

## 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 8<sup>TH</sup> JANUARY 2007 at 7.30PM**

Ditton Parish Council  
Ditton Community Centre  
Kilnbarn Road  
Ditton  
Aylesford  
Kent  
ME20 6AH  
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Telephone: 01732 844749

[Mrs] Sue Kavanagh  
Clerk of the Council

2<sup>nd</sup> January 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 Paid in December – For Noting Only**

Peter Dorrell & Company: 1 x 5lLtr Sportsclean		16.13	
		Vat <u>2.82</u>	18.95
Edwardes Bros (Dulwich) Ltd:	Light Bulbs	3.00	
		Vat <u>0.52</u>	3.52
GasForce Ltd:	Replacement Thermocouple on Oaken Hall Oven	100.98	
		Vat <u>17.68</u>	118.66
Initial Washroom Solutions:	December Towel Rental	58.50	
		Vat <u>10.24</u>	68.74
Kent County Council:	Cleaning materials	175.35	
	Stationery	<u>17.75</u>	
		193.10	
		Vat <u>33.79</u>	226.89
Mid Kent Water:	Estimated Reading 31/10/06		992.18

Top 2 Bottom:	Emergency repairs	120.00	
	Repairs to office roof	1295.00	
	Repairs to corridor roof	<u>540.00</u>	
		1955.00	
	Vat	<u>342.12</u>	2297.12

Deposit Refunds

**Oaken Hall**

16.11.06	50.00
18.11.06	115.00
19.11.06	50.00
25.11.06	50.00
02.12.06	50.00

**The Don Carman Hall**

02.12.06	50.00
03.12.06	50.00

(b) Bar Accounts Paid during December – For Noting Only

Adrian Mecklenburgh:	Post Mix	369.16	
		Vat <u>64.61</u>	433.77
Nivek Catering Supplies:	Coffee, creams, napkins	28.29	
	Dart mat, coffee, creamers, sugar	<u>79.08</u>	
		107.37	
		Vat <u>11.11</u>	118.48
Kent County Council:	Filing Cabinet, envelopes	85.58	
		Vat <u>14.98</u>	100.56
SSG Emprise:	Monthly Keyholding & alarm response	30.00	
		Vat <u>5.25</u>	35.25

(c) Community Centre Accounts For Payment

DCC Bar Imprest:	Voucher Charge	3.25	
	Petty Cash	<u>87.63</u>	90.88
City Electrical Factors Ltd:	Light for Car Park & Mirror Ball bulb	17.98	
		Vat <u>3.15</u>	21.13
Cleanaway Limited:	Refuse Collection - November A/C	151.50	
		Vat <u>26.51</u>	178.01
Peter Dorrell & Co:	Cleaning Materials	43.50	
		Vat <u>7.61</u>	51.11
Gasforce:	Heating not working	77.98	
		Vat <u>13.65</u>	91.63
Initial Washroom Solutions:	January Towel Rental	58.50	
		Vat <u>10.24</u>	68.74
Kent County Council:	Stationery, Cleaning Materials Etc.	91.35	
		Vat <u>15.98</u>	107.33
Adrian Mecklenburgh:	Bar Stock	409.51	
		Vat <u>71.66</u>	481.17

Parker Merchanting:	Line Marker for Disabled Parking	9.08	
		Vat <u>1.59</u>	10.67
Penumbra Blinds & Solar Control Ltd:	Supply and Install 4 panes of Silver on Main Automatic Doors	290.00	
		Vat <u>50.75</u>	340.75
Poyntell Limited:	Supply & Fit 3 New Locks to Stage Doors	312.15	
		Vat <u>54.62</u>	366.77
Travis Perkins:	Replacement toilet seat	30.20	
	Washers for Mirror Ball	1.64	
	Saws	13.90	
	Replacement Ladder	<u>169.99</u>	
		215.73	
		Vat <u>37.77</u>	253.50

#### Deposit Refunds

##### **Oaken Hall**

09.12.06	50.00
09.12.06**	164.51
10.12.06	10.00
13.12.06	50.00
28.12.06	100.00
06.01.07*	75.00

##### **Don Carman Hall**

09.12.06	50.00
10.12.06	50.00
16.12.06	50.00
28.12.06	50.00
31.12.06	50.00
05.01.07	50.00
06.01.07	50.00

\* Subject to inspection

\*\* Includes security fee

#### [d] Bar Accounts for Payment

DCC Bar Imprest A/C:	Petty Cash	87.63	
	Voucher Charge	<u>3.25</u>	90.88
Charus Automatic Ltd:	Machine Rental to 31.10.06	173.34	
		Vat <u>30.33</u>	203.67
County Stocktakers:	Stocktaking - 28 <sup>th</sup> November 2006	187.00	
		Vat <u>32.73</u>	219.73
Edwardes Bros [Dulwich]:	Spotlights	23.90	
		Vat <u>4.18</u>	28.08
Kent County Council:	Milton Fluid	16.50	
		Vat <u>2.89</u>	19.39
Kent Frozen Foods:	Bar meals		51.68
Kent Refrigeration:	Repairs to Ice Machine	67.00	
		Vat <u>11.73</u>	78.73
J. Lee:	Repair to Cash Register		55.00
Nivek Catering Supplies:	Creams, Coffee & wine glasses	193.24	
	Less credit note	<u>17.00</u>	
		176.24	
		Vat <u>20.84</u>	197.08

SSG Emprise:	Key Holder – December	30.00	
		Vat <u>5.25</u>	35.25
Silver Springs Mineral Water Co: Ltd:	Cans and Flavoured Water	77.84	
		Vat <u>13.62</u>	91.46

[c] Stocktaking

(i) 28<sup>th</sup> November 2006 – Result – Copy herewith

[d] Financial Analysis – not available

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

(a) Flapper Barrier Damage- Response from Insurance Company (Page 191,  
Item 340(a))

(b) Oaken Hall Kitchen – Quotation (Page 191, Item 340 (b))

(c) Cedar Room – New Rateable Value for Business Rates – Update (Page 192,  
Item 340(c))

6. **BAR**

[a] Kilnbarn Club Takings – Copy herewith

[b] Bar Matters

(c) Alterations to Oaken Hall Bar – Quotation

(d) Replacement Wall-lights in Kilnbarn Club - Additional Quotation - if available

7. **CLEANING & CARETAKING**

[a] Current situation

[b] Cleaning Inspection – Copy herewith

8. **QUOTATION FOR TELEPHONE EXTENSION IN CARETAKERS OFFICE**

9. **QUOTATION FOR REPAIRS TO KITCHEN CEILING – GUIDE HQ**

10. **CORRESPONDENCE**

Kent Area of NAFAS                      Letter of Thanks

11. **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.