

BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk



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To All Members of the Council, public and press.

1 December, 2014

There will be a meeting of the Estates Committee on **Tuesday 9 December 2014** at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm when it is proposed to transact the following business:

The first order of business will be a quick visit to the Walderslade Woodlands Group shed.

1. Declaration of Interest or Lobbying.

Members are required to declare any interests, requests for dispensation, lobbying or changes to the Register of Interests.

2. Apologies and absence.

To receive apologies for absence.

3. Minutes of Previous Meeting 14 October, 2014.

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

4. Matters Arising From Previous Minutes

4.1 Minute 2694/4.2 Boxley Village Green and South Wall - see report (page 3).

4.2 Minute 2695/11.3 Height Barrier Gate at Beechen Hall – The gate has been repaired by a local company.

5. Dove Hill Allotments

5.1 To receive an update from Cllr Bob Hinder- see report on (page 3).

6. Matters for Information

Boxley Sign. A replacement oak post has been ordered for this sign and after inspection by the Clerk a slight repair to the lower left hand corner of the oak frame.

Ten minute comfort break (if wanted).

7. Assistant Clerk's Report

7.1 To receive hire fees for October/November with a comparison for the same period in the previous year please see report (page 3).

7.2 To receive Income and Expenditure report (page 3) and analysis for the past 18 months details will be forwarded on before meeting.

7.3 Account balance as at 30 November 2014 see report (page 4).

7.4 Accident Report - None to report.

8. Beechen Hall Extension – See enclosure.

9. Disabled Ramp or drop kerb at hall - see report (page 4).

10. Request for Additional Storage at Beechen Hall - See enclosure.

11. Playground Repairs at WDJO – see report (page 4).

12. Policies and Procedures

12.1 Christmas closedown period for Beechen Hall Monday 22 December 2014 – 2 January 2015 to carry out necessary annual maintenance.

12.2 Lost Property Procedure – Housekeeping this policy has been reviewed by the office and is still fit for purpose. A copy of this can be obtained from the office by request.

13. 2015/16 Budget - to consider and agree the budget for 2015/16 see enclosure and report (page 4-5). Items that are highlighted and will discussed at this meeting. All others were agreed at the October meeting.

Beechen Hall Budget

13.1 Publicity Board at Beechen Hall costs to follow.

13.2 Minute 2694/4.4 Personal License cover for Beechen Hall see report on page 4.

13.3 Staff salaries see report (page 5).

13.4 Wall mounted fly killer for kitchen £150, Age Concern feels that there should be one.

14. Matters for Decision

None at the time of compiling the agenda.

15. Date of Next Meeting. Tuesday 10 February, 2015 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 30 January, 2015.

Clerk to the Council

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.

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.

REPORTS AND ITEMS RELATING TO THE ESTATES COMMITTEE MEETING 9 DECEMBER, 2014.

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 three working days in advance of the meeting. This will allow details to be circulated at the meeting (or in advance if particularly contentious).

Item 4.1 Boxley Village Green and South Wall – Purpose of item for information and decision in order to make a recommendation to the Parish Council.

Clerk's note: English Heritage have undertaken a look at the wall and sent advice which is mainly that as it is lime mortar then it is probably too late to do anything this year. The resident at Parsonage Farm wishes to meet to discuss what next to do and it is hoped to bring an update to the meeting.

Item 5.1 Dove Hill Allotments – Purpose of item for information.

The only matters to report this month are that we had a visit from the area rep. from the National Association of Allotments who was very impressed. Secondly I did manage to catch and dispose of a very large rabbit - hopefully this was the only one but allotmenters have been asked to be vigilant and report any, more sightings. I am making enquiries about the possibility of purchasing a petrol leaf blower. This time of year is proving quite treacherous on the road particularly the steep part at the entrance.
Bob Hinder

Item 7. Assistant Clerks Report – for information.

7.1 To receive Hall Hire Fees for Oct/Nov with a comparison on the previous year (Brackets indicate income over same period previous year).

	2014/2015	2013/2014
Casual	£2,474.08	(£2,234.14)
Regular	<u>£6,030.06</u>	<u>(£5,114.02)</u>
Total	£8,504.14	(£7,348.16)

Cumulative figures for

Casual	£ 7,409.35	(£8,496.24)
Regular	<u>£21,425.07</u>	<u>(£23,144.66)</u>
Total	£28,834.42	(£31,640.90)

7.2 Income and Expenditure report to 30 November 2014

Beechen Hall

1 April 2014 to 30 November 2014	£
Revenue	29,855.39
Less costs*	829.20
Net Revenue	29,026.19
Less Expenses	26,482.56
Other Income	0.00
Net Surplus	2,543.63
Estimated PC Office Running Costs	2,528.00

* Costs include consumables and damage waiver

7.3 Account Balances – HSBC- as at 30 November (2014)

Beechen Hall

Account Balances as per bank statement at 30 November 2014

	£
Current Account	15,619.00
Reserve Account	25,045.37

Item 9. Disabled Ramp or drop kerb at Beechen Hall – for information and decision.

