



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU
☎ 01634 861237 ✉ clerk@boxleyparishcouncil.org.uk

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 12 June 2018** 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 17 April 2018.** (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 3107/4.1 North Wall – Boxley Green - No further update has been received and will be returned to the agenda for the August meeting.
4.2 Minute 3107/4.2 South Wall – Repairs to final part of the wall have been completed.
4.3 Minute 3107/4.3 Provision of Playgrounds within the Parish. See report (page 3).

5. **Dove Hill Allotments** (7.40)
5.1 Cllr Bob Hinder's Allotment Report. A report was recently submitted to the Annual Meeting of the Parish.
5.2 Pest Purge report. See report (page 3).

6. **Boxley War Memorial** (7.45)
6.1 To receive an update on the names to be added to the memorial. See report (page 3 + enclosure). **Members are advised to visit the War Memorial prior to the meeting to enable discussion on the parts of the Memorial that may require cleaning.**
6.2 Memorial plaque at St Mary & All Saints Church. See report (page 4).

7. **Burial Ground** (7.55)
To consider the attached reports and suggested changes to the BPC Burial Ground Regulations.
7.1 Notes of Burial Ground meeting 3 May 2018. See report (pages 4-5).
7.2 Burial Ground Regulations. See enclosure and report (pages 5-6).
7.3 Burial Ground Fees. See report (pages 6-7).
7.4 Overall authority to make decisions in the burial ground. See report (page 7).
7.5 Procedure for St Mary and All Saints to manage the burial ground. See report (page 7).

8. **Matters for Information** (8.15)
None at the time of compiling the agenda.

Ten minute comfort break (if wanted).

9. **Assistant Clerk's Report** (8.16)
9.1 To receive hire fees income, see report (page 7).
9.2 Account balances see report (page 7-8).
9.3 Income and Expenditure see report (pages 8-10).
9.4 Profit and Loss see (page 11)
9.5 Accident Report. 1 accident has been reported and a verbal update will be given at the meeting.
10. **Beechen Hall Extension** (8.20)
10.1 Update from meeting on 4 June 2018 and Minutes from BHWEG Meetings 10 and 24 May 2018 see (pages 11-14).
11. **PA System – Beechen Hall** (8.30)
Time has not allowed any further investigation on this however included in the tender for the extension of the committee room is a cost for installing a hearing loop and BHEWG are aware that this hearing loop should not interfere with one that may be considered for the hall at a later date.
12. **Policies and Procedures** (8.35)
12.1 Business Continuity Plan – Deferred to August meeting this requires updating in line with employment of the new caretaker and also GDPR.
12.2 Hall Hire Cancellation fees and deadlines see report (page 15).
12.3 Late arrival, departure and early opening for casual hirers see (page 15).
12.4 Village Hall Grant Policy – annual review see pages (16-17).
12.5 Review training needs.
12.6 Dove Hill Allotment rents and rules and regulations – Defer to August meeting.
12.7 Clerk's Delegated Powers – Beechen Hall and Dove Hill Allotments Reviewed and still fit for purpose. A copy is available on request.
13. **Matters for Decision** (9.05)
None at the time of compiling the agenda.
14. **Date of Next Meeting.** (9.10)
Tuesday 14 August 2018 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 7 August 2018.
- In view of the confidential nature (personal details and data) on the item 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.
15. **Caretaker Update** (9.15)
15.1 Caretaker Weekend On-call payment – see enclosure
15.2 Part-time Cleaner/Caretaker Update – see enclosure

Pauline Bowdery

Pauline Bowdery
Clerk to the Council

Date 4 June 2018

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.

**REPORTS AND ITEMS RELATING TO THE
ESTATES COMMITTEE MEETING 12 June 2018.**

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

Item 4 Matters Arising from Previous Minutes – Information and Review

- 4.3 Provision of Playgrounds within the Parish. The April meeting asked for this issue to be returned to the agenda at a later date and this can be arranged however members are notified that MBC removed two swings from the Shepherd's Gate Drive play area but will be replacing them once new chains arrive. Clarification on what MBC policy is about non-strategic play areas is now being sought.

Item 5 Dove Hill Allotments – Information and Review

- 5.2 **Pest Purge Report** Dove Hill Allotments – Pest Activity Report
Period Apr 2018-May 2018

Rats:

No rats were seen during an evening inspection session on 17-05-18.

The rodents are presently under control and all the rodenticide has been removed from the bait stations and has been replaced with a non-toxic monitoring bait.

