



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU
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Clerk Mrs Daniela Baylis **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 19 August 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 17 June 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 3272/4.1 The Office has checked, and Beechen Hall and the Parish Office is receiving the correct rateable value for the square meterage, a result of the extension to the Acorn Room and the enclosed inner lobby area.
 - 4.2 Minute 3272/4.2 Franklin Drive Open Space Lease. The office is still awaiting the revised lease agreement from Maidstone Borough Council.
 - 4.3 Minute 3273/8.3 Location of Alan's Tree see report (page 3).
5. **Dove Hill Allotments** (7.36)
 - 5.1 Cllr Bob Hinder's Allotment Report. A verbal report will be supplied to members at meeting.
 - 5.2 Pest Purge Report see (page 3).
 - 5.3 Allotment Cup Presentation to consider any responses from tenants which will be supplied at meeting if received.
 - 5.4 Isolating valves on existing water troughs see report (page 4).
 - 5.5 Uncultivated Allotment Plots see report (page 4).

6. **Matters for Information**

- 6.1 Boxley Church Boundary Wall adjacent to The Granary. See report (page 4).

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 (pages 5-6).
- 7.4 Income and Expenditure see report (pages 6-8).
- 7.5 Hall Hire Fees Review See enclosure.
- 7.6 Loss of Regular Hirers see report (page 8).
- 7.7 Accident Report – None at the time of compiling the agenda.
- 7.8 Potential Hire – Saturday 28 December 2019. See report on (page 8).

7.9 Inconsiderate parking on Wildfell Close during a hire at Beechen Hall on Saturday 13 July 2019. See report (page 8).

8. Beechen Hall Extension (8.20)

8.1 Financial Update see report (page 9).

8.2 The Flagpole provisional date for installation w/c 2 September.

8.3 To consider further Acoustic Treatment including an acoustic curtain to the Acorn Room.

9. Beechen Hall Card Payments for Hiring the Hall See report (pages 9-10). (8.23)

10. Parish Annual Property Inspection See report (page 10). (8.25)

11. Weaving Diamond Jubilee Orchard –

11.1 **Annual Play inspection.** See report (page 10). (8.27)

12. 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.

12.1 Burial Ground Review of Regulations. The Clerk is currently reviewing these with the working group, once a draft has been created it will be circulated to members out of meeting for comment.

12.2 Risk Assessments for hall (Fire, Drink and Public Licence). These policies were reviewed and amended earlier in the year and are fit for purpose.

12.3 Snow Policy see (pages 11- 12).

12.4 Dove Hill Allotment Rent Review see (pages 12).

12.5 Dove Hill Allotments Tenancy Agreement and Rules and Regulations Review see enclosure.

13. 2020/21 Budget Items for consideration

- Upgrading fire alarm call points x 4 = £44.00 + VAT each

14. Matters for Decision (8.55)

14.1 Replacement CCU's at Beechen Hall – quotations have been received and circulated to Chair and Vice Chair of the Estates committee and the chair of F&GP committee. See report (page 13).

15. Date of Next Meeting. (9.00)

Monday 21 October 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 11 October 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. Staff conditions and any alteration to hours review – See confidential enclosure. (9.05)

Daniela Baylis

Daniela Baylis
Clerk to the Council

Date 13 August 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.

**REPORTS AND ITEMS RELATING TO THE
ESTATES COMMITTEE MEETING 19 AUGUST 2019.**

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 and DECISION

4.3 Minute 3273/8.3 Location of Alan's tree. To **ratify** the Assistant Clerk's decision after consulting with members of the committee to locate the tree by the entrance to the car park as this species of tree needs sunlight and the location previously suggested beside Springgate pond in Walderslade Woods would have been too shady. Members have asked whether a plaque will be placed at the tree and possibly a ceremony? The committee can make a recommendation to go to full council at its next meeting in September.

Item 5 Dove Hill Allotments – INFORMATION

5.2 Pest Purge Report

Dove Hill Allotments – Pest Activity Report
Period Jun 2019-July 2019

Rats:

One foraging rat was seen and investigated by plot 11C. I would say that this was just a foraging lone rat, upon further investigation, no burrows were found and there were no droppings nearby. The rat was seen by a composting area which is where you will sometimes find them.

I continue to monitor rodent activity with non-toxic monitoring baits; there is currently no rodenticide in the bait stations.

Please report any sightings of rats or any new activity.

Rabbits:

Rabbit shooting took place on 23-07-19. One small rabbit was shot inside the perimeter. A fox was patrolling in the adjacent paddock and there were no rabbits out.

