



**BOXLEY PARISH COUNCIL**  
[www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk)

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU  
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**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 **WEDNESDAY 14 December 2016** at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm when it is proposed to transact the following business:

1. **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.
2. **Apologies and absence** (7.31)  
To receive apologies for absence.
3. **Minutes of Previous Meeting 11 October 2016.** (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 2923/4.1 Kestrel boxes. Pre-planning advice is being sought with MBC and it is anticipated that a response is received in time to report at the meeting.
  - 4.2 Minute 2923/4.2 Damaged headstone. A replacement headstone has been ordered with the agreement of the deceased's family. The cost of this will be covered by KCC Landscape Services.
  - 4.3 Minute 2923/4.4 Boxley Village Sign. After receiving and considering the design, cost and need to adapt the sign Members agreed no further action, decision to be ratified.
  - 4.4 Minute 2925/13. Beechen Hall Car Park Lights. Action to be ratified after consultation with the committee to proceed with the quotation from Amey as no further quotations had been received to install 5 new LED units on the existing poles. These were installed on Friday 2 December, 2016.
  - 4.5 Any other matters arising from the minutes, not on the agenda.
5. **Dove Hill Allotments** (7.37)
  - 5.1 Cllr Bob Hinder's Allotment report. A verbal report will be given at the meeting.
  - 5.2 Pest Purge report (page 3).
6. **Weaving Diamond Jubilee Orchard** (7.40)
  - 6.1 Installation of cameras, further investigation on 3G License, see report (page 3-4).
  - 6.2 Relocation of new Apple Slide, see report (page 4).
7. **Walls, Boxley Village Green** (7.55)
  - 7.1 North Wall. To update members on the current situation. See report (page 5).
  - 7.2 South Wall. To update members on the current situation. See report (page 5).
8. **Boxley War Memorial** – See report (page 5).
9. **Matters for Information** (8.10)  
Boiler replacement grant for Grove Green Community Hall.

Ten minute comfort break (if wanted).

10. **Assistant Clerk's Report** (8.20)
  - 10.1 To receive hire fees income, see report (page 5).
  - 10.2 Account balances see report (page 6).
  - 10.3 Income and Expenditure (pages 10-12) enclosure for members.
  - 10.4 Accident Report. None at the time of compiling the agenda.
  - 10.5 Cancellation of Hire request for refund. See report (page 6).
  - 10.6 Use of Beechen Hall Car Park by Spire Alexandra Hospital. See report (pages 6-7).
  - 10.7 WWG trailer. See report (page 6).
  - 10.8 Review of Hall hire Fees, report will be forwarded.
11. **Beechen Hall Extension** – See report (page 4-9). (8.35)
12. **Budget 2017/2018** (8.45)
  - 12.1 To be appraised of the Reserves issue in relation to the budget and extension. See report (page 9).
  - 12.2 To agree the draft budget. See enclosure.
13. **Policies and Procedures** (9.05)

Clerk's Delegated Powers – See (pages 9-10).
14. **Matters for Decision** (9.10)

None at time of compiling agenda.
15. **Date of Next Meeting.** (9.11)

Tuesday 14 February 2017 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 3 February 2017.

In view of the confidential nature (financial) on the following items, the chairman will propose a motion to exclude the public and press from the meeting for the duration of or part of the items.

16. **Tenders** (9.12)
  - 16.1 WDJO Safety Surface Extension. To agree the awarding of a contract, see confidential enclosure. The cost of the work will exceed the grounds maintenance budget and F&GPC will be approached about using the general Contingency budget. Breakdown to follow.
  - 16.2 Electrical Safety/PAT Testing work at Beechen Hall. To agree the awarding of a contract. Breakdown to follow.

*Pauline Bowdery*

Pauline Bowdery  
Clerk to the Council

Date 7 December 2016

**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.

Items to be returned to Agenda at a later date. Minute 2893/8 MBC Play areas at Grove Green removal and refurbishment.

**REPORTS AND ITEMS RELATING TO THE ESTATES COMMITTEE MEETING  
14 December 2016.**

**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).

**5.2 Pest Purge Report. INFORMATION**

Dove Hill Allotments – Pest Activity Report

Period October-November 2016

Rats:

All 16 bait stations remain on site; they are baited with toxic rodenticide bait as there was some evidence of the monitoring baits being gnawed. There are rodents back on site so a renewed baiting programme has begun. Rodents have been spotted by plot holders Rank and there is some activity in the area around the water trough. Baiting nearby will soon get the rodents under control.

