



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 **Monday 17 June 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 15 April 2019.** (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)
 - 4.1 Minute 3246/7.8 New Rateable Value for Beechen Hall and Parish Office see (page 3)
 - 4.2 Minute 3246/6.1 Franklin Drive Open Space Lease. The office has now received the lease, amendments have been requested and a verbal update will be provided at the meeting.
5. **Dove Hill Allotments** (7.36)
 - 5.1 Cllr Bob Hinder's Allotment Report. A verbal report will be supplied to members at meeting. Currently all plots are now rented out.
 - 5.2 Pest Purge Report see (pages 3-4).
 - 5.3 Allotment Cup Presentation for discussion and decision.
 - 5.4 Allotment Water Bill see report (page 4).
 - 5.5 Allotment Waiting List, to receive a verbal report.

6. **Matters for Information**
 - 6.1 Damage to Trees on Boxley Green and entrance to ESO See report (page 5) (7.50)
 - 6.2 Electrical & PAT Testing at Beechen Hall – This was carried out on Sunday 2 June and the office is waiting for the report. A verbal update will be supplied at the meeting.

7. **Assistant Clerk's Report** (7.55)
 - 7.1 To receive hire fees income, see report (page 4).
 - 7.2 Profit & Loss Report see report (page 5)
 - 7.3 Account balances see report (page 5).
 - 7.4 Income and Expenditure see report (pages 6-8).
 - 7.5 Hall Hire Fees Review See report (page 8)
 - 7.6 Outstanding Debt see report (page 8).
 - 7.7 New Regular hirers see report (page 8).
 - 7.8 Loss of Regular Hirers – See report (page 8).
 - 7.9 Accident Report – None at the time of compiling the agenda.
 - 7.10 Donation to Charities – Ratification See (page 8).

8. Beechen Hall Extension (8.25)

- 8.1 Financial Report on cost of extension. See report (page 8).
- 8.2 Acorn Room Additional Heating. To agree a radiator information circulated via email.
- 8.3 Landscaping including location of flagpole and planting Alan's Tree for discussion and decision.
- 8.4 Further Acoustic Treatment to Acorn Room. Cllr Vic Davies is investigating options and will circulate via email to members on his return from annual leave.

9. Beechen Hall Card Payments for Hiring the Hall. See report (page 9).

10. 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.

- 10.1 Burial Ground Review of Regulations. The Clerk is currently reviewing these, and it is hoped they will be submitted in time for the meeting if this is not the case, they will be available for the August meeting.
- 10.2 Late arrival, departure and early opening for casual hirers. These have been reviewed and are considered still fit for purpose.
- 10.3 Village Hall Grant Policy & Procedure – annual review see (pages 9-11).
- 10.4 Review training needs.
- 10.5 Dove Hill Allotment rents and rules and regulations with the committee's permission defer to August meeting.
- 10.6 Clerk's Delegated Powers – Beechen Hall and Dove Hill Allotments see (pages 13-14).
- 10.7 Fire Risk Assessment. This has been updated and submitted to MBC for building regs to sign off the Acorn Room extension. See separate enclosure.
- 10.8 Hire Discount for a Charity Fundraising event at Beechen Hall see report (page 12).

11. Matters for Decision (8.55)

None at the time of compiling the agenda.

12. Date of Next Meeting. (8.55)

Monday 19 August 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 7 June 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. Resignation of Beechen Hall Caretaker – See confidential report.

Pauline Bowdery
Clerk to the Council

Date 10 June 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 17 JUNE 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 4 Matters Arising from previous minutes – INFORMATION

4.1 New Rateable Value of Beechen Hall and Parish Office. Members were informed at the latest F&GP meeting that the hall rates had been revised due to the extension of the Acorn Room. Below is the report from that meeting.

Code 4035 Rates. At the last Estates Committee meeting it was reported that the rates for the hall had increased by 2.3%. This information was based on the rates bill received from MBC: the rateable value has increased from £13000 to £14,500 as a result of the extension. A revised rates bill has now been received from MBC showing an increase in the annual charge from £2,127.67 to £5722.25 nearly tripling the previous amount, a difference of £3,594.58. In addition to this there is a backdated payment of £1,172.06 from the previous year, it is legal for MBC to charge this.

In 2016/17 the total rates bill for Beechen Hall was £5,453 then there was a national revaluation of the business rates and this resulted in a more favourable Small Business Rate Relief payment, more than halving the then rates bill.

