



**BOXLEY PARISH COUNCIL**  
[www.boxleyparishcouncil.org.uk](http://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 17 April 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 13 February 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 3078/4.8 North Wall – Boxley Green - No further update has been received and will be returned to the agenda for the June meeting.  
4.2 Minute 3060/11.2 South Wall – Repairs to final part of the wall will be carried out towards the end of May 2018.  
4.3 Minute 3079/12.5 Provision of Playgrounds within the Parish – This will be deferred to a later meeting as time permits.

5. **Dove Hill Allotments** (7.40)  
5.1 Cllr Bob Hinder's Allotment Report. A verbal report will be given at the meeting.  
5.2 Pest Purge report. Report see (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 (pages 3-4) and enclosure.  
6.2 Request to place a commonwealth Grave sign at St Mary & All Saints Church. See report (page 4).

7. **Matters for Information** (7.55)  
None at the time of compiling the agenda.

Ten minute comfort break (if wanted).

8. **Assistant Clerk's Report** (7.56)  
8.1 To receive hire fees income, see report (page 4).  
8.2 Account balances see report (page 5).  
8.3 Income and Expenditure see report (pages 6-8).  
8.4 Profit and Loss see (page 9)  
8.5 Accident Report. None at time of compiling agenda.

9. **Beechen Hall Extension** (8.10)  
 9.1 Update and Minutes from BHWEG Meetings 13 and 29 March 2018 will be available on supplement agenda.
10. **PA System – Beechen Hall** – It is anticipated that an update will be available in time for the meeting. (8.30)
11. **Policies and Procedures** (8.45)  
 11.1 Business Continuity Plan – Deferred to June meeting.  
 11.2 Hall bookings and cancellations. See report on (page 9).  
 11.3 Damage and cleaning deposit. See report on (page 9).  
 11.4 Staff pay rise and any need to amend hours. The national living wage has risen 4.4% to £7.50 from 1 April 2018. The hall staff will benefit from the 5% buffer zone as agreed in the budget.  
 11.5 Terms of Reference (pages 9-11)
12. **Matters for Decision** (8.55)  
 None at the time of compiling the agenda.
13. **Date of Next Meeting.** (9.00)  
 Tuesday 12 June 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 1 June 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.
14. **Caretaker Contracts and Working Conditions** – see confidential enclosure (9.05)  
 14.1 Update on current situation  
 14.2 Caretaker Weekend On-call payment

Pauline Bowdery  
 Clerk to the Council

Date 11 April 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.

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  
17 April 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 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 – Information and Review**

**5.2 Pest Purge Report**

Dove Hill Allotments – Pest Activity Report  
Period Feb 2018-Mar 2018

**Rats:**

No rats were seen during an evening shooting session on 15-03-18.

All the bait stations contain rodenticide; the bait is being consumed by rats presently. Once control is established we will be able to switch over to monitoring the rodents with non-toxic monitoring bait through the summer months. Please advise any unusual rodent activity.

**Rabbits:**

None were seen inside the allotments. Please advise if any are reported inside, people I have spoken with have not reported any sightings.

**Fencing:**

Following close scrutiny of the fence, two breaches were repaired. Even though there are rabbits in the adjoining paddock and in the woodland behind, there are no breaches to the fence. Nothing has burrowed under the main fence. This is due to the constant checking of the fenceline and regular shooting sessions to maintain control of the rabbits.

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 Information has been received on Fred Travers Dennis died 17 January 1941 whilst on board the SS Almeda Star as a pantryman when it was torpedoed. He is remembered on the Tower Hill Memorial Part IV (Commonwealth War Graves) 36089 casualties are remembered on this memorial. His Grandfather William Henry Dennis of Weaving Manor and Vinters Farm died 7 December 1941 and his mother Jane Alexander Dennis (Spinster) of Weaving Manor dies 20 May 1975. His uncle Tom Dennis is on the memorial the Clerk recommends that his name is added to the memorial. Accompanying this information were the names of volunteers who died during or because of WW1 and these men are not included on the memorial. A decision is sought as to whether the names on the separate enclosure should be added. It is strongly believed the spare side right hand panel would be ideal because to try to squeeze them at the bottom under the other names might be physically impossible for a stone carver

as we are probably having to look at them being carved on site. Members are advised they might wish to revisit the memorial prior to the meeting to consider the layout and decide

where they feel the names should be put, there is going to be a relevant set of dates if it goes on the side panel.

