

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 11TH APRIL 2005 at 7.30PM

Ditton Parish Council
Ditton Community Centre
Kilbarn Road
Ditton
Aylesford
Kent
ME20 6QR

(Mrs) Sue Kavanagh
Clerk of the Council

Telephone No: 01732 844749

5th April 2005

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:	Padlocks for Refuse Bins	40.50	
		Vat <u>7.09</u>	47.59
British Gas:	Estimated Reading	1707.27	
		Vat <u>298.77</u>	2006.04
British Telecom:	Public Phone	38.64	
	Booking & Bar Line	<u>194.24</u>	
		232.88	
		Vat <u>40.75</u>	273.63
Chubb Fire Limited:	Service Agreement	183.33	
		Vat <u>32.08</u>	215.41
Peter Dorrell & Co:	Lift Off Floor Cleaning Product	44.00	
		Vat <u>7.70</u>	51.70
Forge Engineering:	Repairs to Flapper Barrier	120.00	
		Vat <u>21.00</u>	141.00
Initial Textile Services:	Towel Rental 1.4.05 to 30.4.05	55.80	

		Vat <u>9.77</u>	65.57
Gasforce:	Maintenance Contract 2005/6	1392.23	
		Vat <u>243.64</u>	1635.87
Kent County Council:	Cleaning Materials	746.63	
		Vat <u>130.66</u>	877.29
SBD Fabrications Ltd:	Repairs to Vandalised Fan Light Window – Oaken Hall	50.00	
		Vat <u>8.75</u>	58.75
Seeboard:	Metered Charges to 28.1.05	5796.04	
	Less 25% discount	<u>1449.41</u>	
		4347.03	
		Vat <u>760.73</u>	5107.76

Deposit Refunds

16.03.05	Inner Wheel, Tinkers, Grove Hill, Hellingly, Hailsham, BN27 4HF	50.00	
17.03.05	Malling Photographic, 140 Woodlands Road, Ditton, Aylesford, Kent		50.00
18.03.05	Tonbridge & Malling Borough Council, Gibson Building, Kings Hill	50.00	
20.03.05	Starlite, Oakleigh, 204a New Hythe Lane, Larkfield, Kent ME20 6PT		50.00
02.04.05	L Griffiths, 11 Troutbeck House, Ditton, Aylesford, Kent ME20 6XE		50.00

[b] Bar Accounts For Payment

Bar Imprest Account:	Statement Fee	3.25	
	Wages	13.34	
	Licence Fee	10.00	
	Petty Cash	<u>79.35</u>	105.94
Charus Automatic:	Gaming Machine & Cage Rental	173.33	
		Vat <u>30.33</u>	203.66
Chubb Fire Limited:	2 x New Sounders- KB Club	402.00	
		Vat <u>70.35</u>	472.35
J.Lee:	Cash Register		57.50
Emprise Services Ltd:	Keyholder Service	30.00	
		Vat <u>5.25</u>	35.25
Kff:	Bar Snacks		22.85
Kent County Council:	Black Sacks & Candle Bulbs	19.35	
		Vat <u>3.38</u>	22.73
Adrian Mecklenburgh:	Post Mix Wine & Syrup	457.52	
		Vat <u>80.06</u>	537.58
Nivek Catering:	Optic Measures	124.60	
	Coffee & Cream	<u>39.46</u>	
		164.06	
		Vat <u>21.81</u>	185.87
Walkers Snacks:	Bar Snacks	195.40	

Vat 24.87 220.27

West Kent College: Basic Food Hygiene – Fiona Fuller 55.00

(c) Financial Analysis – End of Year – [herewith]

[d] Stocktake Report – [if available]

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

[a] Cleaning Inspection Report [Page 325, Item 604[a]

[b] Replacement Stage Flooring – Additional Quotation [Page 326, Item 604[c]

[c] Smoke Survey- Kilnbarn Club [Page 327, Item 605[d] - Quotation

[d] Refurbishment of Corridor [Page 328, Item 606[a]

(i) Revised Tender Grid – available at Meeting

[e] Smoke Detectors for Centre – Quotation – [Page 329, Item 608]

6. **BAR**

[a] Kilnbarn Club Takings – copy herewith

[b] Bar Matters

7. **CLEANING & CARETAKING**

[a] Current situation

[b] Crack Inspection – Carried out by Caretakers

8. **WEDDING PACKAGE PRICES**

9. **ASBESTOS SURVEY** – Quotation to Carry Out Survey

10. **REPLACE DAMAGED ROOF LIGHTS ON FLAT ROOF** – Quotation

11. **REPLACEMENT CLADDING** - Updated Quotation

12. **BUSINESS RATES 2005/06**

13. **CORRESPONDENCE**

Tonbridge & Malling Borough Council:

Letter of Thanks – Mayor’s
Charity Ball 18th March 2005

NAFAS:

Letter of Thanks – 10th March
2005

14. **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, however, as some of the items on this Agenda are confidential, parts of this meeting will exclude the Press and Public in accordance with Standing Orders 27 & 50.