

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 2011 at 7.30PM**

Ditton Parish Council
Ditton Community Centre
Kilnbarn Road
Ditton
Aylesford
Kent
ME20 6AH
clerk@dittonparishcouncil.gov.uk

[Mrs] Nicola Greenaway
Clerk of the Council

Telephone: 01732 844749

6th September 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:	Service to Fire Detection Equipment	346.11	
	Plus Parts Required	Vat <u>69.23</u>	415.34
Edwardes Bros:	Spot Lights & Flood Lamps	66.18	
		Vat <u>13.23</u>	79.41
Grogan Electrical Services:	Replacement Spot Lights and Fuse	530.00	
	Board – Don Carman Hall and	Vat <u>106.00</u>	636.00
	Replacement Emergency Light Fitting		
Kent County Council:	Mop Bucket & Cleaning Products	145.07	
		Vat <u>29.01</u>	174.08
PPI:	Public Performance Licence September	757.34	
	2010 to September 2011	Vat 151.47	908.81
Poyntell Limited:	Repairs to Fire Door – Wind Damage	135.00	
		Vat <u>27.00</u>	162.00



Record Electric Doors:	Supply & Install Emergency Power Failure Unit	433.60 Vat <u>86.72</u>	520.32
Shand Security:	Security 06.08.11 less over paid Vat		64.80

Deposit Refunds

Oaken Hall		Don Carman Hall	
06.08.11	£500.00	07.08.11	£500.00
27.08.11	£80.00	27.08.11	£115.00
		10.09.11*	£115.00

[b] Bar Accounts for Payment

Aircool Systems UK:	Repairs to Glass Washer – Oaken Hall	46.50 Vat <u>9.30</u>	55.80
County Stocktakers:	Stocktake 26 th July 2011	200.00 Vat <u>40.00</u>	240.00
Emprise Services plc:	Key Holder Service September 2011	20.83 Vat <u>3.65</u>	24.48
Kent County Council:	Toilet Rolls & Drawer Unit	36.98 Vat <u>7.40</u>	44.38
Lansdell Soft Drinks:	Soft Drinks	188.89 Vat <u>30.96</u>	219.85
Westways Vending Ltd:	Tea, Coffee & Chocolate for Vending Machine		127.81

[c] Financial Analysis - herewith

[d] Stocktake Report - herewith

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

[a] Decision on Changing Post Room to a Games Room

6. **BARS**

[a] Kilnbarn Takings – Copy herewith

[b] Function Bars

[c] Bar Matters

[d] Review of Soft Drink Bars

[e] Kilnbarn Bar Social Funds – Balance Sheet

[f] Increase in Beer Gas from 1st September 2011

[g] Kilnbarn Christmas & New Year's Eve PM Opening

7. **CLEANING & CARETAKING**

- [a] Current situation
- [b] Cleaning Inspection – herewith

8. **CCTV - REVIEW OF CONTRACT**

9. **CHUBB FIRE QUOTATION**

- [a] Replacement Items found on Inspection

10. **BOOKINGS**

- [a] Traill School of Dancing – Review of Hire Rate
- [b] St Peters Pre School – Request to Erect Noticeboard at Entrance of Car Park
- [c] Emma Cannon –Review Requested for the Loss of Deposit Refund
- [d] 3 Step Limited – Cancellation of Wedding Show
- [e] 18th Birthday Party – 3rd September 2011 – Alcohol Brought In & Complaints from Residents

11. **18TH BIRTHDAY PARTIES**

12. **CORRESPONDENCE**

- [a] Letter of Thanks: 6th August 2011 Wedding

13. **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.