



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU
☎ 01634 861237 ☒ clerk@boxleyparishcouncil.org.uk

Clerk Mrs Pauline Bowdery **Assistant Clerk** Mrs Melanie Fooks

A G E N D A

To All Members of the Council, Press and Public

There will be a meeting of the **Estates Committee** on **Tuesday 12 February 2019** at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm when it is proposed to transact the following business:

1. **Apologies and absence** (7.31)
To receive apologies for absence.
2. **Declaration of Interest or Lobbying** (7.30)
Members are required to declare any interests, requests for dispensation, lobbying or changes to the Register of Interests.
3. **Minutes of Previous Meeting 11 December 2018.** (7.32)
To consider the minutes of the meeting and if in order to sign as a true record (previously circulated).
- To adjourn the meeting to allow the public or press to comment** (7.34)
4. **Matters Arising from Previous Minutes** (7.35)
None at time of compiling the agenda
5. **Dove Hill Allotments** (7.36)
 - 5.1 Cllr Bob Hinder's Allotment Report. A verbal report will be supplied to members at meeting. Plot 2D is available.
 - 5.2 Pest Purge Report see (page 3).
6. **Matters for Information** (7.50)
 - 6.1 Franklin Drive Open Space Lease. The office has now received the lease from MBC and a verbal update will be provided at the meeting.
 - 6.2 Beechen Hall Emergency Tree work see report (page 3).
7. **Assistant Clerk's Report** (7.55)
 - 7.1 To receive hire fees income, see report (page 3).
 - 7.2 Account balances see report (page 4).
 - 7.3 Profit and Loss see (page 4).
 - 7.4 Income and Expenditure see report (pages 5-7).
 - 7.5 Hall Hire Fees Review - Deferred to April Meeting due to workload within the office.
 - 7.6 Accident Report. An accident occurred with a member of staff an update will be given at the meeting.
 - 7.7 Casual hire Booking 6-4-19 The hirer may be attending the meeting to address members
See separate enclosure.
 - 7.8 Loss of Regular hirers see report (page 7)
 - 7.9 New Regular hirers see report (page 7)
8. **Beechen Hall Extension** (8.20)
 - 8.1 Acoustic Update See report (pages 7-8).
 - 8.2 Financial Update See report (page 8).

9. Policies and Procedures

(8.30)

The following policies and procedures are classified as housekeeping and have been reviewed by the office and considered fit for purpose. A copy of each policy is available upon request.

9.1 Sharps policy (H) still fit for purpose.

9.3 Disposal of Hazardous Material (H) still fit for purpose.

9.4 Hot Water Boiler risk assessment (H) still fit for purpose.

9.5 Review calendar See (pages 9-10)

9.6 Burial Ground Review of Regulations. Work will be completed when office time allows.

10. Grant Request

(8.35)

St Mary & All Saints for the removal of ivy by a professional company from the Church wall see report (page 10).

11. Matters for Decision

(8.50)

None at the time of compiling the agenda.

12. Date of Next Meeting.

(8.55)

Tuesday 9 April 2019 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 28 March 2019.

In view of the confidential nature (personal details and data) on the items about to be transacted, it is advisable that the public and press will be excluded from the meeting for the duration of or part of the item.

13. Caretaker Update – See confidential enclosure.

14. Additional Water Troughs – To consider two quotations for additional water troughs at Dove Hill Allotments – See confidential enclosure.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council

Date 6 February 2019

Note to all councillors: you are welcome to attend meetings of committees of which you are not a member but only committee members may vote.

Items to be returned to Agenda at a later date. Minute 3107/4.1 North Wall Boxley Village Green. Minute 3147/7.1 Franklin Drive Open Space Chain-link Fence Network Rail. See report (page 3).

**REPORTS AND ITEMS RELATING TO THE
ESTATES COMMITTEE MEETING 12 February 2018.**

The Chairman will assume that these have been read prior to the meeting.

Councillors wishing to suggest changes to any policy document or procedure in this agenda should notify the office, in writing at least two working days in advance of the meeting. This will allow details to be circulated at the meeting (or in advance if particularly contentious) or who have concerns about being recorded should please speak to the Clerk

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.

