

# BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk



Clerk – Mrs Pauline Bowdery  
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Beechen Hall  
Wildfell Close  
Walderslade  
Chatham  
Kent ME5 9RU

To All Members of the Council, public and press.

13 April 2015

There will be a meeting of the Estates Committee on **Tuesday 21 April 2015** 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 10 February, 2015.**

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 2702/4.1 Boxley Village Green and South Wall. A meeting with a representative of Goodsells has been arranged for 14 April and an update will be forwarded to committee members and on request to other members.

4.2 Minute 2702/5 Kestrel nesting box and insect houses at allotments. MBC has agreed in principle to the installation of a kestrel box but will need location and installation details before giving permission. A suitable tree at Dove Hill Wood has now to be identified.

4.3 Minute 2702/5 Tree maintenance Dove Hill woods –MBC has agreed that 2 of the trees were dead/dangerous and is arranging to carry out the remedial work on them.

4.4 Minute 2703/10 WWG additional storage at Beechen Hall. The tree application was granted on 2 April. WWG will carry out the required tree work in time for the arrival of the shed. An application for an 'Awards for All' grant has been submitted to cover 50% of the cost of the shed.

4.5 Minute 2694/4.3 Part-time Caretaker – Interviews took place on Thursday 5 March and Dennis Odell has been appointed. He is currently undertaking training and will begin his official duties from 1 May 2015.

4.6 Any other matters arising from the minutes, not on the agenda.

5. **Dove Hill Allotments**

To update members of any developments see report on page 3.

6. **Matters for Information**

None at the time of compiling the agenda.

Ten minute comfort break (if wanted).

7. **Assistant Clerk's Report**

7.1 To receive hire fees for February/March 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).

7.3 Account balance as at 31 March 2015 see report (page 4).

7.4 Review of Hall Hire Fees – See report (page 4) and confidential enclosure.

7.5 Accident Report - None to report.

8. **Beechen Hall Extension** – The working group have met and agreed ideas, there are two clear options a brick built extension or bolt-on option. The next stage is to meet with Faithdean to gain further ball park figures/feasibility before returning the issue to the committee for views.

9. **Policies and Procedures**

9.1 Business Continuity Plan (review) – see pages 5-9.

9.2 Staff pay rise and any need to amend hours (review). Details issued under confidential cover to members.

9.3. New Policy – No Smoking/Vaping see pages 9-10.

9.4 Housekeeping policy reviews. Hall Bookings cancellations and damage. *This policy has been reviewed by the office and is still fit for purpose. A copy can be obtained from the office by request.*

10. **Matters for Decision**

None at the time of compiling the agenda.

11. **Date of Next Meeting.** Tuesday 9 June, 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 May 2015.

*Pauline Bowdery*

Pauline Bowdery  
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 21 April 2015.**

**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 5. Dove Hill Allotments. – for information.**

**Allotment report**

The main item remains the eradication of the rabbit population. Further ones both adult and young have been caught but places have been identified where they are still accessing the site. The working group have been consulted on whether to recommend a further installation of proofing to try and stop them permanently.

A survey of dormant plots was carried out by the clerk. Tenants in apparent breach of conditions have been contacted and a number of plots will be put up for reallocation.

There MAY be a problem regarding the water supply to the site which has been referred to the clerk.

Bob Hinder.

**Item 7 Assistant Clerks Report – for information.**

**7.1 To receive Hall Hire Fees for February/March with a comparison at the same point in the previous year**

	<b>2014/2015</b>	<b>2013/2014</b>
Casual	£3,110.18	(£2,246.67)
Regular	<u>£5,366.90</u>	<u>(£5,407.80)</u>
Total	£8,477.08	(£7,654.47)

Cumulative figures for

Casual	£13,533.39	(£12,445.71)
Regular	<u>£32,676.48</u>	<u>(£33,100.56)</u>
Total	£46,209.87	(£45,546.27)

I am pleased to confirm that the income from hiring the hall has made a full recovery despite looking rather gloomy at the 6 month point, this is, in part, due to healthy future bookings which are up on last year by approx. £500.00.

