

## 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 9<sup>th</sup> JANUARY 2006 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

3<sup>rd</sup> January 2006

## 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 Paid in December – For Noting Only

All Day-All Night	Renew Ball Valve	65.00	
Plumbing:	Replace Cistern Siphon	57.00	
	Investigate damp walls in Carman Hall	<u>320.00</u>	
		422.00	
		Vat <u>77.35</u>	519.35
Easyprint:	10 A6 Receipt Books	69.10	
	A5 Invoice Books	58.00	
	Carriage	<u>6.00</u>	
		133.10	
		Vat <u>23.29</u>	156.39
Goldstar:	Carpet Cleaning	45.00	
		Vat <u>7.88</u>	52.88
Initial Textile Services:	Towel Rental	55.80	
		Vat <u>9.77</u>	65.57
Initial Electronic Security Systems Ltd:	Re Set System due to error	55.00	
		Vat <u>9.63</u>	64.63
Kent County	Cleaning Material, Stationery	191.77	

Council:	& Table Knives	Vat	<u>33.56</u>	225.33
Peeks of Bournemouth:	Christmas Decorations		126.78	
	Carriage		<u>5.50</u>	
			132.28	
		Vat	<u>23.15</u>	155.43
Seeboard Energy:	Electricity to 14 <sup>th</sup> November 2005 3036.29			
		Vat	<u>531.36</u>	3567.65

Deposit Refunds

**Oaken Hall**

**The Don Carman Hall**

19.11.05	50.00	03.12.05	50.00
21.11.05	1.25	10.12.05*	175.00
26.11.05	50.00	11.12.05*	50.00
02.12.05	84.50		
03.12.05	50.00		
03.12.05	50.00		
04.12.05	50.00		
10.12.05*	50.00		
10.12.05*	50.00		

\* subject to inspection

[b] **Bar Account Paid During December – For Noting Only**

DCC Bar Imprest A/c:	Voucher Charge		3.25	
	Wages		71.42	
	Petty Cash		<u>77.98</u>	152.65
Adrian Mecklenburgh:	Post Mix Wine & Syrup		293.63	
		Vat	<u>51.38</u>	345.01
Nivek Catering:	Kenco Coffee Filters, Cream, Straws & Tumblers		118.85	
		Vat	<u>20.80</u>	139.65
Silver Springs Minerals Limited:	Soft Drinks		86.25	
		Vat	<u>15.09</u>	101.34
SSG Emprise Limited:	Monthly Keyholder Fee		30.00	
		Vat	<u>5.25</u>	35.25

[c] **Community Centre Account For Payment**

J R Black:	Quarterly Window Cleaning			70.00
British Gas:	Meter Reading – 21.12.05		1191.27	
		Vat	<u>208.47</u>	1399.74
British Telecom:	Booking/Bar Line		229.77	
	Public Phone – Foyer		<u>45.82</u>	
			275.59	

		Vat	<u>48.21</u>	323.80
Cleanaway Limited:	30/1-/05 to 03/12/05 Refuse		150.25	
		Vat	<u>26.29</u>	176.54
Edwardes Bros (Dulwich):	Assorted Lamps		74.31	
		Vat	<u>13.00</u>	87.31
Hunts:	CCTV Survey & High Pressure Cleaning – Carman Hall Drains		135.00	
		Vat	<u>23.62</u>	158.62
Initial Textile Services:	Towel Rental 1.1.06-31.1.06		58.50	
		Vat	<u>10.24</u>	68.74
Kent County Council:	Cleaning Material, Refuse Sacks and Spray Soap		202.00	
		Vat	<u>27.36</u>	229.36
Parker Merchanting:	Hazard Tape		10.96	
		Vat	<u>1.92</u>	12.88
Polyspec Plastics:	Extra Timber Substrate Timber Supply & Fit Fascia *covered by Insurance Company less Excess		165.96 <u>1653.62*</u> 1819.58	
		Vat	<u>318.42</u>	2138.00
L J Pratley & Partners:	Repairs to 2 Sets of Window Winders		225.00	
		Vat	<u>39.38</u>	264.38
Seeboard Energy:	Estimated Account to 23.12.05		1238.37	
		Vat	<u>216.72</u>	1455.09
Top2Bottom:	Repairs to Kitchen Area Roof – Guide HQ		200.00	
		Vat	<u>35.00</u>	235.00
United Balloon & Gas Co:	Balloons for Hall Decorations		25.00	
		Vat	<u>4.39</u>	29.39
Warmlake Bathroom Studio:	Repairs to Leak in OH Ladies Toilets			40.00