Please advise of any new rat activity or sightings.

Rabbits:

One "holder" I spoke with had reported one young rabbit inside which her dog had caught and despatched. Let me know if anyone else has seen any rabbits inside.

Fencing:

There were no repairs required to the fencing. It remains secure and intact despite pressure from the sheep and rabbits in the adjoining paddock.

The site remains secured at all times when I have visited. The gates are always padlocked and closed.

Item 6. Boxley War Memorial – INFORMATION AND DECISION

6.1 Boxley War Memorial.



Confirmation that JW Parks address was not within the parish boundary has been identified and as this does not meet the criteria under the parish council's inclusion policy his name will not be added to the war memorial. The following job specification (see separate enclosure) has been created in order to obtain quotes from prospective companies. Guidance is sought whether the lower drum requires cleaning and if it should be carried out at the same time. The middle drum was replaced, and letters were carved and inked in 2011. In 2012 the lettering on the lower drum was re-inked.

6.2 Memorial plaque at St Mary & All Saints Church.

It was suggested at the parish council meeting that the current plaque could be changed to reflect the design of the stone one that is being considered for the commemorative trees at Grove Green. Members guidance is sought on:

- a) whether they wish to advance this suggestion
- b) whether they wish to reuse the current plaque.



Item 7 Burial Ground.- INFORMATION AND DECISION

A copy of the agenda reports and enclosure have been passed to Rev Kite but he may not have sufficient time to share his thoughts before the agenda goes out, so when received they will be forwarded as a matter of urgency so that members may consider his comments before the meeting.

7.1 **Notes of Burial Ground Meeting with Rev Kite 03/05/18**

Present Rev Kite, Cllr Ivor Davies, Cllr Dennis Hollands and Cllr Vic Davies (apologised for being late) together with the Clerk Pauline Bowdery.

Cllr Ivor Davies opened the meeting.

Rev Kite explained the position as he understood it.

- He had concerns over the discrepancies in the burial ground rules and regulations which were different in places from the Dioceses R&R.
- He highlighted some of the discrepancies e.g. materials that can be used on headstones and measurements of headstones.
- The difference in fees from the Parochial fees had caused some problems and when a mistake had been made the Church had to make up the difference to the parish council.
- The annual fee paid to St Mary and All Saints was insufficient to pay the costs of administering the Parish burial ground; the volunteer Churchyard Coordinator was no longer going to undertake the work and the Church needed to consider paying someone.
- The administration process defined by the parish council needed streamlining.

Rev Kite's ideal scenario was that BPC would adopt the Parochial Rules and Regulations. Rev Kite recognised that the parish council could set its own fees but he felt it would be easier if there was for parish council fees a simple calculation of a percentage increase on top of the parochial fee was agreed. He gave an example of 50%, so for a committal only the parochial fee was £331 but he would know for BPC it would be £496. The Parochial fees charge an extra £100 over the committal fee for people living outside the parochial church boundary.

Cllr Hollands gave a brief history of how the Greek burials came to be at the BPC Burial Ground and the previous arrangements, discussions and meetings on the burial administrative procedure.

Cllr Vic Davies agreed to take the request for a review on the rules and regulations to the Estates Committee although there would be some exceptions e.g. fees and qualification for internment. To stop continual reviews a statement could be used along the lines of "Boxley Parish Council Burial Grounds Rules and Regulations are those of the Diocese of Canterbury except for.....".

Rev Kite recognised that BPC was a civil parish and could have its own rules and regulations and fees but as he was responsible for six churches and it would be simpler and mistakes would be less likely to occur if all the graveyards worked to one set of rules.

The administrative fee paid to the Church was also discussed with Rev Kite suggesting a percentage of the burial fee to be paid to the Church. This to be reviewed at the Estates Committee.

The Clerk confirmed that there had been some problems in past years with the Church administering the burials, hence the 2016 reproduction of the agreed administrative procedure.

Rev Kite raised concern that the current Rules and Regulations gave the parish council, via the Clerk, power to take decisions that he felt were better, to ensure the integrity of the graveyard and burial area, decided by the Incumbent. The Clerk briefed Rev Kite on three issues that had taken place where the Church had said no to requests that either breached the Rules or Regulations on headstone colour or wording etc. but the family member was refusing to listen or wanted to complain. By passing the issue to the parish council, via the Clerk, it had been possible to defuse the situation and allow the person to reflect. When the situations had arisen the Clerk had checked with the Church the position it had taken and why.