**7.2 Income and Expenditure report to 31 March 2015**

<b>Beechen Hall</b>	
<b>1 April 2014 to 31 March 2015</b>	
	<b>£</b>
Revenue	46,787.90
Less costs*	1,373.11
Net Revenue	45,414.79
Less Expenses	38,432.21
Other Income	0.00
<b>Net Surplus</b>	<b>6,982.58</b>
Estimated PC Office Running Costs	3,476.00
* Costs include consumables and damage waiver	

### 7.3 Account Balances – HSBC- as at 31 March (2015)

<b>Beechen Hall</b>	
<b>Account Balances as per bank statement at 31 March 2015</b>	
	<b>£</b>
Current Account	23,270.00
Reserve Account	25,045.37

### 7.4 Review of Hall Hire charges

Assistant Clerk's report.

Overview: In 2010 an extensive review of hall hire charges from similar venues within the local area was carried out, it had proved useful and it gave the committee the opportunity to see where Beechen Hall was positioned within the market. This review resulted in a 2% increase for regulars and 3% increase for casual hirers.

In 2011 the committee agreed to a 2% increase for both regular and casual hires which was implemented in April 2012. In June 2013 the committee agreed to a 2% increase across the board which was implemented in September 2013. April 2014 saw a small increase to regular hirers of 1%.

This year's suggestions for consideration are based on information received from local halls such as Tunbury Hall and Bluebell Hill Village Hall both of which are halls that we provide details of, to hirers, if we do not have availability. Bluebell Village Hall representatives have recently visited the hall and reviewed their rates and procedures and have revised their rates in line with Beechen Hall. This year's budget has allowed for a maximum of a 2.5% increase for Caretaking Staff wages but has not been agreed by the committee yet. Consumables etc. have remained static the halls electricity consumption for 2013-14 increased slightly and was over budget by £4.50. The gas consumption has decreased quite considerably by some £1,500.00 and this is due to periods that the hall was not in use during the year and of course to another mild winter.

At the present moment casual bookings are up quite considerably on last year and we have a provisional or confirmed Wedding/Pre Wedding party hire booked for every weekend in August. Last year we did not have one single wedding during August. Regular bookings have as expected remained static.

The following, are the rates currently being charged:

#### **Casual Hirers – Saturday/Sunday**

Current Rate – Hall
£23.50 before 6pm
£30.60 after 6pm
£260.00 Day Rate Saturday 12.30 – 11.30pm
£220.00 Day Rate Sunday 11.00 – 20.30pm
£ 10.30 Committee Room Sat/Sun

**Regular Hirers.** A breakdown of the income from regular hirers is enclosed under confidential cover.

Mon/Fri	Current Rate
Main Hall & Kitchen	£13.20/*£9.90
Committee Room	£7.30/*£6.80

\*Some Regular hirers (children's clubs) are given a 25% reduction on the casual rate.

#### **Assistant Clerk's Recommendations**

No increase at the present time but review again in 6 months (October meeting).

**Item 9.1 Business Continuity Plan – purpose of item for information and decision**

Clerk's note. The parish council has had this type of plan for many years and it is reviewed every two years. At each review members' have sometimes struggled to agree the contents etc. so she thought it would be helpful to put forward a personal view on what an end document should be like. The parish council is not producing a legally required document and does not have to meet any requirements bar those it sets itself. As the second paragraph of the document states *The document is not meant to be totally prescriptive as adjustments will be required as a situation develops. The team and leader will need to be fleet footed and flexible and may need to follow instructions from an authorised officer of the Police, Fire Brigade or other statutory body.*

When reading the following existing plan it might help members to ask themselves does it clearly show who is responsible for what action in the first 24 - 48 hour? If something totally unexpected comes up does the document give the staff/councillors an idea of certain boundaries that might exist and would you feel happy to make a decision within the boundaries shown in the document? For example if you were present and the hall was being used as an emergency rest centre (and for whatever reason) the Officer in Charge asks if there is a gazebo that can be borrowed would you feel confident enough to agree to this?