6.2 Request to place a commonwealth Grave sign at St Mary & All Saints Church. At April's meeting members consented to a ground mounted sign as it was reported the wall may not be able to withstand the fixings for a wall mounted one. The Church warden has responded to the office with regards to the sign stating they will be placing it on the wall to the left hand side of the memorial and it will look like the one the left. This is being organised between the church and CWGC at no cost to the Church. The photo below shows the location of the sign.



**Item 8. Assistant Clerks Report – INFORMATION.**

8.1 **Hire Fees** - To receive Hall Hire Fees for Feb/Mar with a comparison at the same point in the previous year.

	<b>2017/18</b>	<b>2016/17</b>
Casual	£3,165.70	(£3,208.10)
Regular	<u>£4,837.72</u>	<u>(£4,535.28)</u>
Total	£8,003.42	(£7,743.38)

Accumulative Year on Year figures:

	<b>2017/18</b>	<b>2016/17</b>
Casual	£16,933.79	(£18,241.27)
Regular	<u>£28,686.85</u>	<u>(£31,905.24)</u>
Total	£45,620.64	(£50,146.51)

8.2 **Account Balances –**

<b>HSBC-Beechen Hall</b>	
<b>Account Balances as per bank statement at 31 March. 2018</b>	
Current Account	<b>£25,268.41</b>
*Investment account	<b>£56,208.89</b>
Rolling 95 day saver account	

\* £55,000.00 becomes available on 4 June

## 8.3 Income & Expenditure

11/04/2018

Boxley Parish Council

Page 1

10:33

Detailed Income & Expenditure by Budget Heading 11/04/2018

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Estates</b>							
<u>220 Burial Ground</u>							
1200 Burials	596	525	1,250	725			42.0%
Burial Ground :- Income	<b>596</b>	<b>525</b>	<b>1,250</b>	<b>725</b>			<b>42.0%</b>
4045 Subscriptions	90	90	92	2	2	2	97.8%
4420 Admin Fee	250	250	250	0	0	0	100.0%
Burial Ground :- Indirect Expenditure	<b>340</b>	<b>340</b>	<b>342</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>99.4%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>256</b>	<b>185</b>					
<u>230 Green Spaces</u>							
4210 Contingency Fund	0	0	2,000	2,000		2,000	0.0%
4400 Maintenance	2,270	1,356	2,500	1,144		1,144	54.2%
4450 Boxley Village Green	8,682	0	500	500		500	0.0%
4460 WDJ Orchard	1,334	179	500	321		321	35.8%
Green Spaces :- Indirect Expenditure	<b>12,285</b>	<b>1,535</b>	<b>5,500</b>	<b>3,965</b>	<b>0</b>	<b>3,965</b>	<b>27.9%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(12,285)</b>	<b>(1,535)</b>					
<u>240 Grounds Maintenance</u>							
4500 Grounds Maintenance Contract	6,273	6,348	7,967	1,619		1,619	79.7%
4505 Roundabout Maintenance	0	(26)	306	332		332	(8.3%)
Grounds Maintenance :- Indirect Expenditure	<b>6,273</b>	<b>6,322</b>	<b>8,273</b>	<b>1,951</b>	<b>0</b>	<b>1,951</b>	<b>76.4%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(6,273)</b>	<b>(6,322)</b>					
<u>250 Street Furniture</u>							
4550 Noticeboards	0	(94)	0	94		94	0.0%
4560 Village Signs	0	0	200	200		200	0.0%
Street Furniture :- Indirect Expenditure	<b>0</b>	<b>(94)</b>	<b>200</b>	<b>294</b>	<b>0</b>	<b>294</b>	<b>(47.0%)</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>94</b>					
<u>260 Beechen Hall</u>							
1091 Interest Received	0	0	402	402			0.0%
1230 Hire Fees Casual	18,241	16,934	16,200	(734)			104.5%
1231 PL Insurance Income	202	188	222	34			84.7%
1235 Hire Fees Regular	31,905	28,687	30,000	1,313			95.6%
1250 Wages - AEC	261	330	400	70			82.5%
Beechen Hall :- Income	<b>50,609</b>	<b>46,139</b>	<b>47,224</b>	<b>1,085</b>			<b>97.7%</b>