No rats were seen during an evening shooting session on 21-9-16

Rabbits:

The next shooting session will take place in January 2017.

Fencing:

2 holes in the fencing were repaired in November, other repairs have remained effective and there are no new breaches currently. Perhaps you could get the plot holders to periodically inspect "their bit" of fencing and report any breaches if they are any. This will assist me in getting repairs done quickly, otherwise I will continue with regular inspections for maintenance when I visit monthly.

The annual contract for pest control services has been renewed for another year. It runs from 01-10-2016 to 30-09-2017.

**Budget note. Cllr Bob Hinder asked for additional rabbit proof fencing to be considered for the next budget. Advice was sought from Pest Purge and the response was that only two sides of the allotment fencing were at risk, the field and road sides, and as holes appear they will be patched but in reality the rabbits need controlling in the adjacent field to keep their numbers down. Rabbits will chew through the wire.**

Clerk's note: Enforcing the current grade wire with another layer of the same or slightly thicker wire is not going to solve the problem if rabbits can and will chew through it. As far as I can see the parish council has three options:

1. Do nothing and let individual plot holders rabbit proof their plots.
2. Put in industrial strength 'wire' such as you see on safety fencing but whether this exists in the format you need (wire very close together) is not known, or metal or thick plastic plating.
3. Accept that the odd rabbit will get in (and hopefully be shot) but try to control the numbers by putting up some form of coloured netting that immediately shows when it has been chewed so the hole can immediately be repaired.

**Item 6 Weaving Diamond Jubilee Orchard**

**6.1 Installation of CCTV cameras.** Members requested further information on the G3 license. There was a typing error in the previous report G3 should have read 3G License. This is effectively a high speed mobile signal which is uploaded/downloaded to a mobile device and in this case the CCTV Camera requires this to transfer the images it records to a laptop. Aylesford Parish Council installed a similar camera at Tunbury Rec, 2-3 years ago at a cost of £8,200 which included infrared capability, there is also an ongoing annual cost for the sim card of £312.00.

The following information (published in July 2014) has been sourced from [www.networkwebcams.co.uk](http://www.networkwebcams.co.uk)

*Mobile data allowances vary wildly with provider and cost but typically cover the area between 1GB and 5GB of data transfer allowed per month and this is usually a combined figure (upload + download). With video, this is rarely enough and so overage charges or length of contract come into play as decision-making factors. Long term contracts, in particular, often go against the nature of why 3G is chosen in the first place (short term installations). One way around this is using pooled usage services which aggregate data between multiple sim cards and connections, but with this flexibility of service usually comes a price premium or other negative factors.*

*While, as previously mentioned, fixed line connections often suffer from a slowdown in data speeds as the distance from the exchange increases, this is rarely a problem except in the most rural locations. In these cases mobile and 3G can be a better option, though 3G suffers from a similar issue in that where population densities are high the 3G signal is strongest. It's simple economics.*

*3G blackspots remain throughout the country, and on top of this, variability in the signal can have a serious impact on the efficacy of any service using that connection. Weather and atmospheric conditions play a part in signal strength, so much so that in some cases this can be the difference between a strong connection and one that is up and down like a yoyo. Of course, mobile service providers won't explicitly admit that weather can affect signal, but we've performed extensive on-site tests and find this very much to be the case, particularly where mobile signal strength is not great.*

Other factors.

The orchard, apart from the path, is dark and the single street lamp is positioned to light the path and there is little overspill. As the play area is not lit the camera would need infrared capability to capture any movement however any images may be obscured and the quality of them could not be used as evidence should the need arise.

If members compare the situation with Beechen Hall then they will see that each camera at the hall has an adjacent light and this is why the images are so clear.

WDJO play area has been subject to vandalism only once since 2012 and this happened during the summer light evenings, if this becomes a problem in the future this can be monitored using CCTV cameras installed by the Community Safety Unit on a short-term basis. It is fairly safe to assume that the camera that they use has the same issue with light so it is more of a deterrent than of use in identifying vandals.

Signs have been erected indicating that CCTV is in operation as a deterrent.

The firm that maintains the CCTV at the hall can put up a very good dummy CCTV camera at the site.

Asst Clerk's suggestion: After discussion with the hall's CCTV company I suggest that a dummy camera is put in place with the situation monitored.