Item 5 Dove Hill Allotments – INFORMATION

5.2 Pest Purge Report

Dove Hill Allotments – Pest Activity Report

Period Dec 2018-Jan 2019

Rats:

Zero rat activity in the bait stations, all the monitoring bait is intact. Some slug damage was evident, but not from rodents. No rat burrows around the perimeter or inside the allotments.

Rabbits:

Rabbit shooting took place on 24-01-19. One rabbit was shot inside the perimeter. Shooting is confined to inside the perimeter. Continue to keep me posted about any new rabbit sightings.

There are no rabbit burrows along the fencing or inside the allotments.

The next shooting session will take place in March 2019.

Fencing:

One repair was been made in the section adjoining the paddock.

The invasive vegetation has died off during the winter period. It seems to have been cleared along the lower section. However it is still not cut back along the footpath section.

The site remains secured at all times when I have visited. The gates are always padlocked and closed.

Item 6. Matters for information – INFORMATION.

- 6.2 Emergency Tree work at Beechen Hall. Due to heavy snowfall on Friday 1st February several trees within the car park required urgent attention. This was carried out by Hoods Tree Services on Monday 4 February as a matter of health & safety. The cost of the work was £400.00. The tree surgeon has identified a tree that will require attention in the near future and information will be brought to the meeting.

Item 7. Assistant Clerks Report – INFORMATION.

7.1 **Hire Fees** - To receive Hall Hire Fees for Dec/Jan with a comparison at the same point in the previous year.

	2018/19	2017/18
Casual	£1,914.90	(£2,611.70)
Regular	<u>£6,320.04</u>	<u>(£5,091.80)</u>
Total	£8,234.94	(£7,703.50)

7.2 Account Balances –

HSBC-Beechen Hall	
Account Balances as per bank statement at 31 January 2019	
Current Account	£38,928.42
*Investment account	£ 1,208.89
Rolling 95 day saver account	

7.3 Profit & Loss

06/02/2019

Boxley Parish Council

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Detailed Profit and Loss Account - By Cost Centre

Month 10 Date 06/02/2019

Centre	Description	Month Actual	YTD Actual
260 Beechen Hall			
<u>Account</u>	<u>Sales/Income</u>		
1230	Hire Fees Casual	754	11,638
1231	PL Insurance Income	12	140
1235	Hire Fees Regular	3,437	25,810
1250	Wages - AEC	0	40
	Total Sales/Income	4,203	37,628
<u>Account</u>	<u>Indirect/Overhead Expenditure</u>		
4001	Wages	1,516	14,552
4005	PAYE	340	3,157
4010	Pensions	27	257
4020	Administration	14	162
4021	Telecommunications & IT	28	304
4025	Audit	50	50
4035	Rates	146	1,456
4040	Licences/Leases	0	555
4105	Insurance	0	873
4210	Contingency Fund	0	2,665
4605	CCTV/Alarms Maintenance	0	941
4610	Consumables	21	791
4615	Electricity	211	1,795
4620	Gas	225	1,011
4625	Water	349	921
4630	Electrical Safety	0	128
4635	Fire Safety	0	30
4645	Ground Maintenance	0	150
4650	Hall Maintenance	426	2,075
4655	Hall Marketing	0	363
4660	Refuse Collections	123	1,473
4720	Car Park Lights	0	(0)
	Total Indirect/Overhead Expenditure	3,477	33,707
	Profit before Other Costs & Income	726	3,921
	% Profit before Other Costs & Income	17.27%	10.42%

COST CENTRE TOTALS

Total Income/Sales	4,203	37,628
Total Expenditure/Costs	3,477	33,707
Surplus of Income over Expenditure	726	3,921
% Surplus to Income/Sales	17.27%	10.42%

7.4 Income & Expenditure

06/02/2019

Boxley Parish Council

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Detailed Income & Expenditure by Budget Heading 06/02/2019

