



BOXLEY PARISH COUNCIL
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 **Tuesday 9 February 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.

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 15 December 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 2825/4.2 Listed Tombs St Mary All Saints Graveyard. The Parochial Church Council would like to work with the Parish Council and the Clerk is investigating external funding and the legal requirements. Due to the volume of work within the office the clerk is unable and cannot predict when she will be able to undertake this work. The assistant clerk will be briefed on the project and will be asked to take it forward.

4.2 Minute 2825/7.1 Burial Ground Internments (change to regulations) An update has been requested from Mr Hollands, Chairman Boxley PCC and assurances have been received that it will be with members soon.

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

5. Dove Hill Allotments

5.1 Cllr Bob Hinder's Allotment report (page 3).

5.2 Pest Purge report (page 3)

6. Weaving Diamond Jubilee Orchard/Weaving Street

6.1 Safety Barrier. KCC has provided the parish council with a quotation (see enclosure). A verbal report will be provided at the meeting.

7. Installation of Beechen Hall Noticeboard & Interpretation Board at Impton Lane

7.1 Members will be supplied prior to the meeting with the cost for the Beechen Hall noticeboard.

8. Matters for Information

None at time of compiling agenda.

Ten minute comfort break (if wanted).

9. Assistant Clerk's Report

9.1 To receive hire fees income see report (page 3).

- 9.2 Account balances see report (page 4).
- 9.3 Income and Expenditure see report (pages 5 - 7).
- 9.4 Accident Report. Accident in the office – verbal report to be given at the meeting.

10. Beechen Hall Extension

The working group met on Monday 25 January to look at a more in-depth analysis on the cost of the extension against ROI and it was agreed that the RFO together with the working group would look at the analysis and put forward a proposal to the committee for consideration and possible recommendation to the Parish Council.

11. Policies and Procedures

- 11.1 Review of policies and procedure calendar 2016/17 (see pages 8 – 9)
- 11.2 Terms of Reference. To consider current terms and if necessary to identify any changes needed so that a request can be submitted to the April parish council meeting (see pages 9 -10).
- 11.3 Housekeeping policy reviews. Sharps policy, Disposal of hazardous material, hot water boiler risk assessment. *These policies has been reviewed by the office and are still fit for purpose. A copy of them can be obtained from the office by request.*

12. Matters for Decision

None at the time of compiling the agenda.

13. Date of Next Meeting.

Tuesday 12 April 2016 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 1 April 2016.

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.

Items to be returned to Agenda at a later date.

Minute 2825/5.3 review of Allotment fees to be returned to June Meeting.

**REPORTS AND ITEMS RELATING TO THE ESTATES COMMITTEE MEETING
9 February 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).

Item 5. Dove Hill Allotments. – for information and decision.

5.1 Bob Hinder's December Allotment Report. FOR INFORMATION

There has been little activity at the allotments other than I paid a visit to meet a new tenant taking over plot 13A. I then remained at the site to meet the grass cutting contractor. Having viewed the area taken up by the new plots Landscape Services offered, for the allotments maintenance portion of the contract, a 15% reduction on the contract costs which was accepted.

Bob

5.2 Pest Purge Report. FOR INFORMATION

Dove Hill Allotments – Pest Activity Report
Period Dec 2015-Jan 2016

Rats:

The 16 bait stations remain in place; baits were refreshed in all cases due to degeneration in most cases by slugs and snails. The rodent activity is now at a minimal level. Allotment holders that I have spoken with on my routine visits have not reported any sightings of rats within the boundary. There are a few mice holes visible on some of the plots. I have not spotted any rats either at night or during my daytime visits.

Rabbits:

A shooting session at the end of January resulted in five rabbits being shot, all on the track. There were no sightings of any rabbits at night within the allotments themselves. During the daytime when I have been walking around I have not seen any evidence of rabbits on the plots and I have also not met any owners who have reported seeing rabbits during the day. Also, there are no breaches visible that would indicate rabbits are burrowing in from the outside.

Item 9. Assistant Clerks Report – INFORMATION.

9.1 **Hire Fees** - To receive Hall Hire Fees for December/January with a comparison at the same point in the previous year.

	2015/2016	2014/2015
Casual	£2,504.60	(£2,532.03)
Regular	<u>£5,746.32</u>	<u>(£5,700.50)</u>
Total	£8,250.92	(£8,232.53)

9.2 Account Balances –

HSBC- as at 31 January (2016)	
Beechen Hall	
Account Balances as per bank statement at 31 January 2016	
Current Account	£ 22,545.84

9.3 Income and Expenditure report.

Boxley Parish Council
Detailed Income & Expenditure by Budget Heading 27/01/2016
Estates Committee
Report