**6.2 Location of new Apple Slide** –The slide was not ready for installation on the Orchard Day (Saturday 15 October, 2016), this enabled Councillors to look at the suggested location and to investigate if there was an alternative location particularly as they had raised concerns over vandalism and this would be outside of the play area. To **ratify** after consulting with the committee the Assistant Clerk's decision to change the location of the slide to incorporate it into the existing play area and to extend the safety surface to enable the installation. A tender process has been sourced for the extension of the safety surface and this is being dealt with under item 15.1.

**Item 7. Walls, Boxley Village Green – INFORMATION.**

- 7.1 At the last Estates Meeting Members asked for the following actions:
- MBC have been approached to remove the heras fencing, the office is still waiting for a response.
  - A further Land Registry search was commissioned to determine ownership which has been updated and a copy will be supplied at the meeting. The information remains the same with regards to who is responsible for the wall.
  - Felling of 2 trees on verge at Village Green. An application has been submitted to MBC and a decision is expected by 14 December, 2016. If successful work to remove the trees will be arranged for the New Year.
- 7.2 South Wall. The refurbishment work is continuing however it has been identified that the corner with The Street would benefit from some remedial work but this will take the cost over the £10,000 budget. A further quotation is awaited and it will be available at the meeting.

**Item 8. Boxley War Memorial – DECISION.**

It has been discovered that St Mary's Churchyard has three First World War graves rather than just the one it knew about. The Commonwealth War Graves Commission records show that:

- Hadlow RVS. RAF Date of death 17/09/19, note: service men/women can be included on the list if they die from conditions related to the conflict.
- Larkin William. Royal Defence Corps. Date of death: 08/07/16.

The two men are not included on the Boxley War Memorial but both have links to the parish. William Larkin had a link to Cranbrook Parish however he is not named on its Roll of Honour. The Clerk has also contacted MBC to try and ascertain if they have been included on any of the other War Memorials in Maidstone but could not track a central register and despite many attempts has received no feedback. It is understood that the etiquette for including names on War Memorials is that they appear on only one.

Do members wish to consider adding the names (that can be arranged) or do they need more information on the deaths and why they are CWGC graves?

If members wish to proceed with adding the names then the Clerk has asked for a volunteer to visit the War Memorials at:

- Brenchley Gardens
- Opposite Macdonald's by Lockmeadow
- The Clock at Penenden Heath

To see if their names are listed on any of these.

**Item 10. Assistant Clerks Report – INFORMATION.**

- 10.1 **Hire Fees** - To receive Hall Hire Fees for October/November with a comparison at the same point in the previous year.

	<b>2016/2017</b>	<b>2015/2016</b>
Casual	£3,684.30	(£2,053.00)
Regular	<u>£5,710.29</u>	<u>(£5,870.00)</u>
Total	£9,394.59	(£7,923.00)

## 10.2 Account Balances –

<b>HSBC- as at 30 November (2016)</b>	
<b>Beechen Hall</b>	
<b>Account Balances as per bank statement at 30 November 2016</b>	
Current Account	<b>£18,747.08</b>
Investment account	<b>£55,558.47</b>

- 10.3 **Cancellation of Hire – Refund request.** Decision. The following email is from a hirer who cancelled her booking, notification received 28 November, for an event on Sunday 11 December, 2016.

To whom it may concern,

I have spoken with the office on 2 occasions regarding my booking on the 11th December for my brother's 13th birthday, we went to hospital last week as he has a brain tumour and unfortunately it has gotten worse we are currently at Kings College and he is going to be here for the next 6 weeks at least, so we will not be going ahead with our booking, I asked if I could change the date for my son's birthday in May (9th or 16th) rather than refunding save on all of the stress as I was going to book as was fabulous there this year, this would be great and I appreciate your attention and help.

Many thanks

Beechen Hall cancellation policy is as follows:

### **Cancellation Policy and Charges**

Cancellation may result in hire fees being retained. Appeals may be made in cases of hardship in writing and any decision will be at the discretion of the council. In all such cases an administration fee will be charged.

#### **NOTICE OF CANCELLATION**

Less than one month

Between 1 and 6 months

More than 6 months

#### **PAYMENT RETAINED**

Booking deposit and balance of Hire fee.

Booking Deposit

Administration Fee of £25.00

Clerk comment: As Estates Committee only meets every two months it is suggested that the authority to decide on whether refunds are delegated to the Chair and Vice Chair who would receive a recommendation from the Asst Clerk/Clerk. A full refund is generally not given as a £25 administration fee is charged. If this delegated power is agreed then item 13 can be amended.