The Clerk raised concern about the time it took to provide BPC with the paperwork and the parish council had never seen any paperwork relating to headstones or wording of headstones. The parish council was not informed when a burial had been booked and a recent notification of an interment had taken two months to reach the office and was an extremely poor copy. The Clerk stressed that she would be more than happy to advise the Church on what fee should be charged if they wanted to check and all they needed to do was ring the office.

Cllr Hollands asked whether it would be better for the parish council to just take back the administration of the burial ground. It was agreed to allow the Estates Committee to review the situation and then identify where there were outstanding issues or problems which might need further discussion with Rev Kite.

The Clerk was asked to supply Rev Kite with a copy of the burial ground map as he wanted to ensure the Church knew exactly where the consecrated area in the burial ground started.

General Data Protection Regulations. Clerk to liaise directly with Rev Kite concerning this.

Action.

- June Estates Committee meeting to include an item for review of the burial ground regulations and fees.
- Clerk to provide a briefing report for the agenda, Rev Kite to be provided with a draft so that he can include comments if he wished.
- Estates report to compare BPC rules and regulations against Diocese.
- Clerk to provide Rev Kite with an electronic copy of the ground plan of the burial ground.
- Clerk and Rev Kite to liaise over GDPR statement that would need to be included on interment forms and letters etc.

7.2 Burial Ground Regulations.

Clerk's briefing note.

Boxley Parish Council owns the burial ground but since its creation has worked in partnership with St Mary and All Saints Church. The Church currently, for a fee of £250 manage, the interments in the burial ground. The parish council has a legal right to create its own policies and procedures and hence a right to amend its burial ground regulations, however if exercising this right the parish

council must bear in mind that a large part of the burial area is consecrated ground so the Church of England's, in this case the Diocese of Canterbury, Churchyard Regulations 2014 should be reflected in the parish council's rules and regulations. Part of the burial ground is unconsecrated and the current rules and regulations cover this area.

As members will see from item 7.1 there are a number of issues that it is considered can easily be dealt with in the BPC regulations and with members instructions amended. Members of the Committee have received an enclosure comparing the two regulations with suggestions from the Clerk, this document can be supplied on request to non-members of the committee.

7.3 Burial Ground Fees and administrative payment to St Mary and All Saints Church.

For ease of reference Rev Kite request (taken from notes of meeting item 7.1) was "Rev Kite recognised that the parish council could set its own fees but he felt it would be easier if there was for parish council fees a simple calculation of a percentage increase on top of the parochial fee was agreed. He gave an example of 50%, so for a committal only the parochial fee was £331 but he would know for BPC it would be £496. The Parochial fees charge an extra £100 over the committal fee for people living outside the parochial church boundary".

BPC current fees are

2016 Boxley Parish Council Burial Ground Fees WEF 10 August 2016		
	Qualifying person living within civil parish boundary ¹	Qualifying person living outside of civil parish boundary ²
Burial of body	£350	£525
Burial of cremated remains	£150	£225
Erection of headstone	£150	£225
Child 12 years ³ and under.	nil	nil
Special circumstances		
An application can be made directly to the Parish Council or via the incumbent or their representative, for burial in the Parish Council Burial Ground if the deceased had been		
<ul style="list-style-type: none"> A Boxley Resident who had lived in the civil parish for more than 10 years but had recently been living outside the boundary for no more than five years due to e.g. ill-health will be considered for burial in the Parish Council Burial Ground. 		

¹ A Boxley Parish Resident living within the civil parish boundary at the time of death. Details of the civic boundary can be found on www.boxleyparishcouncil.org.uk or by contacting the parish office.

² Non-Boxley Parish Council residents will be considered for burial in the Parish Council Burial Ground if they had regularly attended services, including Greek Orthodox services, at St Mary and all Saints and St John's, Grove Green churches. Regular attendance was agreed as twice a month in the immediately preceding 10 years.

³ A child will be deemed to qualify for burial only if the parent/guardian qualifies under the above.

- A non-Boxley (civil) parish residents who had attended the church for the required 10 years but had ceased to attend, e.g. due to ill-health, in the last 5 years.

The Parish Clerk, after consultation with the incumbent or their representative, has delegated power to make the decision on any such applications.