Beechen Hall is entitled to Small Business Relief paid to business with a rateable value £12,000 - £15,000. The amount of relief is on a decreasing sliding scale until the £15,000 threshold is reached. Beechen Hall has gone from receiving Small Business Rate Relief of 50% down to 16.67%. Due to this recalculation the 2019/20 budget provision is insufficient and a further £4,766.64 (including the backdated sum) is required from reserves.

This issue has been taken up with MBC but the only way to appeal is to go back to the Valuation Office and ask them to attend to remeasure the hall. However, the new extension measurements had been supplied to MBC which added it to the official valuation taken in 2016/17 from a visit by the Valuation Office.

Item 5 Dove Hill Allotments – INFORMATION

5.2 Pest Purge Report

Dove Hill Allotments – Pest Activity Report
Period Apr 2019-May 2019

Rats:

One foraging rat was shot during a shooting session inside the allotments. The non-toxic monitoring baits remain in place inside the bait stations. Please report any sightings or new activity.

Rabbits:

Rabbit shooting took place on 20-05-19. No rabbits were shot inside the perimeter. Shooting is confined to inside the perimeter only. In the adjacent field there were approximately nine rabbits grazing when I arrived.

I have spoken with three people during my routine inspection visits to the site and none of the people I spoke with had seen any rabbits inside the perimeter.
The next shooting session will take place in July 2019.

Fencing:

No repairs required.

The invasive vegetation is still thick along the footpath side of the allotments, this should be attended to before the fencing becomes damaged.

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

5.4 Allotment Water Bill. Since the deregulation of Water companies in 2017. The Allotment water has had couple of changes to its supplier. Last April the Allotment Water meter was moved to Castle Water who were offering at the time a £50 cashback which members were advised of and agreed to access. Unfortunately, this never materialised and the company became very difficult to deal with and many office hours were lost trying to find a solution. The office was contacted by Business Stream another water company who is responsible for the Hall's water consumption. This company are far easier to deal with and bills are issued and paid for by direct debit on a 2-monthly basis. They have offered an incentive to move to them of £100.00 cashback each to both the hall's account and the allotments account. The process for moving the accounts is underway and once the changeover is complete the £100.00 will be credited to the water bills for both sites.

Item 6. Damage to Trees on Boxley Green – INFORMATION.

6.1 Damage to Trees on Boxley Green – The office received reports of damage to protected trees on Boxley Green and entrance to ESO on Friday 31 May by an HGV trying to deliver fair type equipment to the ESO for a private party over the weekend. Thankfully the HGVs were stopped before any serious damage was done. The Clerk has contacted the ESO and has politely asked them to review their terms and conditions regarding the delivery of this type of equipment when hiring out their venue and they have confirmed that they will be doing this.

Item 7. Assistant Clerks Report – INFORMATION.

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

	2019/20	2018/19
Casual	£2,193.00	(£2,976.00)
PL Insurance	£ 22.00	(£ 38.00)
Regular	<u>£4,550.00</u>	<u>(£5,251.00)</u>
Total Income	£6,765.00	(£8,227.00)
Less Expenditure	£4,753.00	(£3,976.00)

Total surplus income	£2,012.00	(£4,251.00)
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Included in the Estates agenda for each meeting is a profit and loss report generated from the RBS accounts system which the Parish Council operates. It has been suggested by Cllr Dengate for members consideration that the information is added into 7.1 as shown above. Members views are sought.

7.2 Profit and Loss

04/06/2019

Boxley Parish Council

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Detailed Profit and Loss Account - By Cost Centre

Month 2 Date 01/05/2019

<u>Centre</u>	<u>Description</u>	<u>Month Actual</u>	<u>YTD Actual</u>
260	Beechen Hall		
<u>Account</u>	<u>Sales/Income</u>		
1230	Hire Fees Casual	1,635	2,193
1231	PL Insurance Income	14	22
1235	Hire Fees Regular	2,763	4,550
	Total Sales/Income	4,412	6,765
<u>Account</u>	<u>Indirect/Overhead Expenditure</u>		
4001	Wages	5	2,862
4005	PAYE	681	681
4010	Pensions	58	90
4020	Administration	42	48
4021	Telecommunications & IT	79	156
4025	Audit	38	(338)
4035	Rates	1,264	1,412
4040	Licences/Leases	0	171
4210	Contingency Fund	0	60
4605	CCTV/Alarms Maintenance	0	(630)
4610	Consumables	27	119
4615	Electricity	192	340
4620	Gas	132	308
4630	Electrical Safety	0	(295)
4640	Gas Maintenance	0	(60)
4650	Hall Maintenance	159	(673)
4660	Refuse Collections	209	501
	Total Indirect/Overhead Expenditure	2,885	4,753
	Profit before Other Costs & Income	1,527	2,012
	% Profit before Other Costs & Income	34.62%	29.74%