- 10.4 **Use of Beechen Hall Car Park by Spire Alexandra Hospital.** Decision. The office has been approached by the Operations Manager at the Alexandra Hospital to see if the Parish Council would consider renting some car parking spaces for use by the staff Mon-Fri (8am-6pm). The office manager is looking at measures to reduce resident complaints about car parking on the public roads from patients and staff at the hospital.

The office has monitored the car park for the past 3 weeks and has ascertained that there would be the possibility of offering 10 spaces at the far end of the car park. There are certain factors to consider as well, there could potentially be an issue with VAT as the hall is currently exempt from charging VAT. The office is currently investigating this. The other consideration is how much to charge? The Operations Manager has confirmed that other Spire hospitals have agreements with local supermarkets, land and farms for staff parking but they are bespoke arrangements. Research shows that Fort Amherst offers long term car parking e.g. a monthly pass

Monday – Friday is charged at £40.00 per month + an additional one off cost of £10.00 for issuing the pass. Medway Council offer a monthly season ticket (for a named car park) charged at £50.00 per month or an annual cost of £515.00 for residents and £55.00/£590 for a non resident.

Prior to undertaking additional work member's opinion is sought on whether they wish this pursued.

**10.7 WWG trailer.** The WWG have been donated a trailer and they have requested permission to permanently store it in the car park at Beechen Hall. In view of the use of the area in front of the units by people using the hall it is advised that permission is not given for it to be stored in this area. Any storage in the car park will be out of sight of the CCTV. Members views are sought.

**Item 11 Beechen Hall Extension – PURPOSE OF ITEM FOR Information**

The Beechen Hall Extension Working Group met on 24 November where the terms of reference were drafted (later agreed at Parish Council) and the following meeting notes are a result of that meeting. Item 12.1 also relates to the extension.

**Formal Notes of the Beechen Hall Extension Working Group (BHEWG)  
on Thursday 24 November 2016 at Beechen Hall, Wildfell Close, Walderslade  
commencing at 7.0 0 pm**

Councillors present: Ms L Clarke, Mr Ivor Davies, Mr Vic Davies, Mr P Dengate, Mr B Hinder, Mrs K Macklin and Mr P Sullivan together with the Clerk and Assistant Clerk

**1. Appointment of Chairman**

Cllr Vic Davies was nominated as Chairman by Cllr Bob Hinder, seconded by Cllr Kaz Macklin with all in favour.

**2. Appointment of Vice Chairman**

Cllr Paul Dengate was nominated as Vice Chairman by Cllr Vic Davies, seconded by Cllr Kaz Macklin with all in favour.

**3. Declaration of Interest or Lobbying**

None.

**4. Apologies and absence**

All members were present.

**5. Draft Terms of Reference and Reporting Procedure.**

These were **agreed** with a couple of additions and read as follows.

Purpose. To progress the proposed enlargement, updating and soundproofing of the small meeting room together with the creation of an air-lock at the main entrance with two sets of double doors meeting DDA requirements, new flooring in foyer and remodelling of the outside area to allow for the extension work and following its completion.

Members. Lynn Clarke, Ivor Davies, Vic Davies (Chairman), Paul Dengate (Vice Chairman), Bob Hinder, Kaz Macklin, Pat Sullivan,

Quorum – 4 councillors.

Working Group responsible to:

Estates Committee for design, obtaining planning permission, project management and day to day decisions.

Parish Council through F&GPC when considering use of general reserves, application for a Public Works Loan, etc. FGPC's involvement solely to make a recommendation to the PC after consideration of the facts.

Parish Council and/or F&GPC for approval of the Project Manager, tender document and procedure.

Record of meetings: A record of all meetings, which may be in summary form, shall be made and circulated to all group members, with reports going to the Parish Council and the Estates Committee.

To progress this the following bullet points of work have been identified.

- Identify membership
- For the first meeting the office to produce a working folder for each group member. As the cost would be over £60,000 the RFO to put together a briefing note on issues concerning the tender requirements. Requirements of planning applications for extensions for businesses to be investigated.
- Review current proposed design for suitability, possible further improvement, etc.
- Review the need to upgrade the electrical circuits and boards within the electrical cupboard
- Review and draft a progress timetable.
- Agree the work to progress planning application, project manager, tender etc.

## 6. **Matters for Information**

Members received a brief explanation on the work that has taken place so far and background folders were handed out and will be added to as the project proceeds.

Points raised at meeting

- Heating in proposed extended area? At the moment this is not shown.
- Concertina sound proofing doors review this and look at the support for the wall.
- Add a storm porch at front of main entrance
- Presentation at front of entrance?
- Sweet Chestnut at front of the building to be removed and replaced with alternative landscaping (perhaps curved feature).
- Spreadsheet add column for comments.