7.4 Overall authority to make decisions in the burial ground.

For ease of reference Rev Kite concern (taken from notes of meeting item 7.1) was

Rev Kite raised concern that the current Rules and Regulations gave the parish council, via the Clerk, power to take decisions that he felt were better, to ensure the integrity of the graveyard and burial area, decided by the Incumbent. The Clerk briefed Rev Kite on three issues that had taken place where the Church had said no to requests that either breached the Rules or Regulations on headstone colour or wording etc. but the family member was refusing to listen or wanted to complain. By passing the issue to the parish council, via the Clerk, it had been possible to defuse the situation and allow the person to reflect. When the situations had arisen the Clerk had checked with the Church the position it had taken and why.

Clerk's comment. Ultimately the parish council is responsible for the burial ground and for some time now, as members are aware, the Clerk and Cllr Hollands have expressed concern that the records at the parish office are incomplete and despite requests for copies of all the documents these have not been received, the Clerk considers that this issue needs addressing.

Previous incumbents have authorised the few headstones within the burial ground that do not fully comply to the rules and regulations and there have been issues over plot allocation. Unfortunately, these issues only come to light after a burial takes place and the Clerk would welcome more communication before an internment takes place. With regards to whether the incumbent should have the sole right to decide on various issues is entirely up to members. If members choose this path then there should be a clear guidance about what happens if complaints are received at the parish office and what happens if the incumbent leaves.

7.5 Procedure for St Mary and All Saints Church to manage the burial ground for the parish council.

Clerk's briefing note. A procedure exists for the management and was refreshed in 2016/17. The original procedure was written by a previous Churchyard Coordinator and detailed the method of managing the internments. Depending on decisions taken by the Estates Committee this may need amending. Do members wish to review this procedure at committee or delegate power to someone to amend/review it?

Item 9. Assistant Clerks Report – INFORMATION.

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

	2018/19	2017/18
Casual	£2,901.67	(£2,114.52)
Regular	<u>£5,680.27</u>	<u>(£4,623.74)</u>
Total	£8,581.94	(£6,738.26)

9.2 **Account Balances –**

HSBC-Beechen Hall

Account Balances as per bank statement at 31 May 2018

Current Account	£32,587.83
*Investment account	£ 1,208.89
Rolling 95 day saver account	

* 55,000.00 became available on 4 June and will be used against the extension project

9.3 Income & Expenditure

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Boxley Parish Council

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Detailed Income & Expenditure by Budget Heading 01/06/2018

Month No: 2

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	(150)	1,250	1,400			(12.0%)
Burial Ground :- Income	<u>0</u>	<u>(150)</u>	<u>1,250</u>	<u>1,400</u>			<u>(12.0%)</u>
4045 Subscriptions	0	0	92	92		92	0.0%
4420 Admin Fee	0	0	250	250		250	0.0%
Burial Ground :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>342</u>	<u>342</u>	<u>0</u>	<u>342</u>	<u>0.0%</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>(150)</u>					
<u>230 Green Spaces</u>							
4210 Contingency Fund	0	0	1,000	1,000		1,000	0.0%
4400 Maintenance	32	64	2,000	1,936		1,936	3.2%
4450 Boxley Village Green	0	0	4,617	4,617		4,617	0.0%
4451 War Memorial	0	0	1,500	1,500		1,500	0.0%
4460 WDJ Orchard	0	0	1,015	1,015		1,015	0.0%
4465 Franklin Drive OS	0	0	1,000	1,000		1,000	0.0%
Green Spaces :- Indirect Expenditure	<u>32</u>	<u>64</u>	<u>11,132</u>	<u>11,068</u>	<u>0</u>	<u>11,068</u>	<u>0.6%</u>
Movement to/(from) Gen Reserve	<u>(32)</u>	<u>(64)</u>					
<u>240 Grounds Maintenance</u>							
4500 Grounds Maintenance Contract	0	0	8,364	8,364		8,364	0.0%
4505 Roundabout Maintenance	0	0	413	413		413	0.0%
Grounds Maintenance :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>8,777</u>	<u>8,777</u>	<u>0</u>	<u>8,777</u>	<u>0.0%</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
<u>250 Street Furniture</u>							
4550 Noticeboards	0	0	2,000	2,000		2,000	0.0%
Street Furniture :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
<u>260 Beechen Hall</u>							
1230 Hire Fees Casual	997	2,902	12,570	9,668			23.1%
1231 PL Insurance Income	12	36	180	144			20.0%
1235 Hire Fees Regular	2,965	5,680	26,600	20,920			21.4%
1250 Wages - AEC	40	40	400	360			10.0%
Beechen Hall :- Income	<u>4,015</u>	<u>8,658</u>	<u>39,750</u>	<u>31,092</u>			<u>21.8%</u>