Deposit Refunds

**Oaken Hall**

29.12.05            63.00

**The Don Carman Hall**

17.12.05            75.00

31.12.05            50.00

06.01.06            50.00

07.01.06            50.00

[d] Bar Accounts For Payment

DCC Bar Imprest A/c:	Voucher Charge	3.25
	Wages	85.05

	Petty Cash	96.42	184.72
Capital Hygiene & Maintenance Products:	Hose for Bar Hoover	17.50	
		Vat 2.98	19.98
Charrus Automatic Ltd:	Machine Rental to 30.11.05	151.67	
	Game Safe Cabinet	21.67	
		173.34	
		Vat 30.33	203.67
County Stocktakers:	Stocktake – 6 <sup>th</sup> December 2005	180.00	
		Vat 31.50	211.50
Kent Frozen Foods Ltd:	Frozen Bar Meals		25.45
Adrian Mecklenburgh:	Post Mix Syrup & Wine	768.25	
		Vat 134.44	902.69
Nivek Catering Supplies:	Champagne Buckets	33.60	
		Vat 5.88	39.48
SSG Emprise Limited:	Monthly Key Holder Fee	30.00	
		Vat 5.25	35.25
Top2Bottom:	Replace Hardboard Cellar Floor	220.00	
		Vat 38.50	258.50

[e] Financial Analysis – if available

[f] Stocktake Report – herewith

## 5. ITEMS BROUGHT FORWARD FROM LAST MEETING

[a] Cedar Room/Guide HQ [Page 267, Item 311 (b)]

(i) TEMPORARY REPAIR COMPLETE

(ii) QUOTATION AND SAMPLE PICTURES OF ROOF

[b] Damage to Corridor Floor – 24<sup>th</sup> September 2005 [Page 302, Item 372[c] – update

[c] No Smoking in Oaken Hall & Corridor [Page 307, Item 378] – result of survey

[d] Oaken Hall Floor Refurbishment [Page 304, Item 375]- revised quotation

[e] Don Carman Hall Floor Replacement of Middle Section (Page 304, Item 375b)

[f] Don Carman Hall Corridor - Suspect Water Leak [Page 305, item 375(b)]

(g) Open University - Hire Rates for October 2006 [Page 308] - request for review

## 6. BAR

[a] Kilnbarn Club Takings – Copy herewith

- [b] Bar Matters
- (c) Flooding to Cellar Floor – Technical Services Error
- (d) Replacement Glass Washer/Donation from Scottish Courage
- [e] Thursday Evenings
- [f] Bar Review – Copy herewith
- (g) Price Review – Schedule herewith
- (h) Replacement Cubicle Gents WC - Quotation

7. **CLEANING & CARETAKING**

- [a] Current situation
- [b] Inspection Report
- [c] Mobile Phone for Weekend Duty Caretaker
- [d] Replacement Tumble Dryer

8. **HEARING LOOP & RADIO MIKE**

- [a] Grant from Kent County Council- Received
- [b] Quotation for the above

9. **VANDALISM TO KITCHEN WINDOW – 21<sup>st</sup> December 2005** - Report

10. **QUOTATION TO REPAINT PARISH OFFICES AND COUNCIL CHAMBER**

11. **BOOKINGS**

- [a] CIMA Complaint re-Noise During November Exams

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.