COST CENTRE TOTALS

Total Income/Sales	4,412	6,765
Total Expenditure/Costs	2,885	4,753
Surplus of Income over Expenditure	1,527	2,012
% Surplus to Income/Sales	34.62%	29.74%

7.3 Account Balances –

HSBC-Beechen Hall	
Account Balances as per bank statement at 31 May 2019	
Current Account	£75,516.26
Investment account	£11,281.57
Rolling 95 day saver account	

Assistant Clerk's note: £50,000.00 in the current account is ringfenced for Parish Council.

7.4 Income & Expenditure

04/06/2019

Boxley Parish Council

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Detailed Income & Expenditure by Budget Heading 01/05/2019

Month No: 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Estates							
<u>220 Burial Ground</u>							
1200 Burials	0	0	1,500	1,500			0.0%
Burial Ground :- Income	0	0	1,500	1,500			0.0%
4420 Admin Fee	0	0	250	250		250	0.0%
Burial Ground :- Indirect Expenditure	0	0	250	250	0	250	0.0%
Movement to/(from) Gen Reserve	0	0					
<u>230 Green Spaces</u>							
4210 Contingency Fund	0	0	1,000	1,000		1,000	0.0%
4400 Maintenance	64	98	1,000	902		902	9.8%
4450 Boxley Village Green	0	0	900	900		900	0.0%
4460 WDJ Orchard	0	0	1,000	1,000		1,000	0.0%
4465 Franklin Drive OS	0	0	5,640	5,640		5,640	0.0%
Green Spaces :- Indirect Expenditure	64	98	9,540	9,442	0	9,442	1.0%
Movement to/(from) Gen Reserve	(64)	(98)					
<u>240 Grounds Maintenance</u>							
4500 Grounds Maintenance Contract	0	0	10,141	10,141		10,141	0.0%
4510 Closed Churchyard Maintenance	3,981	3,981	4,677	696		696	85.1%
Grounds Maintenance :- Indirect Expenditure	3,981	3,981	14,818	10,837	0	10,837	26.9%
Movement to/(from) Gen Reserve	(3,981)	(3,981)					
<u>250 Street Furniture</u>							
4550 Noticeboards	0	(1,133)	2,000	3,133		3,133	(56.7%)
Street Furniture :- Indirect Expenditure	0	(1,133)	2,000	3,133	0	3,133	(56.7%)
Movement to/(from) Gen Reserve	0	1,133					
<u>260 Beechen Hall</u>							
1230 Hire Fees Casual	1,635	2,193	18,500	16,307			11.9%
1231 PL Insurance Income	14	22	190	168			11.6%
1235 Hire Fees Regular	2,763	4,550	33,000	28,450			13.8%
1250 Wages - AEC	0	0	500	500			0.0%
Beechen Hall :- Income	4,412	6,765	52,190	45,425			13.0%
4001 Wages	685	3,543	19,716	16,173		16,173	18.0%
4005 PAYE	0	0	4,228	4,228		4,228	0.0%