Continued over page

Detailed Income & Expenditure by Budget Heading 01/06/2018

Month No: 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4001 Wages	1,288	2,428	19,954	17,526		17,526	12.2%
4005 PAYE	302	512	2,580	2,068		2,068	19.8%
4010 Pensions	26	22	644	622		622	3.4%
4020 Administration	3	43	206	163		163	21.0%
4021 Telecommunications & IT	28	28	332	304		304	8.3%
4025 Audit	0	(238)	612	850		850	(38.8%)
4035 Rates	146	291	1,555	1,264		1,264	18.7%
4040 Licences/Leases	0	204	1,072	868		868	19.0%
4105 Insurance	0	0	1,568	1,568		1,568	0.0%
4210 Contingency Fund	0	0	6,000	6,000		6,000	0.0%
4605 CCTV/Alarms Maintenance	0	0	1,752	1,752		1,752	0.0%
4610 Consumables	107	187	941	754		754	19.9%
4615 Electricity	148	303	2,638	2,335		2,335	11.5%
4620 Gas	93	268	1,418	1,150		1,150	18.9%
4625 Water	0	148	1,024	876		876	14.4%
4630 Electrical Safety	0	0	422	422		422	0.0%
4635 Fire Safety	0	0	100	100		100	0.0%
4640 Gas Maintenance	60	0	265	265		265	0.0%
4645 Ground Maintenance	0	0	528	528		528	0.0%
4650 Hall Maintenance	9	88	3,050	2,962		2,962	2.9%
4655 Hall Marketing	0	28	400	372		372	7.0%
4660 Refuse Collections	145	371	2,197	1,826		1,826	16.9%
4720 Car Park Lights	0	(707)	0	707		707	0.0%
Beechen Hall :- Indirect Expenditure	2,355	3,976	49,258	45,282	0	45,282	8.1%
Movement to/(from) Gen Reserve	1,660	4,682					
<u>270 Beechen Hall projects</u>							
4705 Internal Decoration	0	0	1,000	1,000		1,000	0.0%
4710 External Decoration	0	0	1,000	1,000		1,000	0.0%
4716 Extension Project	163	163	0	(163)		(163)	0.0%
4717 Height Barrier	0	0	2,000	2,000		2,000	0.0%
Beechen Hall projects :- Indirect Expenditure	163	163	4,000	3,837	0	3,837	4.1%
Movement to/(from) Gen Reserve	(163)	(163)					
<u>280 Allotments</u>							
1280 Allotment Income	0	0	1,072	1,072			0.0%
Allotments :- Income	0	0	1,072	1,072			0.0%
4020 Administration	0	0	15	15		15	0.0%
4105 Insurance	0	0	268	268		268	0.0%

Continued over page

Detailed Income & Expenditure by Budget Heading 01/06/2018

Month No: 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4400 Maintenance	0	0	2,940	2,940		2,940	0.0%
Allotments :- Indirect Expenditure	0	0	3,223	3,223	0	3,223	0.0%
Movement to/(from) Gen Reserve	0	0					
<hr/>							
Estates :- Income	4,015	8,508	42,072	33,564			20.2%
Expenditure	2,550	4,203	78,732	74,529	0	74,529	5.3%
Movement to/(from) Gen Reserve	1,465	4,305					
<hr/>							
Grand Totals:- Income	4,015	8,508	42,072	33,564			20.2%
Expenditure	2,550	4,203	78,732	74,529	0	74,529	5.3%
Net Income over Expenditure	1,465	4,305	(36,660)	(40,965)			
Movement to/(from) Gen Reserve	1,465	4,305					

9.4 Profit & Loss

01/06/2018

Boxley Parish Council

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Detailed Profit and Loss Account - By Cost Centre

Month 2 Date 01/06/2018

<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	997	2,902
1231	PL Insurance Income	12	36
1235	Hire Fees Regular	2,965	5,680
1250	Wages - AEC	40	40
	Total Sales/Income	4,015	8,658
<u>Account</u>	<u>Indirect/Overhead Expenditure</u>		
4001	Wages	1,288	2,428
4005	PAYE	302	512
4010	Pensions	26	22
4020	Administration	3	43
4021	Telecommunications & IT	28	28
4025	Audit	0	(238)
4035	Rates	146	291
4040	Licences/Leases	0	204
4610	Consumables	107	187
4615	Electricity	148	303
4620	Gas	93	268
4625	Water	0	148
4640	Gas Maintenance	60	0
4650	Hall Maintenance	9	88
4655	Hall Marketing	0	28
4660	Refuse Collections	145	371
4720	Car Park Lights	0	(707)
	Total Indirect/Overhead Expenditure	2,355	3,976
	Profit before Other Costs & Income	1,660	4,682
	% Profit before Other Costs & Income	41.35%	54.07%
COST CENTRE TOTALS			
	Total Income/Sales	4,015	8,658
	Total Expenditure/Costs	2,355	3,976
	Surplus of Income over Expenditure	1,660	4,682
	% Surplus to Income/Sales	41.35%	54.07%