There may be one or two rabbits living under plot sheds as these are often raised up. There are a few droppings evident inside the perimeter. There are no burrows inside the perimeter.

The vegetation and greenery from all the produce being grown makes visibility inside the perimeter very limited during the summer. In the winter months the ground is more open and with less produce being grown, it is much easier to shoot over.

The next shooting session will take place in Sept 2019.

Fencing:

One repair was undertaken.

The invasive vegetation is still thick in one area up the slope by the footpath. Plots 7-11A could do with clearing it off their bordering fence line, plots 6-8 have all been cleared.

The site was secured when I visited.

- 5.4 Quotation for isolating valves on existing water troughs. Cllr Bob Hinder reported a broken ballcock in one of the original water troughs he managed to stop the flow of water temporarily until it was fixed. The fix included putting an isolator valve on the tank (the two new troughs are already fitted with these) so that if this problem happens again the flow of water can be stopped immediately without doing a temporary fix. The office has asked for a quotation for isolator valves to be installed on the remaining 5 water troughs and depending on the condition of the ballcocks inside these troughs for those to be replaced as well. The site visit has been organised for 22 August and it is hoped a quotation will have been received in time for the meeting.
- 5.5 Uncultivated Allotment Plots Letters have been sent to two plot holders regarding their plots, one has started work on their plot. The other plot holder has not contacted the office

Item 6. Boxley Church Boundary Wall Adjacent to The Granary

- 6.1 A meeting has been arranged for Thursday 29 August at 1pm with members of St Mary & All Saints Church, Diocese of Canterbury, the owner of The Granary and members of the parish council to discuss the condition of the boundary wall. A report will be returned to the October meeting for consideration.

Item 7. Assistant Clerks Report – INFORMATION.

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

| | 2019/20 | 2018/19 |
|---------------------|------------------|--------------------|
| Casual | £3,583.75 | (£1,639.30) |
| PL Insurance | £ 30.00 | (£ 16.00) |
| Regular | <u>£5,093.45</u> | <u>(£5,300.42)</u> |
| Total Income | £8,707.20 | (£6,955.72) |
| Less Expenditure | £7,995.00 | (£7,394.00) |

| | | |
|-----------------------------|----------------|-------------------|
| Total surplus income | £712.00 | (£-438.00) |
|-----------------------------|----------------|-------------------|

7.2 Profit and Loss

Boxley Parish Council
Detailed Profit and Loss Account - By Cost Centre
Month 4 Date 31/07/2019

| <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 | 1,849 | 6,290 |
| 1231 | PL Insurance Income | 18 | 56 |
| 1235 | Hire Fees Regular | 2,009 | 9,644 |
| | Total Sales/Income | 3,876 | 15,990 |
| <u>Account</u> | <u>Indirect/Overhead Expenditure</u> | | |
| 4001 | Wages | 1,165 | 5,652 |
| 4005 | PAYE | 375 | 1,478 |
| 4010 | Pensions | 43 | 190 |
| 4015 | Hall Card Payment Charges | 10 | 10 |
| 4020 | Administration | 0 | 62 |
| 4021 | IT General | 29 | 262 |
| 4023 | Telecomms | 48 | 48 |
| 4025 | Audit | 0 | (338) |
| 4035 | Rates | 445 | 2,302 |
| 4040 | Licences/Leases | 363 | 535 |
| 4105 | Insurance | 0 | 851 |
| 4605 | CCTV/Alarms Maintenance | 0 | (630) |
| 4610 | Consumables | 81 | 360 |
| 4615 | Electricity | 189 | 717 |
| 4620 | Gas | 40 | 423 |
| 4625 | Water | 167 | 167 |
| 4630 | Electrical Safety | 0 | 310 |
| 4650 | Hall Maintenance | 144 | 483 |
| 4655 | Hall Marketing | 128 | 128 |
| 4660 | Refuse Collections | 0 | 647 |
| | Total Indirect/Overhead Expenditure | 3,229 | 13,658 |
| | Profit before Other Costs & Income | 647 | 2,332 |
| | % Profit before Other Costs & Income | 16.68% | 14.58% |

COST CENTRE TOTALS

| | | |
|------------------------------------|--------------|---------------|
| Total Income/Sales | 3,876 | 15,990 |
| Total Expenditure/Costs | 3,229 | 13,658 |
| Surplus of Income over Expenditure | 647 | 2,332 |
| % Surplus to Income/Sales | 16.68% | 14.58% |

7.3 Account Balances –

| HSBC-Beechen Hall | |
|---|-------------------|
| Account Balances as per bank statement at 31 July 2019 | |
| Current Account | £74,747.18 |
| 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 and has been transferred back to the Parish Council's UTB account.