Detailed Income & Expenditure by Budget Heading 01/05/2019

Month No: 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4010 Pensions	58	90	494	404		404	18.3%
4020 Administration	42	48	213	165		165	22.3%
4021 Telecommunications & IT	79	156	990	834		834	15.7%
4025 Audit	38	(338)	612	950		950	(55.1%)
4035 Rates	1,264	1,412	1,700	288		288	83.1%
4040 Licences/Leases	0	171	927	756		756	18.5%
4105 Insurance	0	0	1,210	1,210		1,210	0.0%
4210 Contingency Fund	0	60	1,000	940		940	6.0%
4605 CCTV/Alarms Maintenance	0	(630)	2,000	2,630		2,630	(31.5%)
4610 Consumables	27	119	1,075	956		956	11.0%
4615 Electricity	192	340	2,350	2,010		2,010	14.5%
4620 Gas	132	308	1,460	1,152		1,152	21.1%
4625 Water	0	0	1,100	1,100		1,100	0.0%
4630 Electrical Safety	0	(295)	435	730		730	(67.7%)
4635 Fire Safety	0	0	98	98		98	0.0%
4640 Gas Maintenance	0	(60)	273	333		333	(22.0%)
4645 Ground Maintenance	0	0	1,544	1,544		1,544	0.0%
4650 Hall Maintenance	159	(673)	2,500	3,173		3,173	(26.9%)
4655 Hall Marketing	0	0	150	150		150	0.0%
4660 Refuse Collections	209	501	2,400	1,899		1,899	20.9%
Beechen Hall :- Indirect Expenditure	2,885	4,753	46,475	41,722	0	41,722	10.2%
Movement to/(from) Gen Reserve	1,527	2,012					
<u>270 Beechen Hall projects</u>							
4550 Noticeboards	0	0	500	500		500	0.0%
4705 Internal Decoration	0	0	250	250		250	0.0%
4719 PA System/Hearing Loop Hall	0	0	3,000	3,000		3,000	0.0%
Beechen Hall projects :- Indirect Expenditure	0	0	3,750	3,750	0	3,750	0.0%
Movement to/(from) Gen Reserve	0	0					
<u>280 Allotments</u>							
1280 Allotment Income	6	6	1,188	1,182			0.5%
Allotments :- Income	6	6	1,188	1,182			0.5%
4020 Administration	0	0	70	70		70	0.0%
4105 Insurance	0	0	400	400		400	0.0%
4400 Maintenance	1,434	2,775	4,500	1,725		1,725	61.7%
Allotments :- Indirect Expenditure	1,434	2,775	4,970	2,195	0	2,195	55.8%
Movement to/(from) Gen Reserve	(1,429)	(2,769)					
Estates :- Income	4,418	6,771	54,878	48,107			12.3%
Expenditure	8,364	10,473	81,803	71,330	0	71,330	12.8%
Movement to/(from) Gen Reserve	(3,946)	(3,702)					

Detailed Income & Expenditure by Budget Heading 01/05/2019

Month No: 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	4,418	6,771	54,878	48,107			12.3%
Expenditure	8,364	10,473	81,803	71,330	0	71,330	12.8%
Net Income over Expenditure	(3,946)	(3,702)	(26,925)	(23,223)			
Movement to/(from) Gen Reserve	(3,946)	(3,702)					

7.5 Review of Hire Fees – This is currently being worked on and information will be included on the supplement agenda.

7.6 Outstanding Debt – Age Concern. A letter was sent via recorded delivery outlining the intentions of the Parish Council with a deadline of 13 May, 2019. The office had been notified that Age Concern was going into administration as they have had their grants from KCC cut for this year and next year they will not receive any and the lease on their building will not be renewed. The Office has since received a letter from their appointed Liquidator Bretts Business Recovery explaining the liquidation process.

7.7 New Regular Hirers - From the 5th June the hall has taken on a new group for 11+ tutoring initially for 1 hour a week on a Wednesday from 5.30 – 6.30pm.

7.8 Loss of Regular Hirers – Sadly from 1 July we lose Medway Fit Parent & Baby who hired the hall on Friday mornings for 1 hour. The office will be readvertising on facebook the Hall's availability and will look at designing a flyer to be distributed with the Downs Mail in July.

7.9 Donation to Charities – to **ratify** the Assistant Clerk's decision after consulting with members of the committee to give a donation of £30.00 each to both Demelza House and The Anthony Nolan Trust. This was in lieu of a hire fee discount to a charity function in aid of these charities held at Beechen Hall on Saturday 14 April.

Item 8. Beechen Hall Extension – INFORMATION AND DECISION

8.1 Financial Update

Budget	£180,000.00
Expenditure to date	£172,093.12
O/S Retention Fee to be paid by 26/11/19	£4,375.50
Total Expenditure	£176,468.62
Budget Remaining	£3,531.38

The expenditure to date includes the additional charge for the new acoustic door. The remaining budget should be used against landscaping, additional wall heater and any further acoustic measures such as ceiling tiles.

Item 9 Beechen Hall Card Payments for hiring the hall – FOR DISCUSSION AND DECISION.

The office has undertaken further investigation with regards to accepting card payments for hiring Beechen Hall and for allotment payments

The table below lists the charges from three market leading companies to provide a virtual terminal which has been established as the most cost-effective option.

Company	Terminal	Method	Cost per month exc VAT	Additional fees on transactions	Length of Contract
PayZone	Virtual	Link using laptop/computer /Tablet	£15.00	2%	1 year
World Pay	Virtual	Link using laptop/computer /Tablet	£9.95	1.5%	30 day rolling contract
Square	Virtual	Link using laptop/computer /Tablet	£0.00	2.5%	No commitment
Paypal	Virtual	Link using laptop/computer /Tablet	£20.00	1.9% if we can prove we are non profit making	Still trying to confirm rates etc

Assistant Clerk's note: The parish council will have to adopt and advertise certain information for example. Exact requirements and wording will be notified to members prior to any adoption.