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 11/04/2018

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4001 Wages	18,406	18,871	19,235	364		364	98.1%
4005 PAYE	2,587	2,786	2,306	(480)		(480)	120.8%
4010 Pensions	262	291	452	161		161	64.3%
4020 Administration	354	210	200	(10)		(10)	105.2%
4025 Audit	325	25	400	375		375	6.3%
4035 Rates	3,817	1,414	3,930	2,516		2,516	36.0%
4040 Licences/Leases	612	614	409	(205)		(205)	150.1%
4105 Insurance	1,130	1,016	1,215	199		199	83.6%
4210 Contingency Fund	1,939	0	6,000	6,000		6,000	0.0%
4605 CCTV/Alarms Maintenance	941	941	970	29		29	97.0%
4610 Consumables	822	994	914	(80)		(80)	108.7%
4615 Electricity	1,881	1,758	2,080	322		322	84.5%
4620 Gas	1,512	1,269	1,130	(139)		(139)	112.3%
4625 Water	916	692	825	133		133	83.9%
4630 Electrical Safety	400	410	410	0		0	100.0%
4635 Fire Safety	88	80	80	0		0	100.0%
4640 Gas Maintenance	140	0	257	257		257	0.0%
4645 Ground Maintenance	192	(52)	500	552		552	(10.4%)
4650 Hall Maintenance	2,308	1,549	2,500	951		951	62.0%
4655 Hall Marketing	46	25	200	175		175	12.5%
4656 Hire fee refund	121	0	0	0		0	0.0%
4660 Refuse Collections	1,628	2,079	2,039	(40)		(40)	102.0%
4720 Car Park Lights	2,595	(707)	0	707		707	0.0%
<b>Beechen Hall :- Indirect Expenditure</b>	<b>43,020</b>	<b>34,265</b>	<b>46,052</b>	<b>11,787</b>	<b>0</b>	<b>11,787</b>	<b>74.4%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>7,588</b>	<b>11,873</b>					
<b>270 Beechen Hall projects</b>							
4550 Noticeboards	0	0	300	300		300	0.0%
4705 Internal Decoration	205	0	500	500		500	0.0%
4710 External Decoration	0	0	500	500		500	0.0%
4715 Floor	0	4,040	15,000	10,960		10,960	26.9%
4716 Extension Project	0	9,888	25,000	15,112		15,112	39.6%
4717 Height Barrier	0	0	2,000	2,000		2,000	0.0%
4718 Toilet Refurbishment	0	0	25,000	25,000		25,000	0.0%
<b>Beechen Hall projects :- Indirect Expenditure</b>	<b>205</b>	<b>13,928</b>	<b>68,300</b>	<b>54,372</b>	<b>0</b>	<b>54,372</b>	<b>20.4%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(205)</b>	<b>(13,928)</b>					
<b>280 Allotments</b>							
1280 Allotment Income	985	992	960	(32)			103.3%
<b>Allotments :- Income</b>	<b>985</b>	<b>992</b>	<b>960</b>	<b>(32)</b>			<b>103.3%</b>

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## Detailed Income &amp; Expenditure by Budget Heading 11/04/2018

Month No: 12

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4020 Administration	67	7	30	23		23	22.4%
4105 Insurance	243	255	255	0		0	99.8%
4400 Maintenance	1,513	1,299	2,300	1,001		1,001	56.5%
Allotments :- Indirect Expenditure	<u>1,822</u>	<u>1,561</u>	<u>2,585</u>	<u>1,024</u>	<u>0</u>	<u>1,024</u>	<u>60.4%</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(837)</u>	<u>(569)</u>					
Estates :- Income	<u>52,189</u>	<u>47,656</u>	<u>49,434</u>	<u>1,778</u>			<u>96.4%</u>
Expenditure	<u>63,946</u>	<u>57,857</u>	<u>131,252</u>	<u>73,395</u>	<u>0</u>	<u>73,395</u>	<u>44.1%</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(11,757)</u>	<u>(10,201)</u>					
Grand Totals:- Income	<u>52,189</u>	<u>47,656</u>	<u>49,434</u>	<u>1,778</u>			<u>96.4%</u>
Expenditure	<u>63,946</u>	<u>57,857</u>	<u>131,252</u>	<u>73,395</u>	<u>0</u>	<u>73,395</u>	<u>44.1%</u>
<b>Net Income over Expenditure</b>	<u>(11,757)</u>	<u>(10,201)</u>	<u>(81,818)</u>	<u>(71,617)</u>			
<b>Movement to/(from) Gen Reserve</b>	<u>(11,757)</u>	<u>(10,201)</u>					