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Estates							
<u>220 Burial Ground</u>							
1200 Burials	675	1,289	1,250	(39)			103.1%
Burial Ground :- Income	675	1,289	1,250	(39)			103.1%
4045 Subscriptions	90	90	92	2	2	2	97.8%
4420 Admin Fee	250	14	250	236	236	236	5.6%
Burial Ground :- Indirect Expenditure	340	104	342	238	0	238	30.4%
Movement to/(from) Gen Reserve	335	1,185					
<u>230 Green Spaces</u>							
4210 Contingency Fund	0	0	1,000	1,000	1,000	1,000	0.0%
4400 Maintenance	1,356	343	2,000	1,657	1,657	1,657	17.1%
4450 Boxley Village Green	0	4,617	4,617	0	0	0	100.0%
4451 War Memorial	0	1,069	1,500	431	431	431	71.3%
4460 WDJ Orchard	179	119	1,015	896	896	896	11.7%
4465 Franklin Drive OS	0	5,259	6,256	997	997	997	84.1%
Green Spaces :- Indirect Expenditure	1,535	11,407	16,388	4,981	0	4,981	69.6%
Movement to/(from) Gen Reserve	(1,535)	(11,407)					
<u>240 Grounds Maintenance</u>							
4500 Grounds Maintenance Contract	5,563	6,129	8,364	2,235	2,235	2,235	73.3%
4505 Roundabout Maintenance	77	77	413	337	337	337	18.5%
Grounds Maintenance :- Indirect Expenditure	5,639	6,205	8,777	2,572	0	2,572	70.7%
Movement to/(from) Gen Reserve	(5,639)	(6,205)					
<u>250 Street Furniture</u>							
4550 Noticeboards	0	581	2,000	1,419	1,419	1,419	29.1%
Street Furniture :- Indirect Expenditure	0	581	2,000	1,419	0	1,419	29.1%
Movement to/(from) Gen Reserve	0	(581)					
<u>260 Beechen Hall</u>							
1091 Interest Received	335	0	0	0			0.0%
1230 Hire Fees Casual	17,502	11,638	12,570	932			92.6%
1231 PL Insurance Income	188	140	180	40			77.8%
1235 Hire Fees Regular	28,687	25,810	26,600	790			97.0%
1250 Wages - AEC	330	40	400	360			10.0%
Beechen Hall :- Income	47,042	37,628	39,750	2,122			94.7%

Detailed Income & Expenditure by Budget Heading 06/02/2019

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4001 Wages	18,985	14,552	19,954	5,402		5,402	72.9%
4005 PAYE	2,842	3,157	2,580	(577)		(577)	122.4%
4010 Pensions	295	257	644	387		387	39.9%
4020 Administration	210	162	206	44		44	78.4%
4021 Telecommunications & IT	0	304	332	28		28	91.6%
4025 Audit	263	50	612	562		562	8.2%
4035 Rates	1,414	1,456	1,555	99		99	93.6%
4040 Licences/Leases	614	555	1,072	517		517	51.7%
4105 Insurance	1,016	873	1,568	695		695	55.7%
4210 Contingency Fund	0	2,665	6,000	3,335		3,335	44.4%
4605 CCTV/Alarms Maintenance	941	941	1,752	811		811	53.7%
4610 Consumables	994	791	941	150		150	84.0%
4615 Electricity	1,758	1,795	2,638	843		843	68.0%
4620 Gas	1,269	1,011	1,418	407		407	71.3%
4625 Water	678	921	1,024	103		103	89.9%
4630 Electrical Safety	410	128	422	295		295	30.2%
4635 Fire Safety	80	30	100	70		70	30.0%
4640 Gas Maintenance	60	0	265	265		265	0.0%
4645 Ground Maintenance	172	278	528	250		250	52.7%
4650 Hall Maintenance	1,549	2,075	3,050	975		975	68.0%
4655 Hall Marketing	25	363	400	37		37	90.7%
4660 Refuse Collections	2,079	1,473	2,197	724		724	67.0%
4720 Car Park Lights	0	(0)	0	0		0	0.0%
Beechen Hall :- Indirect Expenditure	35,654	33,835	49,258	15,423	0	15,423	68.7%
Movement to/(from) Gen Reserve	11,388	3,793					
<u>270 Beechen Hall projects</u>							
4705 Internal Decoration	0	738	1,000	262		262	73.8%
4710 External Decoration	0	322	1,000	678		678	32.2%
4715 Floor	4,040	0	0	0		0	0.0%
4716 Extension Project	11,816	0	0	0		0	0.0%
4717 Height Barrier	0	2,000	2,000	0		0	100.0%
Beechen Hall projects :- Indirect Expenditure	15,856	3,060	4,000	940	0	940	76.5%
Movement to/(from) Gen Reserve	(15,856)	(3,060)					
<u>280 Allotments</u>							
1280 Allotment Income	992	1,163	1,072	(91)			108.5%
Allotments :- Income	992	1,163	1,072	(91)			108.5%
4020 Administration	7	0	15	15		15	0.0%