1. **Privacy Policy** – (Can you please copy this word for word) **“We do not store credit card details nor do we share financial details with any 3rd parties”** - this is important and needs to be stated on your site.

2. **Payment Flow and Delivery Policy** – delivery timeframe for when the customer will receive the goods/service, is payment in full or deposit taken, digital goods or delivery company you are using etc; See hall hire terms and Conditions.

3. **Refund / Cancellation Policy** – how does a customer cancel order or ask for refund, timeframe etc; See hall hire terms and Conditions.

10.3 Village Hall Grant Policy and Procedure

Item 10 Policies and Procedures – FOR DISCUSSION AND DECISION.

In order to work prudently, obtain 'best value' and to be a responsible grant provider Boxley Parish Council's Estates Committee is setting a standard for considering and awarding grants to Village/Community Halls. Whilst the Parish Council wishes to continue to actively support the Village/Community Halls within the Parish it feels that it is essential to require applicants to meet a minimum standard covering project planning and supply of information. By undertaking this work the Parish Council can plan with Village/Community Halls adequate funding in advance of the project being committed to.

Policy

A grant is any payment or gift made by the Council to an organisation for a specific purpose. The law requires that Section 137 grants must be "in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it" and "the direct benefit should be commensurate with expenditure." Similar considerations will apply when considering applications for other grants.

Boxley Parish Council policy is that

- Grants for maintenance will only be considered in exceptional circumstances as it considers that the day to day maintenance of the hall should be covered by the hire fees or fund raising.
- Village/Community Hall Management Committees will be required to show, for large scale projects costing over £3,000 that it is applying for funding from other sources; has undertaken fund raising events or has been saving towards the project. The Parish Council will be happy to assist the Committee to identify other funding sources.
- The Parish Council would normally only award up to 80% of the cost for essential repairs or renewals (e.g. windows, fire doors etc).
- For projects costing £3,000 - £10,000 the Parish Council would require the Management Committee to obtain 3 written quotations and for projects costing over £10,000, 5 written quotations should be obtained. The Parish Council reserves the right to request proof of the tender process.
- VH Management Committees will be required to liaise closely with the Parish Office so where possible the Parish Council can order the work and gift it to the Village Hall which will enable VAT to be reclaimed. This will increase the value of the grant given to the hall by the rate of VAT.
- Unless a schedule of payments has been agreed in advance by the Parish Council funds will only be released on completion of the work
- It would be advantageous to notify the Council if the VH Committee has undertaken any other projects in the recent past where funding has not been received from BPC.

The Parish Council recognises that most halls are run by volunteers and will be happy to assist/advise VHMCs on how to meet these standards.

At the Estates Committee meeting in October or December the Committee will consider individual grant requests from Village/Community Hall Management Committees for specific projects in the following financial year so that provision can be made in the budget recommendation to the Parish Council.

An additional budget will also be identified from which other grant requests will be allocated in the current financial year. A maximum award of £500 for such unplanned applications will be considered. Once the additional budget is exhausted only emergency requests for assistance, and generally only from organisations where the Parish Council has Custodial Trustee status, will be considered.

All organisations requesting assistance will be required to complete an application form which will include notification of the Parish Council's Equal Opportunities Policy. Village/Community Hall Management Committees will have to sign that it agrees with the policy or submit details of their own policy. Management Committees should also agree to representatives of the Council being given the right to inspect the work on completion.

Application Procedure

Organisations requesting financial assistance will be requested to submit:

- A completed application form.
- Copies of their last year end accounts.
- Copy of current hire fees with an explanation of any unusual agreements where a group pays less than normal.
- Details of any restrictions placed on who can hire the hall.

A grant request, once received in writing, will be considered at the next meeting of the Estates Committee and the Estates Committee reserve the right to inspect the required work before a grant is agreed.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund-raising activities.

Successful Applications

Organisations receiving grants are required to advise their users/members that the grant or equipment had been received from Boxley Parish Council.

Where equipment is gifted to an organisation, the parish council requires that it be insured and maintained at the expense of the user.