7.4 Income & Expenditure

| 05/08/2019 | | Boxley Parish Council | | | | | Page | |
|--------------------------------|---|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 14:09 | | Detailed Income & Expenditure by Budget Heading 31/07/2019 | | | | | | |
| Month No: 4 | | 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 | <u>0</u> | <u>0</u> | <u>1,500</u> | <u>1,500</u> | | | <u>0.0%</u> |
| 4420 | Admin Fee | 0 | 0 | 250 | 250 | | 250 | 0.0% |
| | Burial Ground :- Indirect Expenditure | <u>0</u> | <u>0</u> | <u>250</u> | <u>250</u> | <u>0</u> | <u>250</u> | <u>0.0%</u> |
| | Movement to/(from) Gen Reserve | <u>0</u> | <u>0</u> | | | | | |
| <u>230 Green Spaces</u> | | | | | | | | |
| 4210 | Contingency Fund | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |
| 4400 | Maintenance | 34 | 234 | 1,000 | 766 | | 766 | 23.4% |
| 4450 | Boxley Village Green | 0 | 0 | 900 | 900 | | 900 | 0.0% |
| 4460 | WDJ Orchard | 72 | 72 | 1,000 | 928 | | 928 | 7.2% |
| 4465 | Franklin Drive OS | 0 | 0 | 5,640 | 5,640 | | 5,640 | 0.0% |
| | Green Spaces :- Indirect Expenditure | <u>106</u> | <u>306</u> | <u>9,540</u> | <u>9,234</u> | <u>0</u> | <u>9,234</u> | <u>3.2%</u> |
| | Movement to/(from) Gen Reserve | <u>(106)</u> | <u>(306)</u> | | | | | |
| <u>240 Grounds Maintenance</u> | | | | | | | | |
| 4500 | Grounds Maintenance Contract | 1,111 | 1,111 | 10,141 | 9,030 | | 9,030 | 11.0% |
| 4510 | Closed Churchyard Maintenance | 0 | 3,981 | 4,677 | 696 | | 696 | 85.1% |
| | Grounds Maintenance :- Indirect Expenditure | <u>1,111</u> | <u>5,092</u> | <u>14,818</u> | <u>9,726</u> | <u>0</u> | <u>9,726</u> | <u>34.4%</u> |
| | Movement to/(from) Gen Reserve | <u>(1,111)</u> | <u>(5,092)</u> | | | | | |
| <u>250 Street Furniture</u> | | | | | | | | |
| 4550 | Noticeboards | 0 | (1,133) | 2,000 | 3,133 | | 3,133 | (56.7%) |
| | Street Furniture :- Indirect Expenditure | <u>0</u> | <u>(1,133)</u> | <u>2,000</u> | <u>3,133</u> | <u>0</u> | <u>3,133</u> | <u>(56.7%)</u> |
| | Movement to/(from) Gen Reserve | <u>0</u> | <u>1,133</u> | | | | | |
| <u>260 Beechen Hall</u> | | | | | | | | |
| 1230 | Hire Fees Casual | 1,849 | 6,290 | 18,500 | 12,210 | | | 34.0% |
| 1231 | PL Insurance Income | 18 | 56 | 190 | 134 | | | 29.5% |
| 1235 | Hire Fees Regular | 2,009 | 9,644 | 33,000 | 23,356 | | | 29.2% |
| 1250 | Wages - AEC | 0 | 0 | 500 | 500 | | | 0.0% |
| | Beechen Hall :- Income | <u>3,876</u> | <u>15,990</u> | <u>52,190</u> | <u>36,200</u> | | | <u>30.6%</u> |
| 4001 | Wages | 1,180 | 5,667 | 19,716 | 14,049 | | 14,049 | 28.7% |
| 4005 | PAYE | 375 | 1,478 | 4,228 | 2,750 | | 2,750 | 34.9% |