Members were asked that whilst they were out and about over the next few weeks to take photos of anything they like which could be considered for this project.

Questions were raised on the following:

- Smoking – where to relocate the cigarette bin if at all.
- Flooring what type?
- Does the Electricity Cupboard need upgrading?
- Will landscaping experts be required for an ecological survey

The following action points were identified

- Approve design. **Action. Approve next meeting.**
- Agree a timeline. **Action. Approve next meeting.**
- Obtain sound proofing advice by employing an expert
- Employ a Structural Engineer
- Consult/employ an Electrical Contractor to advise on the electrical cupboard set up
- Agree a tender procedure further down the line.
- Investigate if there is a need to apply for specific delegated powers for the working group to make some decisions and
- GANTT chart/project plan on excel spreadsheet

It was agreed that an application for the removal of the Sweet Chestnut is drafted and sent to MBC. **Action: Office.**



## 7. **Date of Next Meeting.**

Tuesday 12 January 2017 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.00 p.m.

Meeting closed at 8.17 pm

### **Item 12 Budget 2017/2018 – PURPOSE OF ITEM FOR CONSIDERATION AND DECISION**

**12.1** To be appraised of the Reserves issue in relation to the budget and extension.

RFO comment: The Estates Committee Beechen Hall account contains £18,747 of which £12,000 is a general reserve. The reserve account contains £55,558. Beechen Hall therefore has £67,558 for expenditure and improvements to the hall.

The 2017/2018 budget has large scale expenditure planned: toilets, height barrier and floor repair, landscaping in preparation of the extension. This will greatly reduce the reserves held by the committee unless it applies to the parish council for a grant. Obviously if hire income keeps on par with this year there will be some addition to the general reserves but it is considered important that committee members now keep close track of expenditure so that there are no nasty surprises.

One issue, when discussing finance for the extension, that has not been identified/discussed is the parish council applying for a Public Works Loan on behalf of the Estates Committee which then pays back the loan out of future profits. This issue is being identified now so that members are aware of the possibility so that when the Parish Council starts to discuss this in earnest committee members will be in an informed positions having monitored the reserves level.

### **Item 13 Policies & Procedures – PURPOSE OF ITEM FOR CONSIDERATION AND DECISION**

Clerk's/Assistant Clerk's Delegated Powers 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 caretaker 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 appropriate use of delegated powers to the Clerk/Assistant Clerk and The Chair and Vice Chair.
- 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 foods 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 was 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.

30/11/2016

Boxley Parish Council

Page 1

13:55

Detailed Income & Expenditure by Budget Heading 30/11/2016

Month No: 8

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bid	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Estates</b>								
<b>220 Burial Ground</b>								
1200 Burials	0	296	750	454			39.5%	
Burial Ground :- Income	0	296	750	454			39.5%	0
4046 Subscriptions	0	90	92	2		2	97.8%	
4420 Admin Fee	0	0	250	250		250	0.0%	
Burial Ground :- Indirect Expenditure	0	90	342	252	0	252	26.3%	0
Movement to/(from) Gen Reserve	0	206						
<b>230 Green Spaces</b>								
4400 Maintenance	37	1,098	2,700	1,602		1,602	40.7%	
4450 Boxley Village Green	0	400	10,000	9,600		9,600	4.0%	
4460 WDJ Orchard	0	1,334	1,300	(34)		(34)	102.6%	
Green Spaces :- Indirect Expenditure	37	2,832	14,000	11,168	0	11,168	20.2%	0
Movement to/(from) Gen Reserve	(37)	(2,832)						
<b>240 Grounds Maintenance</b>								
4500 Grounds Maintenance Contract	0	2,998	6,361	3,363		3,363	47.1%	
4505 Roundabout Maintenance	0	0	306	306		306	0.0%	
Grounds Maintenance :- Indirect Expenditure	0	2,998	6,667	3,669	0	3,669	45.0%	0
Movement to/(from) Gen Reserve	0	(2,998)						
<b>250 Street Furniture</b>								
4550 Noticeboards	0	0	2,100	2,100		2,100	0.0%	
4560 Village Signs	0	0	500	500		500	0.0%	
Street Furniture :- Indirect Expenditure	0	0	2,600	2,600	0	2,600	0.0%	0
Movement to/(from) Gen Reserve	0	0						
<b>260 Beechey Hall</b>								
1230 Hire Fees Casual	2,085	12,218	16,400	4,182			74.5%	
1231 PL Insurance Income	18	138	220	83			62.5%	
1235 Hire Fees Regular	2,077	22,071	31,775	9,704			69.5%	
1250 Wages - AEC	0	120	460	340			26.1%	
Beechey Hall :- Income	4,179	34,546	48,855	14,309			70.7%	0
4001 Wages	1,514	12,226	20,529	8,303		8,303	59.6%	
4005 PAYE	206	1,888	2,496	808		808	67.6%	