Item 10. Beechen Hall Extension – PURPOSE OF ITEM FOR Information.

10.1 Formal notes from meetings 10 & 24 May 2018

Formal Notes of the Beechen Hall Extension Working Group (BEHWG) on Thursday 10 May 2018 at the Parish Office, Beechen Hall, Wildfell Close, Walderslade commencing at 10.30 am.

Councillors present: Vic Davies (Chairman), Ivor Davies, Lynn Clarke, together with David Tindall (DT), Pauline Bowdery (Clerk) and Melanie Fooks (Assistant Clerk).

Apologies: Paul Dengate, Bob Hinder, Pat Sullivan

1. Declaration of Interest or Lobbying

All Councillors present declared that none of the tender companies were known to them and David Tindall declared that only 2 companies were known to him on a professional level

2. Tenders Report

David Tindall provided members with a report analysing the tenders that had been returned. Prices from 6 companies ranged from £118,108.00 - £169,358.30 excluding VAT which with other costs would take the project over budget. The higher tender prices were also supported by an independent Cost Plan obtained by DT. Of the 6 tenders 2 companies had not visited the site. The Clerk as RFO was concerned that by not visiting the site these companies:

- Would not have seen what is required and have the chance to ask any questions
- Would not be aware of how the hall operates and that it would be partially open during construction

DT also expressed concerns. For those reasons the Clerk would seek guidance from the Parish Council about whether the 2 companies should be considered for the shortlist. A website investigation had also indicated that one of the companies mainly dealt in maintenance of buildings.

DT suggested that the 4 companies, which had visited the site, were contacted again to provide a more in-depth price specification, only one company having supplied this, and to provide a programme of works as there had been a varied time scale for the works from the companies. Various issues were raised which he will follow through. It was also identified that some negotiation on price might achieve a reduction in the cost.

DT was reminded of the need to discharge the condition on the planning application concerning the removal of trees.

The Clerk investigate whether the Parish Council or a committee could award the contract, she is to seek guidance on whether the Beechen Hall Extension Working Group (BHEWG) should be requested to make a recommendation Interviewing of company and look to obtain approval for an interview committee of the Chairman of the Parish Council, Estates and F&GPC.

The following timeline was agreed by members

Friday 18 May - Deadline for returned price specification and programme of works.

Monday 21 May F&GP Meeting request for a provision to release further funds if necessary.

Thursday 24 May BHEWG Meeting to shortlist companies for recommendation

3. Recommendation to go to PC Meeting 21 May

4. PWL Application

The clerk reported that further questions had been raised from the application which have been clarified and a decision is awaited as to whether the Parish Council is successful.

5. Electricity Meter

The assistant clerk advised members that UK Power Networks will be visiting the hall on Monday 14 May to advise if the meter can be moved and re sited internally. An estimate of cost will also be available at this visit.

6. Any Other Matters

There were none.

7. Date of Next Meeting.

May 2018 10.00am

24

Meeting closed at 11.30am

Notes of the Beechen Hall Extension Working Group (BEHWG) on Thursday 24 May 2018 at the Parish Office, Beechen Hall, Wildfell Close, Walderslade commencing at 10.00 am.

Councillors present: Vic Davies (Chairman), Ivor Davies, Lynn Clarke, Pat Sullivan together with David Tindall, Pauline Bowdery (Clerk) and Melanie Fooks (Assistant Clerk).

Apologies: Bob Hinder, Paul Dengate and Kaz Macklin

1. Declaration of Interest or Lobbying

Cllr Sullivan declared that he had no interest in any of the companies quoting for the project.

2. Project specifications and budget restriction

The parish council's recent decision not to allocate further budget meant that the maximum budget including VAT was £180,000 and there was a need to decide on what items should be dropped or amended to identify the necessary savings.