Detailed Income & Expenditure by Budget Heading 31/07/2019

Month No: 4

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| 4010 Pensions | 43 | 190 | 494 | 304 | | 304 | 38.5% |
| 4015 Hall Card Payment Charges | 10 | 10 | 0 | (10) | | (10) | 0.0% |
| 4020 Administration | 0 | 62 | 213 | 151 | | 151 | 29.2% |
| 4021 IT General | 29 | 262 | 990 | 728 | | 728 | 26.4% |
| 4023 Telecomms | 48 | 48 | 0 | (48) | | (48) | 0.0% |
| 4025 Audit | 0 | (338) | 612 | 950 | | 950 | (55.1%) |
| 4035 Rates | 445 | 2,302 | 5,037 | 2,735 | | 2,735 | 45.7% |
| 4040 Licences/Leases | 363 | 535 | 927 | 392 | | 392 | 57.7% |
| 4105 Insurance | 0 | 851 | 1,210 | 359 | | 359 | 70.3% |
| 4210 Contingency Fund | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |
| 4605 CCTV/Alarms Maintenance | 0 | (630) | 2,000 | 2,630 | | 2,630 | (31.5%) |
| 4610 Consumables | 81 | 360 | 1,075 | 715 | | 715 | 33.5% |
| 4615 Electricity | 189 | 717 | 2,350 | 1,633 | | 1,633 | 30.5% |
| 4620 Gas | 40 | 423 | 1,460 | 1,037 | | 1,037 | 29.0% |
| 4625 Water | 167 | 167 | 1,100 | 933 | | 933 | 15.2% |
| 4630 Electrical Safety | 0 | 310 | 435 | 125 | | 125 | 71.3% |
| 4635 Fire Safety | 0 | 0 | 98 | 98 | | 98 | 0.0% |
| 4640 Gas Maintenance | 0 | 0 | 273 | 273 | | 273 | 0.0% |
| 4645 Ground Maintenance | 0 | 0 | 1,544 | 1,544 | | 1,544 | 0.0% |
| 4650 Hall Maintenance | 164 | 503 | 2,500 | 1,997 | | 1,997 | 20.1% |
| 4655 Hall Marketing | 128 | 128 | 150 | 22 | | 22 | 85.3% |
| 4660 Refuse Collections | 0 | 647 | 2,400 | 1,753 | | 1,753 | 26.9% |
| Beechen Hall :- Indirect Expenditure | 3,264 | 13,693 | 49,812 | 36,120 | 0 | 36,120 | 27.5% |
| Movement to/(from) Gen Reserve | 612 | 2,297 | | | | | |
| 270 Beechen Hall projects | | | | | | | |
| 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 | | | | | |
| 280 Allotments | | | | | | | |
| 1280 Allotment Income | 0 | 6 | 1,188 | 1,182 | | | 0.5% |
| Allotments :- Income | 0 | 6 | 1,188 | 1,182 | | | 0.5% |
| 4020 Administration | 0 | 0 | 70 | 70 | | 70 | 0.0% |
| 4105 Insurance | 0 | 191 | 400 | 209 | | 209 | 47.7% |
| 4400 Maintenance | 5 | 2,785 | 4,500 | 1,715 | | 1,715 | 61.9% |
| Allotments :- Indirect Expenditure | 5 | 2,976 | 4,970 | 1,994 | 0 | 1,994 | 59.9% |
| Movement to/(from) Gen Reserve | (5) | (2,970) | | | | | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| Estates :- Income | 3,876 | 15,995 | 54,878 | 38,883 | | | 29.1% |
| Expenditure | 4,486 | 20,933 | 85,140 | 64,207 | 0 | 64,207 | 24.6% |
| Movement to/(from) Gen Reserve | (610) | (4,937) | | | | | |
| Grand Totals:- Income | 3,876 | 15,995 | 54,878 | 38,883 | | | 29.1% |
| Expenditure | 4,486 | 20,933 | 85,140 | 64,207 | 0 | 64,207 | 24.6% |
| Net Income over Expenditure | (610) | (4,937) | (30,262) | (25,325) | | | |
| Movement to/(from) Gen Reserve | (610) | (4,937) | | | | | |

7.5 Review of Hire Fees – See enclosure

7.6 Loss of Regular Hires – at the end of July we said goodbye to Sing & Sign and from September we say goodbye to Mama Babybliss (pregnancy yoga) both hires use the Acorn room on a Thursday. This has now become vacant for use.

7.8 The Hall has had an enquiry from a hirer who would like to hire the hall on Saturday 28 December. This is normally the time when the hall is closed for maintenance. The Hirer has asked to hire from 12pm – 8pm and has agreed to pay a rate of £50.00 per hour and the caretaker's wages for the evening at double rate. The Assistant Clerk has approached the caretaker's and two have agreed to cover the event. Members views are sought.

