAGES**

[a] Wedding Package Price for 2007

[b] Increase in Deposit for Weddings over 250 Attending

11. **CORRESPONDENCE**

PAWS Bingo:

Termination of Oaken Hall Hire

12. **CLOSURE**

N.B: All Meetings of the Council are open to the public and include an adjournment of 15 minutes, at approximately 8.30pm to permit members of the public to raise any items for the Council's attention.