

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 14TH NOVEMBER 2011 at 7.30PM**

Ditton Parish Council
Ditton Community Centre
Kilnbarn Road
Ditton
Aylesford
Kent ME20 6AH

[Mrs] Nicola Greenaway
Clerk of the Council

clerk@dittonparishcouncil.gov.uk

Telephone: 01732 844749

8th November 2011

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**

Kent County Council:	Hand Towel Dispensers, Cleaning Materials & Toilet Rolls	164.37 Vat <u>32.88</u>	197.25
Lyreco UK Limited:	Stationery & Bleach	103.14 Vat <u>20.63</u>	123.77
Polyspec Plastics:	Repairs to Fascia Outside Parish Council Chamber	166.67 Vat <u>33.33</u>	200.00
Secure Engineering:	3 Year Fixed CCTV Maintenance Agreement 2 visits per annum	485.00 Vat <u>97.00</u>	582.00
South East Water:	Community Centre Water Rates		347.25
Start Engineering:	Repairs to Scrubber Drier	85.00 Vat <u>17.00</u>	102.00



Deposit Refunds

Oaken Hall		Don Carman Hall	
27.10.11	100.00	23.10.11	50.00
29.10.11	125.00	29.10.11	50.00
02.11.11	50.00	06.11.11.	50.00
05.11.11	90.00	12.11.11*	50.00
06.11.11	50.00		
14.11.11*	50.00		

*Subject to inspection

[b] Bar Accounts for Payment

County Stocktakers:	Stocktake Charge – 27.09.2011	200.00	
		Vat <u>40.00</u>	240.00
Emprise Services plc:	October Keyholder Services	20.83	
		Vat <u>3.65</u>	24.48
Kent County Council:	Cleaning Materials & Stationery	40.99	
		Vat <u>8.20</u>	49
			.19
Lansdell Soft Drinks:	Soft Drinks	131.22	
		Vat <u>19.81</u>	151.03
Westways Vending Ltd:	Coffee, Chocolate & Tea for Vending Machine		80.03

[c] Financial Analysis – Month 7 – herewith

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

- [a] Reports from Bar Staff on Duty 3rd September 2011 - Page 126, Item 203[b] - herewith
- [b] Emergency Telephone Number for Hirers – Page 128, Item 206[c]

6. **BARS**

- [a] Kilnbarn Takings – Copy herewith
- [b] Kilnbarn Taking's Friday Afternoon's - herewith
- [c] Bar Matters
- [d] Item's Raised at Staff Training Day - 29th October 2011
- [e] Decrease Frequency of Stock Takes from 2 monthly to 3 monthly
- [f] Refrigeration Annual Maintenance Contract
- [g] Change of Gaming Machine – 4th November 2011 – for noting

7. **CLEANING & CARETAKING**

- [a] Current situation
- [b] Cleaning Inspection – if available

8. **SUGGESTED ESTIMATES 2012/2013** - herewith

9. **BOOKINGS**

- [a] Hoopla Class – Request for Reduced Minimum Hours
- [b] Ditton Dog Training Club – Cancelled Booking 25th November 2011
- [c] Kent County Council - Cancelled Booking 22nd December 2011
- [d] Ditton Twinning Association – Hire Rates

10. **CORRESPONDENCE**

Mrs Gladdish – Wedding:	<u>Letter of Thanks</u>
The Open University - Exams:	<u>Letter of Thanks</u>
Claire Cates - Christening Party:	<u>Letter of Thanks</u>

11. **CLOSURE**

N.B. All Meetings of the Council are open to the public and include an adjournment of 15 minutes to permit members of the public to raise any items for the Council's attention, however, due to the confidential nature of some of the items of business parts of the meeting will exclude the press and public in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Orders 27 & 50.