

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 13th NOVEMBER 2006 at 7.30PM**

Ditton Parish Council
Ditton Community Centre
Kilnbarn Road
Ditton
Aylesford
Kent
ME20 6AH
clerk@dittonparishcouncil.gov.uk
Telephone: 01732 844749

[Mrs] Sue Kavanagh
Clerk of the Council

7th November 2006

**PLEASE NOTE THERE WILL BE A MEETING WITH THE
BAR STOCKTAKER AT 7.00PM**

A G E N D A

1. **OPENING OF MEETING**
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATION OF MEMBERS' INTERESTS**
4. **FINANCE**

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

Astra Security:	Keys & Retractable Key Rings	48.45	
		Vat <u>8.48</u>	56.93
BBp Plumbing Heating:	Checking Don Carman Radiators		45.00
John Black:	Window Cleaning - September 2006		70.00
C & F Carpenters & Joiners:	Sand Down & Stain with Seal Section of Repaired Floor		80.00
Capital Cleaning:	Ablea 17" Driveboard for Scrubber	95.00	
	Drier	Vat <u>16.63</u>	111.63
Cobra Insurance Brokers:	Engineering Policy		468.08
Cleanaway Limited:	Refuse Collection -September Account	131.40	
	Refuse Collection -October Account	<u>130.50</u>	
		261.90	
		Vat <u>45.82</u>	307.72

Edwardes Bros [Dulwich]:	Stage Lighting Bulbs	22.50	
	Pin Lamps	<u>17.94</u>	
		40.44	
		Vat <u>7.06</u>	47.50
Initial Washroom Solutions:	November Towel Rental	58.50	
		Vat <u>10.24</u>	68.74
Invicta Services:	Battery Charge Card	100.90	
		Vat <u>17.66</u>	118.56
Kent County Council:	Stationery, Cleaning Materials	253.65	
	Etc.	Vat <u>44.39</u>	298.04
Poyntell Limited:	Repairs to Entrance Door Don Carman	90.00	
	Straightening of Window Stay	Vat <u>15.75</u>	105.75
Travis Perkins:	Sheet of Ply – Emergency Repair Don	13.80	
	Carman Hall	Vat <u>2.42</u>	16.22
Tonbridge & Malling BC:	Premises Licence Fee		180.00
United Flooring Limited:	Repairs to Don Carman Hall Floor	285.00	
		Vat <u>49.88</u>	334.88

Deposit Refunds

Oaken Hall

Don Carman Hall

06.10.06	50.00	13.10.06	50.00
18.10.06	50.00	14.10.06	50.00
02.11.06	50.00	21.10.06	50.00
11.11.06*	97.50	28.10.06	50.00
12.11.06*	75.00	11.11.06*	50.00
		12.11.06*	50.00

* Subject to inspection

[b] Bar Accounts for Payment

DCC Bar Imprest A/C:	Petty Cash	207.35	
	Voucher Charge	<u>3.25</u>	210.60
Charus Automatic Ltd:	Machine Rental to 31.10.06	173.33	
		Vat <u>30.33</u>	203.66
County Stocktakers:	Stocktaking -17 th October 2006	180.00	
		Vat <u>31.50</u>	211.50
Adrian Mecklenburgh:	Post Mix Syrup & Wine	369.45	
		Vat <u>64.68</u>	434.13
Edwardes Bros [Dulwich]:	Fluorescent Tubes	5.70	
		Vat <u>0.99</u>	6.69
Hart Chemicals:	Glasswash	49.00	
		Vat <u>8.58</u>	57.58

Kent County Council:	Bar Cleaning Materials	34.25	
		Vat <u>5.99</u>	40.24
J. Lee:	Call and Service to Cash Register		67.50
Nivek Catering Supplies:	Dartboard, Straws, Coffee Filters, and Creams	58.43	
		Vat <u>5.22</u>	63.65
SSG Emprise:	Key Holder – October	30.00	
		Vat <u>5.25</u>	35.25
Silver Springs Mineral Water Co: Ltd:	Can and Flavoured Water	119.77	
		Vat <u>20.96</u>	140.73
Top2Bottom:	Remove Defective Anti Climb Guard	120.00	
	Emergency Repairs to Bar Cellar	<u>180.00</u>	
	Roof	300.00	
		Vat <u>52.50</u>	352.50
Tonbridge & Malling BC:	Premises Licence		180.00

[c] Stocktaking

(i) 17th October 2006 – Result – Copy herewith

[d] Financial Analysis – copy herewith

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

(a) Flapper Barrier Damage- Response from Cleanaway/TMBC- if available

(b) Oaken Hall Kitchen – Suggested Layout (Page 153, Item 264(b))

(c) Cedar Room – New Rateable Value for Business Rates – Update (Page 156,
Item 269)

6. **BAR**

[a] Kilnbarn Club Takings – Copy herewith

[b] Bar Matters

[c] Changes to Oaken Hall Bar to Provide a Small Kitchen – Quotations if available

[d] Signing in of Non-Members – Change to Rules

[e] Replacement Wall-lights Kilnbarn Club – Quotation

[f] Memo to Senior Bar Staff re: 1st July 2006 – Memo and response herewith

[g] Kilnbarn Club Balance Sheet to 29th October 2006 - herewith

7. **CLEANING & CARETAKING**

[a] Current situation

[b] Cleaning Inspection – Copy herewith

8. **WATER DAMAGE TO DON CARMAN HALL FLOOR**

9. **BOOKINGS**

(a) Cancelled booking 27/10/06 – Due to bereavement

(b) Wateringbury Flower Show – Complaint regarding stage lighting

10. **PROPOSED ESTIMATES F/Y 2007/08** – Copy herewith

11. **TONBRIDGE & MALLING BOROUGH COUNCIL - SMOKE FREE WORKPLACES**

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.