### **Boxley Parish Council**

### **Business Continuity Plans**

#### **Introduction**

This plan is written to assist Boxley Parish Council continue to run its' business should there be an interruption to the business due to a number of disaster scenarios.

The document is not meant to be totally prescriptive as adjustments will be required as a situation develops. The team and leader will need to be fleet footed and flexible and may need to follow instructions from an authorised officer of the Police, Fire Brigade or other statutory body.

The key scenarios covered by this document are

Scenario 1:- Beechen Hall including the Parish Office unusable

Scenario 2:- Beechen Hall facility for a hirer unusable

Scenario 3:- A community disaster arises and the Beechen Hall is used as an emergency centre

The document signposts roles and responsibilities to 'key' players in the Parish Council and where to go for information, what needs safeguarding and how best the business can continue or be protected.

A number of appendices have been created as useful telephone numbers and organisations to contact in the event of an emergency or for support.

#### **Appendices**

- A- Telephone numbers
- B- Organisations to call for assistance (St John's Ambulance, WRVS etc)
- C- Emergency services numbers
- D- Parish Councillors and their contact points
- E- Key locations (Locks)

This document pack will be numbered for security reasons and issued only to those personnel that have a role to play in the first stages of protecting the integrity of the Parish Council in providing a service to the community as parishioners or as customers of the Parish Council's facilities.

The document will be reviewed each year on its anniversary

## **Scenario 1 Beechen Hall including the Parish Office unusable**

### **Roles.**

#### **Clerk /Assistant Clerk.**

- Inform insurance company (photocopy of policy to be kept in secure fire proof unit and at Clerk's home).
- Inform Maidstone Building Survey.
- Liaise with hirers stating that the incident is 'beyond our reasonable control 'and a refund will be arranged. (Copies of hire forms are kept off site with the Caretaker)
- Inform British Telecom and Post Office to forward telephone calls and post.
- Notify Maidstone Borough Council change of delivery and ask MBC to notify officers and other parishes. Place relevant notices on the noticeboards and arrange for information to be placed on the website/facebook..
- Arrange for any emergency work to secure or make safe the building.
- Relevant photographs to be taken as evidence.
- In conjunction with staff arrange for all or files etc. equipment that can be salvaged to be so and then stored.(There is a local storage company based in Lordswood and will be utilised if the need arises).
- In conjunction with Chairman agree where temporary office will be located. If necessary agree where to permanently locate office. This decision to involve Finance Vice Chairman.
- Within ten days of disaster organise an emergency Parish Council meeting.
- Within the next 7 days organise (if necessary) a Finance Committee meeting.
- Arrange meeting with Loss Adjuster and Chairman of Parish Council and Vice Chairman of Finance.
- In conjunction with hall staff prepare list of equipment etc. destroyed. To aid this, an Asset and Inventory list is kept in fire proof unit and a copy is kept at the Clerk's home..
- The Clerk and Assistant Clerk can access e-mails remotely.

#### **Caretaker/Part-time Caretaker.**

- After permission from Fire Brigade/MBC Building Officer. Isolate/secure/protect relevant areas of hall.
- Salvage any equipment. In conjunction with Clerk/Assistant Clerk prepare list of equipment etc. destroyed.
- At the request of Clerk/Asst Clerk, attend hall to help regular hirers salvage any equipment.

#### **Chairman of Parish Council.**

- Contact Vice Chairman of Parish Council, Vice Chairman of Finance Committee, Chairman of Estates Committee and Chairman of Environment Committee. Inform them of new office number.
- Liaise with media and arrange to issue a press briefing
- Use the Website and Facebook to update Councillors and members of the public

#### **Chairman of Estates Committee**

Contact other members of Estates Committee\*. Informing them of new office number.

#### **Chairman of Environment Committee.**

Contact other members of Environment Committee\*. Informing them of new office number.

#### **Vice Chairman of Parish Council.**

- Contact other members of Parish Council and Borough/County Councillors\*. Informing them of new office number.