## 8.4 Profit & Loss

11/04/2018

Boxley Parish Council

Page 1

10:34

**Detailed Profit and Loss Account - By Cost Centre**

**Month 12 Date 11/04/2018**

<u>Centre</u>	<u>Description</u>	<u>Month Actual</u>	<u>YTD Actual</u>
<b>260</b>	<b>Beechen Hall</b>		
<u>Account</u>	<u>Sales/Income</u>		
1230	Hire Fees Casual	2,183	16,934
1231	PL Insurance Income	22	188
1235	Hire Fees Regular	3,457	28,687
1250	Wages - AEC	40	330
	<b>Total Sales/Income</b>	<b>5,703</b>	<b>46,139</b>
<u>Account</u>	<u>Indirect/Overhead Expenditure</u>		
4001	Wages	1,386	18,871
4005	PAYE	510	2,786
4010	Pensions	47	291
4020	Administration	6	210
4025	Audit	0	25
4035	Rates	0	1,414
4040	Licences/Leases	0	614
4105	Insurance	0	1,016
4605	CCTV/Alarms Maintenance	0	941
4610	Consumables	9	994
4615	Electricity	155	1,758
4620	Gas	207	1,269
4625	Water	0	692
4630	Electrical Safety	0	410
4635	Fire Safety	0	80
4645	Ground Maintenance	(52)	(52)
4650	Hall Maintenance	112	1,549
4655	Hall Marketing	0	25
4660	Refuse Collections	119	2,079
4720	Car Park Lights	0	(707)
	<b>Total Indirect/Overhead Expenditure</b>	<b>2,497</b>	<b>34,265</b>
	<b>Profit before Other Costs &amp; Income</b>	<b>3,205</b>	<b>11,873</b>
	<b>% Profit before Other Costs &amp; Income</b>	<b>56.20%</b>	<b>25.73%</b>

### COST CENTRE TOTALS

Total Income/Sales	<b>5,703</b>	<b>46,139</b>
Total Expenditure/Costs	<b>2,497</b>	<b>34,265</b>
Surplus of Income over Expenditure	<b>3,205</b>	<b>11,873</b>
% Surplus to Income/Sales	<b>56.20%</b>	<b>25.73%</b>

**Item 11. Policies and Procedures – PURPOSE OF ITEM FOR Review.**

11.2 Hall bookings and cancellations. This policy has been reviewed is still fit for purpose. There has been a total of eight cancellations in the year 2017/18, resulting in two cancellations before the 6-month deadline where almost all of the deposit was repaid bar a £25.00 admin charge. Of the other six, the initial 50% deposit was retained on five and the full hire amount on the remaining one. The total fees retained totalled £810.85.

11.3 Damage Waiver Deposit and Cleaning Deposit. There has been no damage to the hall through any of the hires and this policy has been altered slightly and is shown in grey.

**Damage Waiver Deposit**

A refundable deposit of £150.00 will be charged of which part or all may be retained to pay for damages, breakages, missing items or recovery of expenses to obtain Police assistance to preserve order at or after functions.

However, a few hirers have had to pay additional fees for cleaning. The hall used to offer an after event clean service which was chargeable by the hour and was at the discretion of the duty caretaker as to how long it would take but would not be more than 3 hours. Two of the then 3 caretakers refused to carry out this service because of the impact it had on their duties. Therefore, the office after consulting the Chair of Estates has suspended this service and introduced an additional cleaning deposit of £100.00 and is trialling this on all adult and all-day hires to begin with as these seem to be where the problems occur. The following is the suggested wording for the cleaning deposit

**Cleaning Deposit**

A refundable deposit of £100.00 will be charged of which part or all may be retained to pay for any additional cleaning if the hall has not been returned to its original state at the start of the hire. Any attempt to do this after the hire time will be in breach of the hire contract and be declined by the caretaker. The hirer will be required to sign a form to confirm this and photos will be taken as evidence should there be any dispute. Unlike the damage deposit which is paid by cheque, the cleaning deposit must be paid either as cash or bank transfer and should be paid no later than 2 weeks prior to your hirer.

11.5 Estates Committee – Terms of Reference.

**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 and Burial Grounds.
  - 1.1 The assessment, provision, maintenance, improvements and management of Parish Council owned parks, playgrounds, open spaces, 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.
  - 1.4 To undertake the recruitment and appointment of a litter picker for Weaving Diamond Jubilee Orchard.

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 I 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 and determine salaries and hours of 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 BPC's 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 ten 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