David Tindall had investigated the two preferred quotations and identified significant differences in costs and this is where savings might be possible. Questions needed to be asked about the differences in costs for:

- External wall
- Doors and fittings
- Roof structure
- Ceiling lining
- Windows
- External works
- WCs

If negotiations were undertaken it might be possible to bring the cost down by £20,800.

Build UK's finish date for the external works was 16 October and for internal works was 16 September. David Tindell was informed that there had to be entrance to the hall through the front doors no later than 21 September as there was a huge event at the hall on 29 September. **Action DT to approach them to see if they can reduce their external finish date.**

Waller's finish date was within the programmed date.

It was agreed to look at the specifications so that members could identify and agree where specifications or requirements could be amended to reduce expenditure.

Note. The following savings are NOT in addition to the potential savings identified above and are only approximations and subject to negotiations.

Possible savings

- Omit the raised floor in the committee room but install, in the concrete floor a central duct with a T section to access the duct system under the office.
Agreed Potential saving approx. £3,000
- Lay concrete floor in new lobby area.
Agreed Potential saving approx. £2,000
- Bike shelter. Take out of specification, use existing rack/donated racks from Cllr Sullivan.
Agreed Potential saving approx. £1,872
- Light bricks in sleepers. Remove from specification.
Agreed Potential saving approx. £1,000
- Burglar alarm and CCTV system. Current contractor Wizard to do.

Agreed Potential saving approx. £1,500

- Existing foyer doors. Remove from specification and repair current doors. The addition of new external door will reduce heat loss.

Agreed Potential saving approx. £1,500
Potential saving approx. £1,000

Saving on installation

- External works. Difference between the 2 contractors £6,000. **Action DT to ask contractors why and check that foundations are 2.5 metres.**
Remove impregnated and printed concrete pathway from the specification. Agreed to use existing slabs, also to be placed outside office window facing car park to allow bike racks to be installed.

Agreed Potential saving approx. £8,000

- Tree removal (no longer required if covered bike rack not going in)

Agreed Potential saving approx. £1,500

£21,372

Additional expenditure

- Cost of UK Power moving meter cable to new cupboard on kitchen wall. DT DT said quotations already contact cost for moving it towards car park so change in direction (north instead of west) will likely be the same cost. MF to liaise with DT.

- £2,665

£18,707

Other potential negotiated savings (on the big differences in costs which are part of the £20,800 shown above)

£8,000

Other issues

Preliminary site set up. DT to discuss specifics with contractor. **Action DT.**

WCs. DT to work with successful contractor to sensibly scale back on the specifications but it was agreed that there would not be much potential savings. **Action DT.**

Penalty clauses need to be agreed. DT to consult with the Cost Plan Company to get an idea of what could be put in place. **Action DT.**

Contingency. DT advised a minimum of £5,000 which is currently not included in the quotations. **Agreed the contract will need to be reduced to £140,000, plus contingency of £10,000.**

DT to approach the contractors to firm up cost and negotiate/amend the specifications. Negotiations on the finish times also required. DT to obtain responses for Wed 30 May 2018 to enable them to be forwarded onto BHEWG. **Action DT.**

3. Date of Next Meeting.

Monday 4 June 10.00 am Beechen Hall.

Meeting closed at 11.30 am.

10.2 Extension & Toilet Refurbishment Update – A meeting is being held on Monday 4th June between David Tindall, Project Manager and BHEWG to consider revised quotations and to make a recommendation to the PC which BHEWG company to proceed with for the project.

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

12.2 Hall Hire Cancellation fees and deadlines.

The following policy is included on the Casual Hire Booking form members asked for this to be placed on the June agenda to review whether the deadlines are sufficient.

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 (50% of hire fee)

Administration Fee of £25.00

Beechen Hall management reserves the right to cancel this hiring by written notice to the Hirer in the event that the premises and/or car park are:

- a) In use as a Local Emergency Centre because of e.g. a local disaster
 - b) Required for use as a Polling Station for a Parliamentary or Local Government election, bye-election or referendum
 - c) Unfit for the use intended by the Hirer
- Or if:

d) The Beechen Hall management reasonably considers, in the light of information received after acceptance of the booking, that (i) such hiring may lead to a breach of licensing conditions or other legal or statutory requirement, or (ii) activities deemed to be unlawful or unsuitable may take place at the premises as a result of the hiring

In the case of (a), (b) and (c) above, the Hirer shall be entitled to a refund of any deposit already paid. In the case of (d), the deposit will not normally be refunded. Failure to pay all fees four weeks before the event will result in the event being cancelled due to a breach of contract by the hirer. In no instance shall Beechen Hall be liable to the Hirer or any other person or body for any consequential direct or indirect loss or damages whatsoever resulting from the cancellation.