- Contact other organisations that BPC works closely with e.g. KALC.

\*contact details attached.

## **Scenario 2:- Beechen Hall facility for a hirer unusable**

### **Roles.**

#### **Clerk /Assistant Clerk.**

- Inform insurance company (photocopy of policy to be kept in fire proof unit and at Clerk's home). Maidstone Building Survey. Liaise with hirers stating that the incident is 'beyond our reasonable control' and a refund will be arranged.
- Arrange for any emergency work to secure or make the facility functional if possible but at the minimum safe, or in the event of fire, safe and free for any investigative work required to be undertaken by the authorities
- In conjunction with staff arrange for all equipment that can be salvaged to be so and then stored.
- Inform the Chairman and the Chair of Estates who will prepare and issue a press briefing
- Compile a list of local halls for hirers to approach.
- Should the facility not be restored in 5 days organise an emergency Parish Council meeting.
- Arrange a meeting with loss adjuster, Chairman and Chair of Estates

#### **Caretaker/Part-time Caretaker.**

- Caretaker to return box file with copies of hirer details to Clerk/Asst Clerk.
- In conjunction with Clerk/Asst. Clerk inform hall hirers of the incident and state that this incident is 'beyond our reasonable control' and a refund will be made.
- After permission from Fire Brigade/MBC Building Officer. Isolate/secure/protect relevant areas of hall.
- Salvage any equipment. In conjunction with Clerk/Assistant Clerk prepare list of equipment etc. destroyed.
- At the request of Clerk/Asst Clerk, attend hall to help regular hirers salvage any equipment.

## **Scenario 3:- A community disaster arises and the Beechen Hall is used as emergency centre**

Beechen Hall is a recognised Emergency Rest Centre.

Kent County Council/Maidstone Borough Council would initially contact one of the following;

- Caretaker
- Part-time Caretaker
- Clerk.

### **Likely process**

Whoever is contacted will attend the hall to open it up and then notify the other members of staff. Should the Clerk/Asst Clerk be unobtainable permission is not required for the hall to be opened. The member of staff on site should cooperate with the County or District Officer in Charge, having satisfied themselves of the identity of this officer. Where necessary the hall's cleaning equipment, stores of cleaning fluids, toilet rolls etc. should be made available.

In conjunction with Clerk/Asst. Clerk inform hall hirers of the incident and state that this incident is 'beyond our reasonable control' and a refund will be made if the use as an emergency centre covers the hire periods.

Chairman of the Parish Council and Chairman of the Estates Committee should be notified as soon as possible.

Key for hall – Hall staff are not required to be present all the time that the hall is being used as an emergency rest centre. The identified Officer in Charge may be presented with a key to the hall and should be provided with relevant contact details in case of emergencies.

Clerk/Assistant Clerk should offer assistance as required. This includes use of the parish office and equipment. The responsible County/District Officer should be identified and agreed as responsible for the use/security of the office and equipment. The main filing cabinets and secure cupboard should not be opened. In the interests of security Clerk or Assistant Clerk to remove cheque books, paying in books etc. from the safe for the duration of the emergency store them at their home.

Clerk/Assistant to liaise with Chairman of Parish Council and Chairman of Estates Committee.

If the Clerk or Assistant Clerk is not available, hall staff may make the facilities, as detailed above, available to the responsible County/District Officer. This action should be notified to the Chairman of the Parish Council as soon as possible.

In the event of a civil emergency the community look for leadership and practical help and in that context a skills register of Parish Councillors who are willing to be active in the community is also appended.

### **Loss of Life, Bereavement, Sickness etc**

In the event that staff or chairmen becoming unavailable for work then their deputies or colleagues will, having identified urgent or priority work, initially take over the work of that person. In the event of staff being unavailable for a long period the Chairman and Vice Chairman of the Parish Council will liaise with the parish office and if necessary an emergency meeting of the Finance and General Purposes Committee will be arranged to discuss extra hours, employment of temporary staff etc. The KALC has a list of Clerks who are willing to undertake some temporary work to cover parish councils without a Clerk.