Detailed Income & Expenditure by Budget Heading 30/11/2016

Month No: 8

Committee Report

	Actual Current Mth	Actual Year To Date	Current Available	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 Pensions	21	173	248	75		75	69.8%	
4020 Administration	86	226	366	140		140	61.6%	
4025 Audit	0	0	328	328		328	0.0%	
4035 Rates	382	3,054	3,819	765		765	80.0%	
4040 Licences/Leases	54	461	582	131		131	77.5%	
4105 Insurance	0	1,130	1,082	(48)		(48)	104.4%	
4210 Contingency Fund	0	1,939	6,000	4,061		4,061	32.3%	
4605 CCTV/Alarms Maintenance	0	941	956	15		15	98.5%	
4610 Consumables	121	535	914	379		379	58.5%	
4615 Electricity	153	1,233	2,080	847		847	59.3%	
4620 Gas	102	807	1,130	323		323	71.4%	
4625 Water	0	406	969	563		563	41.9%	
4630 Electrical Safety	0	346	400	55		55	86.3%	
4635 Fire Safety	0	79	254	175		175	31.1%	
4640 Gas Maintenance	0	0	257	257		257	0.0%	
4645 Ground Maintenance	0	0	594	594		594	0.0%	
4650 Hall Maintenance	50	1,045	2,700	1,655		1,655	38.7%	
4655 Hall Marketing	0	2	125	123		123	1.6%	
4660 Refuse Collections	0	976	1,347	371		371	72.4%	
<b>Beeches Hall - Indirect Expenditure</b>	<b>2,688</b>	<b>27,254</b>	<b>47,176</b>	<b>19,922</b>	<b>0</b>	<b>19,922</b>	<b>57.8%</b>	<b>0</b>
Movement to/(from) Gen Reserve	1,491	7,293						
<b>270 Beeches Hall projects</b>								
4550 Noticeboards	0	0	1,250	1,250		1,250	0.0%	
4705 Internal Decoration	24	205	1,000	795		795	20.5%	
4710 External Decoration	0	0	1,000	1,000		1,000	0.0%	
<b>Beeches Hall projects - Indirect Expenditure</b>	<b>24</b>	<b>205</b>	<b>3,250</b>	<b>3,045</b>	<b>0</b>	<b>3,045</b>	<b>6.3%</b>	<b>0</b>
Movement to/(from) Gen Reserve	(24)	(205)						
<b>280 Allotments</b>								
1280 Allotment Income	13	972	1,009	37			96.4%	
<b>Allotments - Income</b>	<b>13</b>	<b>972</b>	<b>1,009</b>	<b>37</b>			<b>96.4%</b>	<b>0</b>
4020 Administration	0	67	80	13		13	83.4%	
4105 Insurance	0	243	276	33		33	88.0%	
4400 Maintenance	0	826	1,600	774		774	51.6%	
<b>Allotments - Indirect Expenditure</b>	<b>0</b>	<b>1,136</b>	<b>1,956</b>	<b>820</b>	<b>0</b>	<b>820</b>	<b>58.1%</b>	<b>0</b>
Movement to/(from) Gen Reserve	13	(163)						
<b>Estates - Income</b>	<b>4,192</b>	<b>35,815</b>	<b>50,614</b>	<b>14,799</b>			<b>70.8%</b>	
<b>Expenditure</b>	<b>2,749</b>	<b>34,514</b>	<b>75,991</b>	<b>41,477</b>	<b>0</b>	<b>41,477</b>	<b>45.4%</b>	
Movement to/(from) Gen Reserve	1,443	1,301						

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2016

Month No: 8

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Budget	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals> Income	4,192	35,815	50,614	14,799			70.8%	
Expenditure	2,749	34,514	75,991	41,477	0	41,477	45.4%	
Net Income over Expenditure	<u>1,443</u>	<u>1,301</u>	<u>(25,377)</u>	<u>(26,678)</u>				
Movement to/(from) Gen Reserve	<u>1,443</u>	<u>1,301</u>						