Application Form

Please complete this form and attach any other relevant information and send Boxley Parish Council, Beechen Hall, Wildfell Close, Chatham, Kent ME5 9RU. Tel 01634 861237 e-mail clerk@boxleyparishcouncil.org.uk

Title/organisation	
Contact details	
Telephone/email	

Please state or attach an explanation on the amount of grant requested, why you are applying for a grant and the potential benefits for the residents of the parish. If possible include the number or percentage of members that belong to the organisation and live within Boxley Parish.

Have you attached details of the grant requests to other external sources or fund raising activities undertaken? YES/NO

Are you aware whether you have been successful? YES/NO

Have you included a copy of the last year end accounts? YES/NO

Have you supplied a copy of your hire fees? YES/NO

Are there any restrictions placed on who can use/access the services? YES/NO
Please supply details of any restrictions.

If applicable, registered charity reference number.

This application will not be accepted unless the organisation’s Equal Opportunities Policy is attached or the following (which is the Parish Council’s equal opportunities statement) is signed as an acceptance of the principles.

“No service user, employee or job applicant will be discriminated against or receive less favourable treatment on grounds of gender, race, colour, ethnic or national origin, disability, marital status, family commitments, sexual orientation, age, chronic medical condition, religious or political beliefs, social class or trade union activity.”

Signed.....date.....

Statement of understanding.

I have read and understood the Boxley Parish Council Grants Policy and Procedure information. and if a grant is awarded the organisation agrees to abide by the conditions outlined.

Signed.....date.....

Position in organisation.....

10.6 Clerk’s Delegate Power for Beechen Hall

Clerk/Asst Clerk Terms of Reference/Delegated Powers Beechen Hall

- To manage the hall, producing leaflets and forms as required and carrying out marketing initiatives where necessary.
- To supervise hall staff and regularly liaise with the caretakers on matters covering cleaning and maintenance procedures.
- To supervise the assistant clerk’s hall booking duties including applying a discount of 10% to stimulate bookings. ~~To allow a maximum of £40.00 worth of free hire to be given to support new and existing regular hirers at Beechen Hall. This can only be used once and is available upon written request.~~
- To make recommendations to the Estates Committee on improvements to the hall and its service.
- To authorise ‘light maintenance’, either absorbed into the hall staff contractual hours or as additional hours when necessary as in the point below. Definition of light maintenance – “Any jobs around the hall that are caused by the wear and tear of hires and which will stop; damage to the hall structure, basic DIY that involves no technical skills but which the average person would undertake themselves in their own home, for example putting up a shelf or basic decorating.”
- Standing Order ? states “The Clerk shall have discretion to order goods and sundries and the execution of minor works up to £500.00 necessary for the day-to-day performance of the Council’s business.” Between Estates Committee Meetings the Clerk has the authority to authorise extra staff hours for maintenance of the structure and fittings of the hall as long as it can be contained within the agreed maintenance budget of the hall. A report on any maintenance work that is required, and which indicates that there is a need to consider a long-term replacement or refurbishment programme considered in the next budget will be reported to the next scheduled meeting.
- To ensure that Electrical and Gas Contractors should be qualified and registered under Electrical – NICEIC and Gas - Gas Safe Register.

Clerks Delegated power - Dove Hill Allotments

- To manage the day-to-day running of the allotments, including small-scale expenditure.
- To make recommendation to the Estates Committee’s on improvements to the allotments and the administrative procedures etc.
- To liaise with the Allotment Working Group.
- To advertise allotment plot vacancies, to receive applications and to allocate plots.
- To maintain a waiting list.
- To issue invoices.
- To ensure that the Rules and Regulations are adhered to and to issue warnings and notice to quit letters.

- To undertake any other work that is deemed necessary to ensure the smooth running of the allotments.

10.9 Hire Discount for Charity Fundraising Events at Beechen Hall

In order for the Parish Council to be open and accountable it is suggested that a clear statement/policy is formulated that can be referred to not only by members of the Estates committee when considering such a request but also the office and the hirer. The current instruction is

Minute 2864/12 Matters for Decision - Hire discount for a fundraising event at Beechen Hall. Members **received** and considered this request and, in this instance, Members **agreed** not to reduce the cost of hiring the hall but to give a donation of £25.00 to the hirer's charity the event was in aid of. Rather than setting a policy for an agreed discount for such events, members asked that each request is considered on its own merit.

Suggested policy

The Parish Council will consider each request for a hire discount on a Charity Fundraising Event at Beechen Hall on its own merit. If a donation to the charity is awarded it should not exceed 10% of the total hire fee. As these requests are unforeseen there will not be any budget provision for such requests it is suggested that these donations are taken from the hire income code so that there is a clear audit trail.