

## 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 12<sup>th</sup> JANUARY 2009 at 7.30PM**

Ditton Parish Council  
Ditton Community Centre  
Kilnbarn Road  
Ditton  
Aylesford  
Kent  
ME20 6AH  
[clerk@dittonparishcouncil.gov.uk](mailto:clerk@dittonparishcouncil.gov.uk)

[Mrs] Sue Kavanagh  
Clerk of the Council

Telephone: 01732 844749

6<sup>th</sup> January 2009

### **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

BBp Plumbing & Heating: Moving Washing Machine & Tumble Drier plus additional pipe work			313.04
Chubb Electronic Security: Alarm Service – Don Carman Hall	103.22		
	Vat <u>15.48</u>		118.70
Ditton Electrical Contracts: Repairs to Oaken Hall Lights	150.00		
	Vat <u>26.25</u>		176.25
Peter Dorrell & Company: Sportclean – Oaken Hall Floor	47.50		
	Vat <u>7.13</u>		54.63
Connaught Compliance Gas Services Limited: Synchron Motor for Office Boiler	30.00		
	Vat <u>4.50</u>		34.50
EDF Energy: Centre Energy Charges to 16/12/08	2830.49		
	Vat <u>483.03</u>		3313.52
Edwardes Bros: Assorted Lamps	56.22		
	Vat <u>8.42</u>		64.64
Initial Washroom Solutions: January 2009 – Towel Rental	58.50		
	Vat <u>8.78</u>		67.28
Kent Catering Service: Infill Tables – Oaken Hall Kitchen	500.00		
	Vat <u>75.00</u>		575.00

Kent County Council:	Cleaning Materials & Fan Heater	235.27	
		Vat <u>36.20</u>	271.47
Southern Water:	Wastewater – Ditton Community Centre		844.72
Top2Bottom Limited:	Supply & Install New Timbers in Kitchen Ceiling to Accommodate Extraction System	325.00	
		Vat <u>56.87</u>	381.87
Travis Perkins:	Materials for Shelving above Washing Machine & Tumble Drier in Caretakers Office	77.92	
		Vat <u>11.69</u>	89.61
Uniserve Security:	SIA Licensed Door Supervisor 5 <sup>th</sup> December 2008	67.50	
		Vat <u>10.12</u>	77.62
United Balloon & Gas:	Balloons for Christmas & New Year	25.00	
		Vat <u>3.75</u>	28.75
Veolia Environmental:	November Refuse Collections	175.15	
		Vat <u>30.65</u>	205.80

Deposit Refunds

**Oaken Hall**

05.12.08	£100.00
06.12.08	£ 87.50
17.12.08	£ 50.00
27.12.08	£ 97.50

**Don Carman Hall**

07.12.08	£50.00
12.12.08	£100.00
13.12.08	£50.00
14.12.08	£50.00
19.12.08	£50.00
20.12.08	£50.00
31.12.08	£50.00

[b] Bar Accounts for Payment

Aircool Systems UK:	Service to Refrigeration Units	299.00	
		Vat <u>44.85</u>	343.85
County Stocktakers:	Stocktaking 25 <sup>th</sup> November 2008	180.00	
		Vat <u>31.50</u>	211.50
Edwardes Bros [Dulwich]:	Reflector Lamps	5.28	
		Vat <u>0.79</u>	6.07
Judith Grimes:	Call Out – Saturday 27 <sup>th</sup> December 2008		25.00
R J Hunt:	Cleaning Waste Pipes in Kilnbarn Club	75.00	
		Vat <u>11.25</u>	86.25
Kent Frozen Foods Ltd:	Bar Meals		39.94
Kent County Council:	Cleaning Materials	20.95	
		Vat <u>3.06</u>	24.01
Adrian Mecklenburgh:	Post Mix Syrup & Cordials	722.84	
		Vat <u>108.43</u>	831.27

Nivek Catering:	Coffee & Creams		38.66
Silver Springs Minerals:	Soft Drinks	69.85	
		Vat <u>10.48</u>	80.33

[c] Financial Analysis – if available

[d] Stocktake Report – 25<sup>th</sup> November 2008 – copy herewith

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

[a] Special Works Grant 2009/09 – Kitchen Refurbishment – Page, Item [a]

[i] KITCHEN UNITS – Update

[b] CCTV Maintenance Contract Quotations - Page 175, Item 349 - herewith

6. **BAR**

[a] Kilnbarn Club Takings – December -Copy herewith

[b] Bar Matters

[c] Kilnbarn Balance Sheet at 31.12.2008 - Copy herewith

7. **CLEANING & CARETAKING**

[a] Current situation

[b] Cleaning Inspection - Herewith

8. **HIRE RATES** – Copy herewith

9. **BOOKINGS**

[i] Suggestions for a Wedding Deposit Policy

[ii] Heath Players Pantomine – Cancelled Booking

[iii] 25<sup>th</sup> June 2009 – Cancelled Wedding Booking

10. **ELECTRICITY SUPPLY CONTRACT** – Renewal Date 1<sup>st</sup> April 2009

11. **CLEANING OF COLD WATER TANK & WATER SYSTEM** - Quotation

12. **CORRESPONDENCE**

Peter Dorrell & Company: Oaken Hall Refurbishment

13. **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.