

## 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 11<sup>th</sup> JULY 2005 at 7.30PM

Ditton Parish Council  
Ditton Community Centre  
Kilnbarn Road  
Ditton  
Aylesford  
Kent  
ME20 6QR  
Telephone: 01732 844749

[Mrs] Sue Kavanagh  
Clerk of the Council  
5<sup>th</sup> July 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**

All Day-All Night Plumbing:	Drain down, removal and reinstallation of radiators, removal of drinking fountain	1500.00 Vat <u>262.50</u>	1762.50
AMS Management:	Label & remove asbestos	1990.00 Vat <u>348.25</u>	2338.25
Bickmore Lock and Glass Ltd:	Reglazing of window in Ladies shower room	59.00 Vat <u>10.32</u>	69.32
John Black:	Window cleaning June 2005		70.00
British Telecom:	Public Phone Booking and Bar Line	44.21 <u>201.08</u> 245.29 Vat <u>42.91</u>	288.20
Chubb Fire Limited:	Service Agreement – Fire Alarm	115.79 Vat <u>20.26</u>	136.05
Cleansing Service	Removal of silt from drains	160.00	

Group:	in car park	Vat <u>28.00</u>	188.00
Dark Knight Security Services:	Security for football functions	190.08 Vat <u>33.26</u>	223.34
Initial Textile Services:	Clearview Cabinets	55.80 Vat <u>9.77</u>	65.57
Kent County Council:	Cleaning Materials Refill extinguishers after vandalism	121.34 <u>37.90</u> 159.24 Vat <u>27.86</u>	187.10
Peter Mackelden Civil Engineering Ltd:	Patch repairs to car park	2687.50 Vat <u>470.31</u>	3157.81
Poyntell Ltd:	Labour for work on fire Doors	67.50 Vat <u>11.81</u>	79.31
SBD Fabrications:	Supply and fix off 6 toughened glass units	396.00 Vat <u>69.30</u>	465.30
Smart Decorating:	Decorating to entrance hall, corridor, toilets and cloakroom Decorating Acorn Room Extra to remove pelmets & add Coving.	3410.00 687.00 <u>174.80</u>	4271.80
United Flooring Ltd:	Supply and install Marley Matrix vinyl flooring	3570.05 Vat <u>624.76</u>	4194.81

Deposit Refunds

**Oaken Hall**

18.06.05	65.00
25.06.05	65.00
29.06.05	100.00
02.07.05	50.00
03.07.05	206.00
08.07.05	100.00
09.07.05	225.00

**Don Carman Hall**

12.06.05	50.00
18.06.05	50.00
24.06.05	190.00
25.06.05	50.00
08.07.05	50.00

[b] Bar Accounts for Payment

DCC Bar Imprest Account:-

Statement Fee	9.75	
Bar stock	150.45	
Bar wages	145.24	
Copy Section 77	10.00	
Petty Cash	181.68	
Bar Polo Shirts	<u>25.03</u>	
	522.15	
Less June reimbursement	<u>-500.00</u>	22.15

Astra Security Systems:	3 MorticeKeys cut	11.25 Vat <u>1.97</u>	13.22
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Bickmore Lock and Glass Ltd:	Replacement Security Grill	600.00	
	Replacement Glass and repairs to front door	<u>130.00</u>	
		730.00	
		Vat <u>127.75</u>	857.75*

\* This amount has already been reclaimed from insurers after break-in 25/1/05.

Charus Automatic Ltd:	Gaming Machine and Cage Rental to 30 <sup>th</sup> June 2005	173.34	
		Vat <u>30.33</u>	203.67
County Stocktakers:	Stocktake 14 <sup>th</sup> June 2005	180.00	
		Vat <u>31.50</u>	211.50
Kent County Council:	Cleaning materials, No Smoking Sign and Base	76.03	
		Vat <u>13.30</u>	89.33
Kent Frozen Foods:	Frozen bar meals		15.16
Adrian Mecklenburgh:	Post mix wine and soft drinks	449.66	
		Vat <u>78.68</u>	528.34
Nivek Catering:	Glasses, coffee, cream and Sundries	86.96	
		Vat <u>11.63</u>	98.59
SSG Enterprise Ltd:	Keyholding and Alarm Response for 2005	30.00	
		Vat <u>5.25</u>	35.25
Silver Springs:	Soft drinks	23.94	
		Vat <u>4.19</u>	28.13
Trichem (South) Ltd:	Coloured Beer Line Cleaner	52.00	
		Vat <u>9.10</u>	61.10

[c] Accounts paid between meetings

Warmlake Bathroom Studios:	Supply & Installation of Oaken Hall Ladies Toilets		1675.00
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[d] Financial Analysis – if available

[e] Stocktake Report

## 5. ITEMS BROUGHT FORWARD FROM LAST MEETING

[a] Refurbishment of Corridor [Page 56, Item 99[a]]

[b] Hi Centre for The Deaf – Quotation if available [Page 56, Item 99 [c]]

## 6. BAR

[a] Kilnbarn Club Takings – copy herewith

- [b] Bar Matters
- [c] Thursday Evenings - No Smoking & Special Evenings
- [d] Replacement Television – Kilnbarne Club

7. **CLEANING & CARETAKING**

- [a] Current situation

8. **BOOKINGS**

- [a] Cancellation of booking – 9<sup>th</sup> July 2005
- [b] Cancellation of booking – 27<sup>th</sup> August 2005
- [c] Holtwood Rangers Football Club – Reply to Council's letter

9. **CORRESPONDENCE**

Cobtree Scottish Country Dance Group: Letter of thanks

10. **OAKEN HALL CROCKERY** - Dessert Bowls

11. **CLOSURE**

***A meeting of the Working Party for Maintenance of the Centre will follow this meeting.***

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.