The Chairman and Clerk will follow the publicity policy if press releases etc. are required.

Ref Policy/Bus Con Plans.

Appendix A

These are home numbers and are not for release to the general public

Pauline Bowdery - Clerk **redacted**

Melanie Fooks - Asst Clerk **redacted**

Angie Candy – Clerical Officer **redacted**

Maggie Smith Caretaker **redacted**

Barry Douglas Part-time Caretaker **redacted**

Dennis Odell Part-time Caretaker **redacted**

Appendix B & C

### **Organisations to call for assistance**

Royal Voluntary Service 0845 608 0122

St John's Ambulance 08700 104950

Kent Fire & Rescue 999  
Kent Fire & Rescue HQ 01622 692121



Kent Police (emergency/non emergency)	999/101
Maidstone Police Station	01622 690690
Community Team	01622 604392
British Red Cross HQ	0844 871 1111
Emergency Response Team	0800 0280 831
National Gas Emergency Service Gas stop cock rear of hall near boiler room)	0800 111 999
EDF (electricity emergency helpline) Electricity stop cock to left of hall front doors.	0800 783 8866
Southern Water (24hr emergency helpline) Leak line Water stop cock is in boiler room at rear of hall.	0845 278 0845 0800 820 999
Maidstone Borough Council Call are 'switched out of hours emergency line through' to KCC. (dangerous buildings etc)	01622 602000
Redirect Telephone Line (British Telecom)	154 from BT Line / 0800 800 154
Redirect Post (Download form from website or from Post Office)	<a href="http://www.royalmail.com">www.royalmail.com</a>
Boxley Parish Council	<a href="http://www.boxleyparishcouncil.org.uk">www.boxleyparishcouncil.org.uk</a>

## Appendix E

### Key locations

Keys are held by

Pauline Bowdery Clerk **redacted**

Melanie Fooks Asst Clerk **redacted**

Angie Candy **redacted**

Maggie Smith Caretaker **redacted**

Barry Douglas Part-time Caretaker **redacted**

Dennis Odell Part-time Caretaker **redacted**

Within the store room of the parish office there is a key safe that has spare keys for all the doors within the hall (the doors are numbered).

Keys for the Walderslade Woods Group and Friends of Boxley Warren external storage units are also kept in the key safe.

<p><b>Item 9.3 No Smoking/Vaping policy</b> – <i>purpose of item for information and decision</i></p>
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Clerk's briefing.

A recent employment tribunal (*Insley v Accent Catering*) considered a claim by a school catering assistant that she had been constructively dismissed by her employer because of smoking an e-

cigarette on the premises. The school's smoking policy prohibited smoking on school premises, but did not prohibit the use of e-cigarettes.

An employment law editor explained: *"The legislation prohibiting smoking in the workplace defines smoking as lit tobacco or any other substance that can be smoked when lit. E-cigarettes emit an aerosol that users inhale or 'vape' and this is produced from a heated solution containing nicotine. Employers cannot therefore rely on the legislation or their own policies that prohibit smoking to control the use of e-cigarettes in the workplace or to take disciplinary action for using e-cigarettes."*

A World Health Organisation paper similarly concluded that e-cigarettes were less harmful than conventional cigarettes, but cautioned that the vapour emitted by e-cigarettes is not merely "water vapour" as frequently claimed, but a vapour containing nicotine and other toxic particles. Another factor to consider is that, until 2016, there are no controls over the content of e-cigarettes, so the toxicity and odour of the vapour from e-cigarettes may vary between different products.

The emissions from the e-cigarettes are not the only issue surrounding their use there is also concern that the use of often colourful and patterned e-cigarettes in front of children encourages them to take up smoking.

Smoking is banned by law in the hall and office however the legislation is yet to catch up with e-cigarettes. In view of this it is the Clerk's recommendation that the parish council adopt a No Smoking or Vaping policy in Beechen Hall and the parish office. The current No smoking signs could be amended as would the literature produced for the hall etc.