7.9 Inconsiderate parking on Wildfell Close during a hire at Beechen Hall on Saturday 13 July 2019. The office has received a complaint from a resident in Wildfell Close complaining that cars were being parked along Wildfell Close during a hire at Beechen Hall on Saturday 13 July 2019. The resident came to the office to make the complaint initially whilst the Assistant Clerk was on holiday and showed some photos of the parked vehicles to the Clerk and asked why the car park is closed off during a hire. The office has tried to contact the hirer without success, it may be that as it is school holidays they are on holiday. On her return the Assistant Clerk emailed the resident to explain that this hirer had been told that they were not to cordon off the car park as this had happened the previous year and a lot of complaints had been received at that time with regards to the parking. She also informed the resident that the office had not received any other complaints. The resident has indicated that they are making a formal complaint and will be attending the meeting. The Assistant Clerk explained that the complaint along with any evidence ie photos should be forwarded to her so that it could be included in the agenda for members to consider. At the time of sending the agenda nothing had been received. The office will attempt to contact the hirer again before the meeting so that an update can be provided to members on the situation with the car park.

Item 8. Beechen Hall Extension – INFORMATION AND DECISION

8.1 Financial Update

| | |
|--|--------------------|
| Budget | £180,000.00 |
| Expenditure to date | £172,093.12 |
| Wall Heater | 419.58 |
| O/S Retention Fee to be paid by 26/11/19 | £4,375.50 |
| Total Expenditure | £176,888.20 |
| Budget Remaining | £3,111.80 |

Email exchange from Martin Ravenscourt, Waller Associates: Practical Completion was granted by David on 26/11/18 so the Defects Period will be exactly one year on and a meeting will be arranged at which any defects will be listed. We will then rectify this list of defects and once they have been completed the retention is then released. A full list will be created and returned to the October meeting.

The remaining budget should be used against landscaping and any further acoustic measures such as ceiling tiles and an acoustic curtain.

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

At the last Estates meeting members made the decision to use WorldPay's virtual terminal to enable the hall to take card payments over the phone for hall hires. It was also to be used for holding damage deposits as some hirers no longer have or use cheque books and in the future these will become obsolete. This was also to help the current situation whereby a hirer pays the transfers the damage deposit into the hall bank account and for this to be returned it has to be authorised by 2 councillors very soon after the event. The Assistant Clerk has since found out that the latter facility is not available with the virtual terminal and can only be done via a fixed terminal. So as not to incur any costs the Assistant Clerk has cancelled the contract for the virtual terminal and WorldPay have agreed to reimburse any invoices already paid. Members are now asked to consider the merits of using a portable terminal and the costs are listed below.

Note * cannot do pre-authorisation.

| Company | Terminal | Method | Cost per month exc VAT | Additional fees on transactions | Length of Contract |
|----------------|-----------------|--------------------|-------------------------------|---|---------------------------|
| PayZone | Portable/Wifi | Hand held terminal | £18.00 + | 2% | 1 year |
| World Pay | Portable/Wifi | Hand held terminal | £17.50 | 1.5% | 18 months |
| *Square | Portable/Wifi | Hand held terminal | £29 + VAT | 1.75% (if person present) 2.50% (over telephone) | No commitment |
| *Paypal | Portable/Wifi | Hand held terminal | £45 + VAT | 2.75% (if person present) 3.4% (over telephone) | No committment |

1. **Privacy Policy** – “**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 website and hall hire conditions.

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.

Item 10 Parish Annual Property Inspection – PURPOSE OF ITEM FOR Information and Decision.

The North Wall at Boxley Green was inspected by the outgoing Clerk and she has reported that there has been no further deterioration.

Item 11 WDJO – Annual Play Inspection PURPOSE OF ITEM FOR Information.

The annual inspection took place on 10 July and the report has classified the play area as low risk with no changes on previous year’s report, except the repairs to the bushes on the junior swings earlier this year have decreased the risk on this piece of equipment to the lowest possible.

Item 12 Policies and Procedures – PURPOSE OF ITEM FOR Review.

12.3 Snow Policy

**Beechen Hall
Snow Policy**

In order to manage issues caused by heavy snow fall the following policy was agreed.