The parish office was approached by a carer whose parent attends Age Concern about the possibility of a ramp/dropped kerb at the storage shed end of the hall. It has been noted that when ambulances and specialised cars drop off people at this area there is generally a ramp system on the vehicle that means they have no problem. Other carers with normal cars do have to manoeuvre often heavy wheelchairs over the lip. It is suggested that a corner ramp might be possible do members wish this to be investigated?

Item 11. Playground Repairs at WDJO – for information and decision.

Following recent playground inspections, a wet pour repair kit was purchased to allow the inspection team to carry out necessary small repairs to the playground surface. However unless the repairs are dangerous and need urgent attention the Assistant Clerk has been advised that repairs should be carried out around springtime when the weather is warmer and drier. The product will not set if the ground temperature is less than 5 degrees.

Item 13. 2015/16 Budget – purpose of item for information and decision

13.2 Licensing Cover at Beechen Hall It is expected that there will changes to the legislation regarding personal licenses sometime next year. Currently licensing authorities are awaiting guidance on whether personal licenses are renewed; whether additional refresher training is required and what type of criminal check needs to be undertaken. Provision will be made in the budget (under licences ref 3.17) to cover the worst case scenario (£350.00 for training and police check).

Outside bars were contacted and do use the Clerks personal license. This means that hirers do not have to apply for a Temporary event notice. The hall does not have a permanent bar and it is often asked if it has a bar on site and it is the offices opinion that by being able to say you can bring an outside bar in and they can use our license. The outside bars coming do not have to apply for a ten and therefore does not charge for this service thus making our hall cheaper. There are three option facing members at this present time:

- 1 Retain the current status quo.
- 2 Appoint a company to provide alcohol for sale for all our events. Three Sisters have expressed interest with the hall for this option. This means the outside bar would become the license holder for the hall. *Assistant Clerk's comment whilst this sounds attractive and would save the hall £350.00 it does mean that anyone wanting to bring in their own outside bar would not be able to and we could potentially lose a booking.*
- 3 No personal license holder and leave to the hirer to pay for a TEN by an outside bar. *Assistant Clerks comments I believe this would disadvantage to the hall and could potentially stop hirers using it knowing that they may have to pay an additional fee for a TEN.*

Clerk's suggestion that maintains the current status quo but only have one personal license holder (the Clerk).

13.3 Staff salaries

Guidance is sought on the breakdown of office staff salaries. Currently this is 60% PC and 40% hall for the Assistant Clerk and it is suggested that for this coming year this is also the break down for the Admin Assistant with a full review over the coming year which will likely lead to a different break down next year.

The following is a reminder of an email sent to members for consideration and views.

Income – You asked for an explanation on Donation from reserves - ‘difference between income and expenditure’ this amount has been included to enable the budget to become self-balancing.

Expenditure - Under 2.7 Street Furniture – Litter Bins there is a sum of £300.00 in the budget for 2015-16 which you asked for clarification this amount is for a litter bin to accompany the new seat at WDJO which has now been put on hold for another year. This will be inserted into the following years budget.

Allotments – You asked to split the maintenance code in two. One for General maintenance and the other Grounds Maintenance. I refer you to the supporting information on your budget for the Grounds Maintenance contract, code 107 which reads ‘ Ground maintenance contract review every 2 years (last done 2014). Costs for individual areas are obtained (to accommodate any changes or discussions regarding maintenance) but they are costed to this code.’

This split can be done however to split it just for this area adds another 5 administrative actions (a mixture of calculations and written notes for audit trails) and if for any reason these are not maintained or a link is lost then in the future there could be confusion particularly when negotiating new contracts or drafting budgets. If the reason for the split is solely to keep a record of how much maintenance cost this can be done via the current set up and is a much simpler system.

Beechen Hall Draft Budget

There is a wear and tear reserve which, at present shares the hall maintenance code which is rather confusing this can be separated and given its own code. Supporting information states this is earmarked reserves for wear and tear included because of concern over the additional wear and tear of the hall structure and hall equipment due to the increase in use. This amount should only be spent on direct replacement of equipment .

Also listed is a contingency fund for which a provisional £5000.00 was placed in the 2015/16 budget for discussion and I would be grateful for members views at the next meeting.

My question is this, do you want to keep the Wear and Tear reserve separate for replacing items as and when necessary and have a contingency fund for emergencies? this is currently held centrally by the finance committee. Alternatively have one contingency fund which covers both wear and tear and emergencies.

Contingency budget- this will be for unknown or unforeseen expenditure and would generally be funded from the hall’s reserves. By including such a budget code and sum it allows the committee to react. Currently the committee would have to approach the F&GP Committee for amounts from its contingency fund but often when there is an emergency there is not much time and the decision is left to the Chairmen of the Estates and F&GP committees and the Clerk. Should not the decision and responsibility for taking such a decision actually remain with the Estates Committee?