Month No : 10

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% of Budget
220 Burial Ground						
4045 Subscriptions	0	90	92	2	2	97.80%
4420 Admin Fee	250	250	250	0	0	100.00%
Burial Ground :- Expenditure	250	340	342	2	2	99.40%
1200 Burials	0	872	550	322		158.50%
Burial Ground :- Income	0	872	550	322		158.50%
Net Expenditure over Income	250	-532	-208	324		
230 Green Spaces						
4400 Maintenance	35	773	2,500	1,727	1,727	30.90%
4450 Boxley Village Green	0	10,710	10,500	-210	-210	102.00%
4460 WDJ Orchard	602	558	650	92	92	85.80%
Green Spaces :- Expenditure	637	12,041	13,650	1,609	1,609	88.20%
Net Expenditure over Income	637	12,041	13,650	1,609		
240 Grounds Maintenance						
4500 Grounds Maintenance Contract	0	5,133	7,500	2,367	2,367	68.40%
4505 Roundabout Maintenance	0	0	308	308	308	0.00%
Grounds Maintenance :- Expenditure	0	5,133	7,808	2,675	2,675	65.70%
Net Expenditure over Income	0	5,133	7,808	2,675		
250 Street Furniture						
4550 Noticeboards	0	0	1,420	1,420	1,420	0.00%
4555 Seats	0	0	250	250	250	0.00%

Street Furniture :- Expenditure		0	0	1,670	1,670	1,670	0.00%
Net Expenditure over Income		0	0	1,670	1,670		
260	Beechen Hall						
4001	Wages	1,902	15,049	17,312	2,263	2,263	86.90%
4005	PAYE	322	2,217	2,670	453	453	83.00%
4010	Pensions	20	215	242	27	27	88.90%
4020	Administration	15	147	357	210	210	41.30%
4025	Audit	0	260	431	171	171	60.30%
4035	Rates	379	3,785	3,819	34	34	99.10%
4040	Licences/Leases	0	395	787	392	392	50.20%
4105	Insurance	0	944	1,650	706	706	57.20%
4210	Contingency Fund	0	924	6,000	5,076	5,076	15.40%
4605	CCTV/Alarms Maintenance	0	941	942	1	1	99.90%
4610	Consumables	62	634	999	365	365	63.40%
4615	Electricity	0	1,793	2,392	599	599	75.00%
4620	Gas	0	841	2,430	1,589	1,589	34.60%
4625	Water	0	675	950	275	275	71.00%
4630	Electrical Safety	0	0	205	205	205	0.00%
4635	Fire Safety	0	55	250	195	195	22.00%
4640	Gas Maintenance	0	0	251	251	251	0.00%
4650	Hall Maintenance	238	1,087	3,150	2,063	2,063	34.50%
4655	Hall Marketing	2	8	125	117	117	6.70%
4656	Hire fee refund	150	168	0	-168	-168	0.00%
4660	Refuse Collections	0	1,118	1,347	229	229	83.00%
Beechen Hall :- Expenditure		3,090	31,256	46,309	15,053	15,053	67.50%
1230	Hire Fees Casual	1,725	14,880	13,095	1,785		113.60%
1231	PL Insurance	24	222	0	222		0.00%
1235	Hire Fees Regular	4,270	27,771	30,500	-2,729		91.10%
1250	Wages - AEC	23	518	150	368		345.00%
Beechen Hall :- Income		6,042	43,390	43,745	-355		99.20%
Net Expenditure over Income		-2,952	-12,133	2,564	14,697		

270	Beechen Hall projects						
4550	Noticeboards	0	0	1,250	1,250	1,250	0.00%
4710	External Decoration	0	0	1,000	1,000	1,000	0.00%
	Beechen Hall projects :- Expenditure	0	0	2,250	2,250	2,250	0.00%
	Net Expenditure over Income	0	0	2,250	2,250		
280	Allotments						
4020	Administration	0	55	250	195	195	22.00%
4105	Insurance	0	270	229	-41	-41	118.00%
4400	Maintenance	0	1,506	910	-596	-596	165.50%
	Allotments :- Expenditure	0	1,832	1,389	-443	-443	131.90%
1280	Allotment Income	22	978	960			101.90%
	Allotments :- Income	22	978	960	18		101.90%
	Net Expenditure over Income	-22	853	429	-424		
	Estates :- Expenditure	3,976	50,602	73,418	22,816	22,816	68.90%
	Income	6,064	45,240	45,255	-15		100.00%
	Net Expenditure over Income	-2,088	5,362	28,163	22,801		

Item 11 Policies & Procedures – PURPOSE OF ITEM FOR CONSIDERATION AND DECISION

11.1 Estates Committee – Review of policies and procedures calendar 2016/2017.

The purpose of this document is to ensure that the parish council meets its duties and manages any associated risk effectively and efficiently by regular review of its policies and procedures to ensure that they are up-to-date and fit for purpose. The annual review of this document reminds members and the public of their existence and allows for members to make amendments.

Some documents are reviewed biennially or by the parish office as “housekeeping”. If this has been agreed then **H** (housekeeping), **O** (odd year review) or **E** (even year review) are shown; no letter indicates an annual review. The parish office will bring forward a review if necessary and a member can request a review at any time.