12.3 Beechen Hall. Late arrivals, departures and early opening policy

12.3.1 Beechen Hall Late Departure.

Hirers that depart the hall late will be charged double rate for every half hour.

Late Departure

The hall is located in a residential area and hirers are reminded that late departure from the premises including the car park will be considered as a breach of contract. Therefore, departure after the specified end of hire time will be charged at double rate per half hour period. This will result in a charge of up to **£36.60** per half hour.

12.3.2 Beechen Hall late arrival of casual hirers.

The Duty Caretaker will only wait for 15 minutes after the commencement of the hire, unless otherwise agreed in advance. Contact details will be displayed at the hall.

12.3.3 Beechen Hall early opening of hall.

If the Duty Caretaker agrees then the hall will be opened earlier. This will result one hour's enhanced pay for the Duty Caretaker to be charged per hour.

12.4 Village Hall Grant Policy

Estates Committee - Village/Community Hall Grants Procedure/Policy

In order to work prudently, obtain 'best value' and to be a responsible grant provider Boxley Parish Council's Estates Committee is setting a standard for considering and awarding grants to Village/Community Halls. Whilst the Parish Council wishes to continue to actively support the Village/Community Halls within the Parish it feels that it is essential to require applicants to meet a minimum standard covering project planning and supply of information. By undertaking this work the Parish Council can plan with Village/Community Halls adequate funding in advance of the project being committed to.

Policy

A grant is any payment or gift made by the Council to an organisation for a specific purpose. The law requires that Section 137 grants must be "in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it" and "the direct benefit should be commensurate with expenditure." Similar considerations will apply when considering applications for other grants.

Boxley Parish Council policy is that

- Grants for maintenance will only be considered in exceptional circumstances as it considers that the day to day maintenance of the hall should be covered by the hire fees or fund raising.
- Village/Community Hall Management Committees will be required to show, for large scale projects costing over £3,000 that it is applying for funding from other sources; has undertaken fund raising events or has been saving towards the project. The Parish Council will be happy to assist the Committee to identify other funding sources.
- The Parish Council would normally only award up to 80% of the cost for essential repairs or renewals (e.g. windows, fire doors etc).
- For projects costing £3,000 - £10,000 the Parish Council would require the Management Committee to obtain 3 written quotations and for projects costing over £10,000, 5 written quotations should be obtained. The Parish Council reserves the right to request proof of the tender process.
- VH Management Committees will be required to liaise closely with the Parish Office so where possible the Parish Council can order the work and gift it to the Village Hall which will enable VAT to be reclaimed. This will increase the value of the grant given to the hall by the rate of VAT.
- Unless a schedule of payments has been agreed in advance by the Parish Council funds will only be released on completion of the work
- It would be advantageous to notify the Council if the VH Committee has undertaken any other projects in the recent past where funding has not been received from BPC.

The Parish Council recognises that most halls are run by volunteers and will be happy to assist/advise VHMCs on how to meet these standards.

At the Estates Committee meeting in October or December the Committee will consider individual grant requests from Village/Community Hall Management Committees for specific projects in the following financial year so that provision can be made in the budget recommendation to the Parish Council.

An additional budget will also be identified from which other grant requests will be allocated in the current financial year. A maximum award of £500 for such unplanned applications will be considered. Once the additional budget is exhausted only emergency requests for assistance,

and generally only from organisations where the Parish Council has Custodial Trustee status, will be considered.

All organisations requesting assistance will be required to complete an application form which will include notification of the Parish Council's Equal Opportunities Policy. Village/Community Hall Management Committees will have to sign that it agrees with the policy or submit details of their own policy. Management Committees should also agree to representatives of the

Application Procedure

Organisations requesting financial assistance will be requested to submit:

- A completed application form.
- Copies of their last year end accounts.
- Copy of current hire fees with an explanation of any unusual agreements where a group pays less than normal.
- Details of any restrictions placed on who can hire the hall.

A grant request, once received in writing, will be considered at the next meeting of the Estates Committee and the Estates Committee reserve the right to inspect the required work before a grant is agreed.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

Successful Applications

Organisations receiving grants are required to advise their users/members that the grant or equipment had been received from Boxley Parish Council.

Where equipment is gifted to an organisation, the parish council requires that it be insured and maintained at the expense of the user.

GrantVH01. Amended 14/6/17