Detailed Income & Expenditure by Budget Heading 06/02/2019

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4105 Insurance	255	351	364	13		13	96.3%
4400 Maintenance	1,758	1,138	2,940	1,802		1,802	38.7%
Allotments :- Indirect Expenditure	<u>2,020</u>	<u>1,489</u>	<u>3,319</u>	<u>1,830</u>	<u>0</u>	<u>1,830</u>	<u>44.9%</u>
Movement to/(from) Gen Reserve	<u>(1,028)</u>	<u>(325)</u>					
Estates :- Income	<u>48,709</u>	<u>40,080</u>	<u>42,072</u>	<u>1,992</u>			<u>95.3%</u>
Expenditure	<u>61,043</u>	<u>56,681</u>	<u>84,084</u>	<u>27,403</u>	<u>0</u>	<u>27,403</u>	<u>67.4%</u>
Movement to/(from) Gen Reserve	<u>(12,335)</u>	<u>(16,601)</u>					
Grand Totals:- Income	<u>48,709</u>	<u>40,080</u>	<u>42,072</u>	<u>1,992</u>			<u>95.3%</u>
Expenditure	<u>61,043</u>	<u>56,681</u>	<u>84,084</u>	<u>27,403</u>	<u>0</u>	<u>27,403</u>	<u>67.4%</u>
Net Income over Expenditure	<u>(12,335)</u>	<u>(16,601)</u>	<u>(42,012)</u>	<u>(25,411)</u>			
Movement to/(from) Gen Reserve	<u>(12,335)</u>	<u>(16,601)</u>					

7.8 Loss of Regular Hirers – Sadly the Hall said goodbye to Caterpillar Music in December. This hire used the Acorn Room for 1 hour on a Friday. We also lost Medway Stay and Play who hired the main hall on Fridays for 3.5 hours. As of 5 February we have been told that Age Concern will no longer be using the hall on a Wednesday due to lack of funding from external sources.

7.9 New Regular Hirers - The Hall welcomed baby yoga in January who will be using the Acorn Room on a Wednesday morning for 1.5 hours and a parent and baby fitness class in the hall on Friday mornings. Further marketing of the hall and Acorn Room is now underway.

Item 8. Beechen Hall Extension – INFORMATION AND DECISION

8.1 Acoustic Report – Members of the working group met along with Martin Loven, Loven Acoustics, Waller Building Services and David Tindall on Wednesday 11 December to discuss the issue with the acoustic levels of the Acorn Room. It was hoped that a sound test could be carried out, however Martin required access to the main hall which was being used and he was unable to return later in the day due to a prior meeting. It was agreed that Martin would return in January to carry out the test. Below are his findings from the test and possible ideas. Since the test Waller have created a temporary sound gap which can be removed if the room is being hired out with the main hall. This is being monitored but the response from some of the regular hirers it has helped reduce the noise particularly from the hall. Martin Loven said that by putting in this measure it would probably reduce sound levels by 5 decibels and the same reduction would be achieved by having the doorset. It was agreed that the Parish Council would try the temporary sound gap to see what, if any, improvements can be made.

23rd January 2019

Dear Melanie,

**Beechen Hall Committee Room
Acoustic Testing**

Following my visit last week to carry out an objective sound test on the installed doors between the committee room and hall, I submit the result. A subjective assessment was also carried out which highlighted a sound leakage in the upper right corner (from the committee room), presumably from where the seals are not quite contacting with the door adequately.

The objective result of the test indicates that the double door set as is has a sound insulation performance of R_w 37dB $D_{nT,w}$. This is slightly better than the quick test we did on the day, due to the use of the standard reference reverberation time in the committee room of 0.5 second, compared with the measured time of nearly 1 second. This gives an indication that by reducing the 'echoiness' (if there is such a word) in the room you may gain an effective couple of decibels improvement.

We did discuss some possible practical mitigation options to improve the sound insulation between the rooms with Martin, and I understand that you will gauge the improvement following the implementation and decide if it is good enough for your needs, which is really more important than a 'number' to meet.

