

DITTON PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF AN **EMERGENCY MEETING** OF THE COMMUNITY CENTRE COMMITTEE TO BE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **TUESDAY 14TH FEBRUARY 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

14th February 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 Account For Payment

Astra Security Systems Ltd: 27.85	Supply of 6 Mortice Keys for Centre Entry Door	23.70 Vat <u>4.15</u>
Bickmore Lock and Glass Ltd: 186.82	Board up Kitchen window and replace unit	159.00 Vat <u>27.82</u>
Cannon Hygiene Ltd:	Medical Waste Service Sanitary Disposal Unit	76.92 <u>218.40</u> 295.32 Vat <u>51.68</u>
347.00 Chubb Fire Ltd: 136.05	Service of Fire Alarm System	115.79 Vat <u>20.26</u>
Cleanaway Ltd:	4/12/05 to 31/12/05 Refuse	146.20

171.78	Collection	Vat <u>25.58</u>
Ditton Electrical Contracts Ltd: 41.13	Inspection of Hall lights - No fault detected	35.00 Vat <u>6.13</u>
Edwardes Bros (Dulwich): 14.10	Assorted Light bulbs	12.00 Vat <u>2.10</u>
Initial Textile Services: 68.74	Towel Rental 1/2/06 to 28/2/06	58.50 Vat <u>10.24</u>
Kent County Council:	Cleaning Materials Stationery Tumble Dryer	248.80 2.58 <u>194.49</u> 445.87 Vat <u>78.03</u>
523.90		
Performing Right Society: 1973.06	PRS Licence 6/1/06 to 5/1/07	
Protech Securities (UK) Ltd:	Security 4 th and 8 th December Security 17 th and 23 rd December Security 14 th January	175.20 288.00 <u>90.00</u> 553.20 Vat <u>96.81</u>
650.01		
Sage (UK) Ltd:	Instant Accounts Upgrade Carriage	109.79 <u>5.00</u> 114.79 Vat <u>20.09</u>
134.88		
Southern Water: 1636.63	Waste Water	
Top2Bottom: 211.50	Further repairs to Kitchen Area Roof – Guide HQ	180.00 Vat <u>31.50</u>

Deposit Refunds

Oaken Hall

14.01.06 100.00
04.02.06 100.00

The Don Carman Hall

07.01.06 50.00
14.01.06 75.00
28.01.06 50.00

03.02.06 50.00
04.02.06 50.00

[b] Bar Accounts For Payment

DCC Bar Imprest A/c:	Voucher Charge	3.25
	Wages	74.54
	Petty Cash	<u>196.82</u>
274.61		
Charrus Automatic Ltd:	Machine Rental January	151.67
	Game Safe Cabinet	<u>21.67</u>
		173.34
	Vat	<u>30.33</u>
203.67		
Hart Chemicals:	Glass wash	49.00
		Vat <u>8.58</u>
57.58		
Kent County Council:	Cleaning Materials	24.45
		Vat <u>4.28</u>
28.73		
Kent Frozen Foods Ltd:	Frozen Bar Meals	
39.79		
Kent Refrigeration:	Change of Rinse Aid and new detergent pump tube	109.57
	Replacement detergent pump	45.00
	Supply & fit Logos glass washer	<u>1275.00</u>
		1429.57
	Vat	<u>250.18</u>
1679.75		
MSP Property Maintenance Ltd:	Supply & fit small hardwood ramp to Kilnbarn/Office Entrance	65.00
76.38		Vat <u>11.38</u>
Adrian Mecklenburgh:	Postmix Wine & Syrup	166.44
		Vat <u>29.13</u>
195.57		
Nivek Catering Supplies:	Food Thermometer., Coffee & Cream, Glasses & Dart Board	166.52
		Vat <u>20.45</u>
186.97		
SSG Emprise Limited:	Monthly Key Holder Fee	30.00
		Vat <u>5.25</u>
35.25		
Silver Springs:	Soft Drinks	35.43

41.63

- [c] Financial Analysis – if available
- [d] Stocktake Report – if available

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

- [a] Quotation to Repair -Guide HQ Kitchen Ceiling – due to Leaking Roof [Page 351,Item 454[a]
- [b] No Smoking in Oaken Hall & Corridor [Page 351, Item 454(c) – result of survey [Page 352, Item 455 [g]-decision required
- [c] Replacement Cubicle/Repair [Page 353, Item 455[h]- further quotation
- [d] Quotation to Repaint Parish Office & Chamber [Page 354, Item 459] – further quotation

6. **BAR**

- [a] Kilnbarn Club Takings – Copy herewith
- [b] Bar Matters
- [c] Scottish & Newcastle - Price Increase
- [d] Bar Price Review

7. **CLEANING & CARETAKING**

- [a] Current situation
- [b] Inspection Report - if available

8. **KENT & MEDWAY NHS**- Workplace Smoking Policy

9. **BOOKINGS**

- [a] Kilnbarn Short Mat Bowls Club - Request for a reduced hire rate

10. **PURCHASE OF LAP TOP COMPUTER**

11. **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.