

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 12th SEPTEMBER 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
5th September 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 Paid During August – for noting

All Day All Night Plumbing:	Installation of 2 Themostatic 420.00 Mixing Values in Toilets Vat	73.50	493.50
Best Developments Ltd: Don Carman Hall	Rubber Feet for Banqueting 38.00 Vat 6.65	44.65	Chairs –
British Gas:	Gas Supply to 1 st July 2005	776.67 Vat 135.91	912.58
Cleanaway Limited:	June Refuse Collection Less Overcharge	164.63 35.46 129.17 Vat 22.61	151.78
Initial Textile Services:	Towel Rental to 31 st August	55.80 Vat 9.77	65.57
Kent County Cncl:	Whiteboard & “V” Mop Fire Extinguishers Annual Inspection	92.94 42.30 135.24 Vat 23.66	158.90
Peter Dorrell & Co:	Re-Sealing Don Carman Hall	1120.00	

		Vat <u>196.00</u>	1316.00
Phonographic Performance Limited:	Annual Licence Fee	626.31	
		Vat <u>109.61</u>	735.92
Poyntell Limited:	Fitting of Steel Fire Door - The Don Carman Hall	3800.00 <u>665.00</u>	4465.00
Southern Water:	Waste Water		1333.30

Deposit Refund

<u>Oaken Hall</u>		<u>The Don Carman Hall</u>	
23.07.05	125.00	22.07.05	50.00
30.07.05	175.00	05.08.05*	75.00
06.08.05*	125.00		

* Subject to inspection

(b) Bar Accounts Paid During August – for noting

DCC Bar Imprest:	Voucher Charge	3.25	
	Wages	100.41	
	Petty Cash	<u>121.66</u>	225.32
Adrian Mecklenburgh:	Post Mix Wine & Syrup	422.67	
		Vat <u>73.96</u>	496.63
All Day All Night Plumbing:	Renewal of Sink Waste and Overflow pipes	104.00	
		Vat <u>18.20</u>	122.20
Initial Fire & Security:	Service to Bar/Office Alarm 55.00		
		Vat <u>9.63</u>	64.63
SSG Emprise Limited:	Monthly Key Holder Fee – July	30.00	
		Vat <u>5.25</u>	35.25

[c] Community Centre Accounts for Payment

Allday-AllNight Plumbing:	Replace Tap in Acorn room	77.00	
		Vat <u>13.48</u>	90.48
Best Developments Ltd:	Feet Bungs for Don Carman Hall	38.00	
		Vat <u>6.65</u>	44.65
Cleanaway Limited:	Refuse Collection 03.07.05-30.07.05	120.20	
		Vat <u>21.03</u>	141.23
Edwardes Dulwich:	Assorted Lamps	31.98	
		Vat <u>5.59</u>	37.57
Gasforce Limited:	Repairs to Gala Oven To Add Office/KB Club to	154.00	
		<u>184.00</u>	

	Annual Contract	338.00	
		Vat <u>59.15</u>	397.15
Initial Textile Services:	September Towel Rental	55.80	
		Vat <u>9.77</u>	65.57
Kent County Council:	Cleaning Materials	218.74	
		Vat <u>38.29</u>	257.03
B. Millbank:	Handy Man Charges		150.00
Peaks of Bournemouth:	Autumn Decorations for Oaken Hall	45.10	
		Vat <u>7.89</u>	52.99
Travis Perkins:	Replacement Toilet Seats	56.14	
		Vat <u>9.83</u>	65.97

Deposit Refunds

<u>Oaken Hall</u>		<u>Don Carman Hall</u>	
12.08.05	81.25	13.08.05	50.00
26.08.05	168.88	19.08.05	50.00
03.09.05	100.00	20.08.05	50.00

[d] Bar Accounts for Payment

DCC Bar Imprest:-	Voucher Charge	3.25	
	Wages	150.44	
	Petty Cash	83.72	
	Food	<u>49.13</u>	286.54
Charus Automatic Ltd:	Machine Rental 31.07.05	173.34	
	Machine Rental 31.08.05	<u>173.33</u>	
		346.67	
		Vat <u>60.66</u>	407.33
County Stocktakers:	Stocktake 9 th August 2005	180.00	
		Vat <u>31.50</u>	211.50
Hart Chemicals:	Glasswash & Safescale	98.00	
		Vat <u>17.15</u>	115.15
Kilnbarn Residents Club:	Donation towards Replacement TV as agreed at PC Meeting 01.08.05		1200.00
Adrian Mecklenburgh:	Post Mix Syrup & Wine	534.51	
	Less Credit	<u>-39.39</u>	
		495.12	
		Vat <u>86.65</u>	581.77
Nivek Supplies:	Coffee & Cream		62.04
Poyntell Limited:	Call out to Repair KB Entry Door Lock	90.00	
		Vat <u>15.75</u>	105.75

Silver Spring Minerals Limited:	Soft Drinks	132.26	
		Vat <u>23.15</u>	155.41
SSG Emprise Limited:	August Keyholder Charge	30.00	
		Vat <u>5.25</u>	35.25

[e] Financial Analysis – if available

[f] Stocktake Report – herewith

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

[a] Hi Centre for The Deaf – Hearing Loop -[Page 84, Item 154[b]

[i] Quotation from Hi Centre For The Deaf

[ii] Quotation from David Stephens – if available

6. **BAR**

[a] Kilbarn Club Takings – copy herewith

[b] Bar Matters

[c] Thursday Evenings - No Smoking & Special Evenings

[d] Kilbarn Club Balance Sheet at 10/7/05 - herewith

7. **CLEANING & CARETAKING**

[a] Current situation

[b] Inspection Report

8. **BOOKINGS**

[a] 5th August 2005 Wedding – Complaint/Reply – copy letters herewith

[b] 12th August 2005 – Damage to Don Carman Hall floor

9. **REPLACEMENT GLASS UNITS FOR MISTED UNITS** – Quotation

10. **QUOTATION FOR AN ADDITIONAL FRIDGE FOR OAKEN HALL KITCHEN**

11. **REPLACEMENT CHRISTMAS DECORATION**

12. **SPECIAL WORKS GRANT 2006/07**

13. **CORRESPONDENCE**

Allianz Cornhill Insurance – Cedar Room & Guide HQ Insurance Cover

14. **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.