However it is important to re-iterate that with the different sound-generating requirements and noise-sensitivities of the two adjoining spaces, inaudibility is not achievable through a solitary door set, at least whilst retaining usability and sensible cost. There was therefore always going to be a compromise in overall performance so I hope you can reach an acceptable conclusion. And as mentioned above, notwithstanding any improvements gained, it is still worth improving the room acoustics of the committee room to reduce the reverberation time.

Please let me know if you have any queries on the above, but I don't think there is much more I can offer in the way of advice. I am happy that all involved understand the principles of the issues, and what is achievable and reasonable in the way of performance.

8.2 Financial update

Waller's invoice is still outstanding due to the acoustic issue this is for £5963.47 and includes VAT, with a retention of 2.5% £3646.25 + VAT.

Item 9 Policies and Procedures – FOR DISCUSSION AND DECISION.

9.6 Review Calendar 2019/20

Estates Committee – Review of Calendar 2019/2020.

The purpose of this document is to ensure that the parish council meets its duties and manages any associated risk effectively and efficiently by regular review of its policies and procedures to ensure that they are up-to-date and fit for purpose. The annual review of this document reminds members and the public of their existence and allows for members to make amendments.

Some documents are reviewed biennially or by the parish office as ‘housekeeping’. If this has been agreed then **H** (housekeeping), **O** (odd year review) or **E** (even year review) are shown; no letter indicates an annual review. The parish office will bring forward a review if necessary and a member can request a review at any time.

February	H H H	Review of this document to allow adjustments. <ul style="list-style-type: none"> • Sharps policy • Disposal of Hazardous Material • Hot Water Boiler risk assessment • Terms of Reference (review to go to April PC meeting)
Office note		Fire extinguisher maintenance contract ends 31 st March - automatic renewal. Do a full equipment review [safety/undamaged], protective clothing [enough], remind staff that they need to report any damages etc. Consider a H&S rebrief/training session for all staff.
April	E E	<ul style="list-style-type: none"> • Business Continuity Plan. • Test out Continuity Plan • Hall bookings cancellations and damage/cleaning deposit • Staff pay rise, conditions and any need to amend hours • Discount Policy
Office note		Review hire agreement still fit for purpose; remind regular hirers about the need to insure any of their equipment stored at the hall. Review CCTV, alarm & sound system.
June	H H	<ul style="list-style-type: none"> • Late arrival, departure and early opening for casual hirers. • Village Hall Grant Policy – annual review • Review training needs. • Dove Hill Allotment rents and rules and regulations • Clerk’s Delegated Powers – Beechen Hall and Dove Hill Allotments
Office note		Organise annual safety check for WDJO play area. Review hall numbers (amended 2017) if needed.
August	H H	<ul style="list-style-type: none"> • Hall hire fees • Clerk’s delegated power Dove Hill Allotments

	H E	<ul style="list-style-type: none"> • Burial Grounds Regulations. • Risk Assessments for hall (Fire, Drink and Public Licence). • Annual look at hall. • Snow Policy.
<i>Office note</i>		Review the information in the hall's Information Folder – still fit for purpose?
October	H E O E	<ul style="list-style-type: none"> • Bouncy Castle • Use of Boxley Parish Council Open Spaces (Boxley Green, Franklin Drive, Impton Lane, Wildfell Close, WDJO). • Risk assessments WDJO and Franklin Drive • Grounds maintenance contract – expires 31.03.20 review contract and arrange for tenders in December 2019. • Electrical safety/maintenance contract for 2020 review in October 2019.
<i>Office note</i>		
December	H H H H	<ul style="list-style-type: none"> • Hall hire conditions • Christmas closedown period of hall for the following year. • Lost Property Procedure and disposal • Provision of playgrounds by the parish council
<i>Office note</i>		Hall electricity supply renewed contract with Opus Energy expires 30/04/21 Gas contract renewed with Opus Energy expires 30/4/21. Review Jan 21.

10. Grant Request – St Mary & All Saints Church removal of Ivy from the church wall.
The Church has informed the parish council that the church wall has substantial ivy growing on it at a section where the wall is immediately adjacent to a property. The warden has stated that the ivy is deeply embedded. Members are asked to consider releasing funds for a tree surgeon to poison the ivy so that it can be removed safely without compromising the condition of the wall. Information and a cost will be provided by the Church through the grant application process.