

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 10TH OCTOBER 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

4th October 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**

Chubb Fire & Security:	Annual Alarm Monitoring and Maintenance	638.94 Vat <u>127.79</u>	766.73
Edwardes Bros:	Low Energy Outside Lights	55.00 Vat <u>11.00</u>	66.00
Imperial Contract Cleaning:	Commercial Cleaning – Outside Windows		55.00
Kent County Council:	Cleaning Materials	120.44 Vat <u>24.09</u>	144.53
Poyntell Limited:	Repairs to Don Carman Outside Door	135.00 Vat <u>27.00</u>	162.00
Record UK Ltd:	Planned Maintenance	245.00 Vat <u>49.00</u>	294.00
Travis Perkins:	Macadam for Car Park Repairs	90.80 Vat <u>18.16</u>	108.96



Deposit Refunds

Oaken Hall		Don Carman Hall	
23.09.11	£50.00	23.09.11	£50.00
25.09.11	£47.00	24.09.11	£50.00
30.09.11	£50.00		
01.10.11	£97.50		
17.10.11*	£50.00		

*Subject to inspection

[b] Bar Accounts for Payment

Edwards Bros:	Tubes for Bar	14.00	
		Vat <u>2.80</u>	16.80
Emprise Services plc:	Key Holder Service – September 2011	20.83	
		Vat <u>3.65</u>	24.48
Kent County Council:	Cleaning Materials	42.90	
		Vat <u>8.58</u>	51.48
Lansdell Soft Drinks:	Soft Drinks	51.52	
		Vat <u>10.30</u>	61.82

[c] Financial Analysis - Month 5 – herewith, Month 6 - available at meeting

[d] Stocktake Report – if available

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

[a] Decision on Changing the Post Room to a Games Room – Page 99, Item 139 [a]

[b] Chubb Fire Quotation – Page 100, Item 143

6. **BARS**

[a] Kilnbarn Takings – Copy herewith

[b] Function Bars

[c] Bar Matters

[d] ECJ Ruling On Foreign Decoders

[e] Visit from Club Specialist – Friday 30th September 2011

[f] Staff Training with Heineken –Saturday 29th October 2011

[g] Permission to Bring in Water – Heart of Kent Hospice for Zumba -Thon

[h] Advertisement for Bar Food

7. CLEANING & CARETAKING

- [a] Current situation
- [b] Cleaning Inspection – if available
- [c] Emergency Telephone Number for Hirers

8. COMBINED INSURANCE COVER

- [a] Fixed Term Discount & Index Linked Scheme

9. BOOKINGS

- [a] Mrs Waller - 3rd September 2011 – Loss of Refundable Deposit
- [b] Emma Cannon Refundable Deposit Withheld - 4.6.2011
- [c] Acorn Room Hire Rate
- [d] Use of Centre for Queens Diamond Jubilee
- [e] Use of Hall by Twinning Committee

10. CORRESPONDENCE

- [a] Letter of Thanks: 27th August 2011- Wedding
- [b] Letter of Thanks: 23rd September 2011 – Ladies Golf AGM
- [c] Letter of Thanks: Refund - Cancelled Red Hot Wedding Show

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.