

## 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 NOVEMBER 2007 at 7.00PM**

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> November 2007

## MEETING WITH STOCKTAKER AT 7.00PM

### 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

John Black:	Window Cleaning September 2007		70.00
Capital Cleaning:	Handy Duster – For Cleaning Stage	41.30	
		Vat <u>7.23</u>	48.53
EDF Energy:	Energy to 10 <sup>th</sup> October 2007	1986.78	
		Vat <u>347.69</u>	2334.47
Cobra Insurance Brokers:	Engineering Policy	478.97	
	Commercial Combined	5707.01	
	Broker Fee	<u>571.00</u>	6756.98
Edwardes Bros:	Stage Lights	103.05	
		Vat <u>18.02</u>	121.07



R J Hunt:	U-Blocking Toilet - OH Gents	60.00	
		Vat <u>10.50</u>	70.50
Initial Washroom Solutions:	Towel Rental	58.50	
		Vat <u>10.24</u>	68.74
Kent County Council:	Pat Testing	314.55	
	Cleaning Materials	221.31	
	Glass Jugs	48.14	
	Stationery	<u>58.65</u>	
		642.65	
		Vat <u>112.47</u>	755.12
Phonographic Performance:	PPL Licence Fee	664.43	
		Vat <u>116.28</u>	780.71
Record UK Ltd:	Planned Maintenance	245.00	
		Vat <u>42.88</u>	287.88
Royal British Legion:	Car Park – No Exit Sign	75.92	
		Vat <u>13.29</u>	89.21
United Flooring Ltd:	Repairs to Woodblock Floor Don Carman Hall	330.00	
		Vat <u>57.75</u>	387.75
Veolia ES Cleanaway:	Refuse Collection – September 2007	146.92	
		Vat <u>25.71</u>	172.63

Deposit Refund

<b>Oaken Hall</b>	<b>Don Carman Hall</b>
06.10.07 £300.00	12.10.07 £50.00
13.10.07 £50.00	13.10.07 £50.00
20.10.07 £100.00	10.11.07* £50.00
25.10.07 £72.50	
26.10.07 £50.00	
01.11.07 £50.00	
09.11.07* £50.00	

\* Subject to inspection

(b) Bar Accounts for Payment

Aircool Systems UK:	Lighting Tubes for Bottle Cooler	64.00	
		Vat <u>11.20</u>	75.20
Cobra Insurance Brokers:	Money Policy		281.11
County Stocktaker:	Stocktake 25 <sup>th</sup> September 2007	180.00	
		Vat <u>31.50</u>	211.50
Hart Chemicals:	Glasswash	50.00	
		Vat <u>8.75</u>	58.75
Kilnbarn Residents Club:	Purchase of 2x11 gallons of Fosters		215.00
Adrian Mecklenburgh:	Wine and Postmix	443.02	
		Vat <u>77.55</u>	520.57

Nivek Catering Supplies:	Glasses	39.11	
	Cafe Maid Creams	<u>5.51</u>	
		44.62	
		Vat <u>6.84</u>	51.46
Rural Pest Control:	Treatment to Wasp Nest in Kilnbarn Club		40.00
SSG Emprise Ltd:	October 2007 – Keyholder Service	30.00	
		Vat <u>5.25</u>	35.25
Silver Springs Minerals:	Soft Drinks	267.87	
		Vat <u>46.88</u>	314.75

[c] Financial Analysis – herewith

[d] Report on Meeting with Stocktaker

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

[a] Suggested Changes to Smoke Sensor – Quotations [Page 175, Item 309(b)]

[b] Result of Survey – Removal of Barrier Scott Close – [Page 174]

[c] Introduction of Streamline Merchant Services - [Page 176, Item (312)]

[d] Additional Parking Bays – Quotation & Information if available – (Page 176, Item (314))

[e] Signs for Exit to Carpark – Quotations if available – (Page 177, Item (315))

6. **BAR**

[a] Kilnbarn Club Takings – Copy herewith

[b] Bar Matters

[c] Suggestion for Sunday Entertainment

[d] Response Letters – Damage to Window Frame

[e] Decision on Redundant Kilnbarn TV

[f] Sales Report from Scottish & Newcastle

7. **CLEANING & CARETAKING**

[a] Current situation

[b] Cleaning Inspection – if available

[c] Report from Chairman on Meeting held 6<sup>th</sup> November 2007

8. **DON CARMAN HALL REPLACEMENT FLOOR - QUOTATIONS GRID** - herewith

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

[a] Changes to agreed Project

10. **FURNITURE**

[a] Round Tables – Quotation

[b] Trolley for Round Tables – Quotation

[c] Folding Chairs & Trolley – Sample Chairs & Quotation - available at Meeting

11. **ESTIMATES FOR 2008/09** – Suggestions herewith

12. **INCIDENT IN CARPARK – 7<sup>TH</sup> MARCH 2007** – Reply from Cobra Insurance Brokers

13. **CORRESPONDENCE**

Simone Butterfield: Letter of thanks & information on Function

Open University: Proposed dates for 2008 and request for Hire Rate

Mrs V Doe: Cancellation of Booking due to Ill Health

Mrs Amanda Smith: Request for Concessionary Rate for Indoor Markets in 2008

14. **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.