

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 8th OCTOBER 2007 at 7.30PM**

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

[Mrs] Sue Kavanagh
Clerk of the Council

Telephone: 01732 844749

2nd October 2007

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

Call Out Claims:	Gina Annett - Fire Alarm Activation 16/9/07		10.00
	Marilyn Grantham – Fire Alarm Activation 16/9		10.00
Peter Dorrell & Co:	Cleaning Materials	49.50	
		Vat <u>8.66</u>	58.16
Edwards Bros (Dulwich) Ltd:	2 pin lamps	17.88	
	Coloured spot lights	<u>54.00</u>	
		71.88	
		Vat <u>12.57</u>	84.45
Initial Fire and Security:	Work on intruder alarm due to activation on tamper circuit	149.45	
		Vat <u>26.15</u>	175.60
Initial Washroom Solutions:	Towel Rental 01.10.07 to 31.10.07	58.50	
		Vat <u>10.24</u>	68.74

Kent County Council:	Stationery	19.40	
	Cleaning materials	<u>215.89</u>	
		235.29	
	less credit note	<u>15.60</u>	
		219.69	
		Vat <u>38.45</u>	258.14
Travis Perkins:	Repairs to pot holes in car park	25.90	
	Shingle for slit drain	11.80	
	General sundries	35.13	
	Toilet seats and fittings	<u>49.87</u>	
		122.70	
		Vat <u>21.49</u>	144.19
Veolia ES Cleanaway (UK) Ltd:	Refuse Collection 01.08.07 to 31.08.07	179.32	
		Vat <u>31.38</u>	210.70

Deposit Refunds

Oaken Hall		Don Carman Hall	
14.09.07	200.00	28.09.07	50.00
19.09.07	78.75	29.09.07	50.00
20.09.07	50.00	30.09.07	50.00
22.09.07	50.00	06.10.07*	50.00
05.10.07*	50.00		
06.10.07*	300.00		

* Subject to inspection

(b) Bar Accounts for Payment

Bar Imprest Account:	Voucher Charge	3.25	
	Petty Cash	<u>94.29</u>	97.54
Adrian Mecklenburgh Ltd:	Wine and Postmix Syrup	131.21	
		Vat <u>22.97</u>	154.18
Nivek Catering Supplies Ltd:	Bendy straws	7.14	
	Napkins	<u>12.14</u>	
		19.28	
		Vat <u>3.37</u>	22.65
Poyntell Ltd:	Repair to KB Club window frame	85.08	
	Supply and Fit Floor Operated Trigger	<u>184.17</u>	
		269.25	
		Vat <u>47.12</u>	316.37
SSG Emprise:	Monthly Keyholding for Alarm Response	30.00	
		Vat <u>5.25</u>	35.25

[c] Financial Analysis – if available

[d] Stocktake Report 26th September 2007 - herewith

[e] Stocktake Comparison 09.08.05 to 24.09.07 - herewith

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

There were no items held over

6. **BAR**

- [a] Kilnbarne Club Takings – Copy herewith
- [b] Bar Matters
- [c] Kilnbarne Club Balance Sheet to 30th September 2007
- [d] Flat Screen TV – Further Quotation
- [e] Sunday Trivia Quiz
- [f] Provision of Smoking Shelter
- [g] Annual Service Contract for Beer Cooler

7. **CLEANING & CARETAKING**

- [a] Current situation
- [b] Cleaning Inspection – if available
- [c] Informal Meeting with Caretaking Supervisor
- [d] Report from Minster Cleaning – Stage Area

8. **FIRE DETECTION SYSTEM**

- [a] Fire Brigade Callouts
- [b] Suggested Changes to Smoke Sensors

9. **DON CARMAN HALL – REPLACEMENT FLOOR** - Quotation

10. **TONBRIDGE & MALLING BOROUGH SPECIAL WORKS GRANT**

- [a] Possible Changes to agreed Project

11. **INTRODUCTION OF STREAMLINE MERCHANT SERVICES**

12. **REMOVAL OF BARRIER OUTSIDE MAIN ENTRY TO OAKEN HALL**

13. **ADDITIONAL DISABLED PARKING BAYS**

- [a] Request from Hirers

[b] Quotation

14. **SIGN FOR EXIT FROM CARPARK** – Request from PC Matt Roddick

15. **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.