- At the start of winter 3/4 bags of rock salt are to be ordered and replacement rock salt ordered as necessary.
- At the first sign of snow the 2 footpaths to the main entrance and the fire exits are to be cleared, kept clear and gritted.
- A bag of rock salt is to be spread down the slope and into the side spur to ensure that some car parking is available.
- The slope (to the disabled car parking area) and side spur is to be kept clear. If not possible the entrance to the car park is to be kept gritted and the stripes (to allow wheel grip) cleared up to the disabled car parking area and gritted.
- As soon as snow lays and the staff deem the car park to be dangerous a staked notice is to be placed at the car park gate advising all that they 'Enter/Park at their own risk'. A letter is to be placed on the hall and office doors, also given to every hirer that under no circumstances are the Office/Hall staff allowed to 'dig out' or assist anyone who becomes stuck in the car park for health & safety reasons.
- If the car park is thought to be dangerous due to ice and snow any weekend hirers are to be contacted on the Wednesday/Thursday and advised of the situation. This will then give hirers the opportunity to either proceed or cancel their booking. The hall staff ideally would need to know on the Friday.
- Staff attendance during snow conditions. Common sense to be used, if it is likely that road travel will be too dangerous then the Assistant Clerk due to her location might work from home and when possible the Clerk will walk to work. Caretaking staff can generally get to the Hall.
- It is essential that the Estates Committee be pro-active in its support of the hall in bad weather. Only three members of the committee live within walking distance of the Hall and can be contacted in case of need. However, a phone call to the hall on a daily basis (from the Chair) would keep the Committee informed of any problems and would assist the staff in sorting out any problems that may have arisen.
- If heavy snowfall occurs the Parish Council will consider employing the local farmer, having taken into consideration any future snow falls, to clear the entrance and car park thus allowing hirers access to the hall and thereby reducing any cancellations. Both the regular hire and casual hire agreements have been amended to reflect this.
- Only if the Met Office declares an amber snow alert warning will Beechen Hall close, otherwise it is open for business. If hirers cancel they will still be charged.

Informative

The following items should be available to aid snow clearance and reduce health and safety risks:

- **Wheeled Salt Spreader (cost approx. £85.00)**
- One Rollastar (wheeled salt storage unit)
- One Snowscoop
- One sack trolley
- Two Shovels

12.4 Dove Hill Allotments – Rent Review

| Allotment fees Comparison as at 9/8/18 | | | | |
|---|-----------------------|--|------------------------|--|
| Council | Size | Cost | Includes water? | Notes |
| NSALG guidance | | | | States that the average rent for a 10 pole plot is from £35 - £150 or £2.50 - £15 per pole. Clerk comment : BPC has half (125 sq m/5 poles or rods) or quarter (62.5 sq m/2.5 poles or rods) plots |
| Boxley Parish Council | Half Plot | £37.00 (1/10/19) | Yes | £15.00 returnable key deposit |
| Maidstone Borough Council | Half plot | £30.00 No change | Yes | £25(returnable) key deposit. Clerk note: NSALG states that asking for a key deposit is illegal. Increased by £5.00 |
| Medway Council | Half plot | £30.33 | Yes | 150sqm/6 poles/rods No change |
| Paddock Wood Parish Council | Half plot | £10.00 | Don't know | 50% discount for OAPs . This price will remain for 5 years expiring 2023 |
| Ditton Parish Council | Half plot | £9.25 Increased of £1.50 | Yes | 70 pence discount for existing OAPs. Cost also includes one rubbish skip per annum |
| Aylesford Parish Council | Half plot | £22.00 | Yes | No Change |
| Tunbridge Wells Borough Council | Half Plot | £47.50 | Yes | No Change |
| Thanet District Council | Half plot | £27.18 | Yes £1 per 25sq m | Using this 'perch' calculation a half plot would be £22 however Thanet has a minimum charge of £27.18. No Change |
| Swale Borough Council | Plot Half plot | £43.00 increase of £1.00 £21.50 Increase of 50p | Don't know | OAP/disabled concession 50% |
| Chelmsford Borough Council | Half plot | £22.50 | £9.25 | £11.25 for concessions No change. |
| Dover Town Council | Half plot | £50.00 | Yes | Average price of plot. Different sites charge different rates. |
| Ashford District Council | Half plot | £35.00 Increased of £5.00 | Yes | £25 (returnable) key deposit. £10.00 for any additional keys |

Item 14 Matters for Decision *PURPOSE OF ITEM FOR Decision*

14.1 Replacement Customer Consumer Units at Beechen Hall. To **ratify** the Assistant Clerk's decision after consulting with Chair and Vice Chair of the Estates committee and the chair of F&GP committee to proceed with Company 3, Able Cable to carry out the work during the school half term week in October. Three quotations were received ranging from:

£1370.00 Quote 2

£1270.00 Quote 1

£1025.00 Quote 3