April	O H E	Business Continuity Plan. Hall bookings cancellations and damage. Discount for children’s clubs and clubs. Staff pay rise and any need to amend hours.
Office note		Appliance service contract for boiler and oven expired July 2013 – automatic renewal. Review hire agreement still fit for purpose; remind regular hirers about the need to insure any of their equipment stored at the hall. Review CCTV, alarm & sound system start investigating June 2016.
June	H H H	Late departure of casual hirers. Late arrivals of casual hirers. Early opening of hall. Village Hall Grant Policy – annual review. Review training needs. Dove Hill Allotment rents and rules and regulations
Office note		Annual safety check for WDJO play area. Boiler heat exchanger expires ? .
August	H H H	Clerk’s delegated power Dove Hill Allotments Burial Grounds Regulations. Risk Assessments for hall (Fire, Drink and Public Licence). Annual look at hall. Annual competency review- prepare report.
Office note		Review the information in the hall’s Information Folder – still fit for purpose?
October	H E O E	Bouncy Castle. Use of Boxley Parish Council Open Spaces (Boxley Green, Wildfell Close, WDJO). Grounds maintenance contract – expires 31.03.18 review contract and arrange for tenders in October 2017. Review electrical safety/maintenance contract for 2017 Arrange for tenders October 2016
Office note		Review Box Trees at Village Green – still okay?
December	H H	Hall hire fees. Christmas closedown period of hall for the following year. Lost Property Procedure.

	H H	Disposal of Lost property. Provision of playgrounds by the parish council
Office note		Hall electricity supply renewed contract with Opus Energy expires 30/04/18 Gas contract renewed with Opus Energy expires 30/4/18. Review Jan 18.
February	H H H	Review of this document to allow adjustments. Sharps policy. Disposal of Hazardous Material. Hot Water Boiler risk assessment. Terms of Reference (review to go to April PC meeting)
Office note		Fire extinguisher maintenance contract ends 31 st March 2017. automatic renewal. Do a full equipment review [safety/undamaged], protective clothing [enough], remind staff that they need to report any damages etc. Consider a H&S rebrief/training session for all staff

11.2 Estates Committee Terms of Reference - *purpose of item for to consider and amend if necessary before recommending to the Parish Council in April.*

Terms of Reference - Estates Committee.

Role

The role of the Estates Committee is the effective management of council owned property* and on the instruction of the Council the acquisition and development of additional facilities.

*Property is defined as all structures, land and equipment that is owned by the Parish Council or which it has legal responsibility for.

Responsibilities

1. Parks, Playgrounds, Open Spaces, Sports Facilities Allotments and Burial Grounds.
 - 1.1 The assessment, provision, maintenance, improvements and management of Parish Council owned allotments, parks, playgrounds, open spaces, allotments and outdoor and indoor sports facilities.
 - 1.2 To manage the grounds maintenance for parish areas that the Council is responsible for.
 - 1.3 To provide and manage the Council's Burial Ground.
2. Entertainment and Cultural Facilities
 - 2.1 To undertake or arrange for the provision of facilities for entertainment and
 - 2.2 To provide parish notice boards and interpretation boards.
3. Buildings and structures
 - 3.1 To oversee all aspects of the management, maintenance, marketing, security and the day to day running of Beechen Hall and any other future public buildings under the direct control of the Council including the determination of hire fees and terms and conditions of use.
 - 3.2 To undertake the recruitment and appointment to the Caretaker and Relief Caretaker positions.
 - 3.3 To be the point of contact for the Parish Council and take on responsibility for advising village/community halls on CCTV and all other hall related issues.
 - 3.4 To maintain and manage the War Memorial, Boxley Village Green and the Lych Gate and wall of St Mary and All Saints Closed Churchyard.
 - 3.5 Manage existing bus shelters, seats, village signs etc. that are provided by the Council and where necessary add to these.
 - 3.6 To ensure optimum energy and water efficiency, waste minimisation and recycling in the Boxley Estate.

4. Allotments
 - 4.1 To make recommendations for the purchase, sale of or appropriation of land required or held for allotment purposes, and
 - 4.2 To discharge all statutory functions in relation thereto under the Allotments Acts and to make recommendations as to the rent chargeable for allotment holdings.
5. Amenity Areas. To determine and undertake the maintenance of amenity areas dedicated to the Council.
6. Sporting Organisations. To liaise with sporting organisations with regard to the provision of sporting and recreation facilities within the parish.
7. Submission of Planning Applications. To deal with matters relating to the submission of Parish Council planning applications in respect of schemes previously approved by the Parish Council.
8. Deal with requests for grants from Village Halls.
9. Undertake an annual risk analysis for all property.
10. Development of policies and procedures for any council owned property.

Budget

1. To draft the budget and decide priority ratings for the committee and to submit budget requirements and recommendations to the Finance Committee.
2. To manage the budget and vire, where necessary, between budgets held and managed by the committee.
3. To manage, according to Financial Regulations, the contracts and tenders for any projects within the budget of the committee.

Membership

1. The Committee shall consist of up to eight councillors, including as per standing orders the Parish Council's Chair and Vice Chair.
2. The committee may appoint working parties to undertake any specific project work as necessary

Other.

The Parish Council has the right to identify issues that will be dealt with at the full meeting of the Parish Council.

The parish council may allocate to the committee matters outside of the above remit with the agreement of the Chair and Vice Chair of the committee