



**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 Daniela Baylis    **Assistant Clerk** Mrs Melanie Fooks

## **A G E N D A**

**To All Members of the Council, Press and Public**

There will be a telephone conference meeting of the **Estates Committee** on **Monday 27 April 2020** commencing at 7.30 pm when it is proposed to transact the following business:

- 1. Apologies and absence** (7.31)  
To receive apologies for absence.
- 2. 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.
- 3. Minutes of Previous Meeting 10 February 2020** (7.32)  
To consider the minutes of the meeting and if in order to sign as a true record see (pages 3-5).

**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 3272/4.1 New Rateable Value for Beechen Hall This has been challenged and there is currently no change to the rateable value. The 20/21 rates bill has been received and the first payment debited from the bank account.
- 4.2 Minute 3272/4.2 Franklin Drive Open Space. Due to current Covid19 conditions the installation of the equipment has been put on hold.

**5. Dove Hill Allotments** (7.36)

- 5.1 Allotment Report. (See page 6)
- 5.2 Pest Purge Report see (page 6).

**6. Matters for Information**

Due to the current Covid 19 Pandemic both Franklin Drive and WDJO play areas are closed for public use.

**7. Assistant Clerk's Report** (7.55)

- 7.1 To receive hire fees income. See report (page 7-8).
- 7.2 Profit & Loss Report. See report (pages 8-10)
- 7.3 Account balances. See report (page 11).
- 7.4 Income and Expenditure. See report (pages 12-14).
- 7.5 Accident Report. None at time of compiling agenda.

**8. Beechen Hall Extension** (8.20)

- 8.1 Acoustic ceiling tiles update. On hold due to Covid19.

**9. Beechen Hall Card Payments for Hiring the Hall**

This has been put on hold due to the hall being closed.

**10. Parish Office Reconfiguration**

This has now been completed.

- 11. Damaged Gate to North of Boxley Church** The cost of a new gate has been received – see report on (page 14).

**12. Policies and Procedures**

(8.30)

- 12.1 Business Continuity Plan – Updated with Caretaker Details Feb 20. See separate enclosure.
- 12.2 Test out Business Continuity Plan - The Parish Office has had to test out the Continuity Plan due to the Covid 19 pandemic. Therefore the Clerk has included some additions and amendments for consideration. See Business Continuity Plan.
- 12.3 Hall Bookings, Cancellations, and Damage/Cleaning deposits – Assistant Clerk is currently reviewing these for the new website. With the permission of members these will be circulated via email for comments.
- 12.4 Staff Pay rises and any need to amend hours. See confidential enclosure.
- 12.5 Discount Policy – Reviewed and fit for purpose.
- 12.6 Provision of playgrounds by the parish council. Deferred for further investigation.
- 12.7 Burial Ground Review of Regulations. Deferred. The Clerk is amending these for consideration by the working group.

**13. Matters for Decision**

None at time of compiling agenda

**14. Caretaker Update**

(8.40)

See confidential enclosure.

**15. Date of Next Meeting.**

(8.50)

Monday 15 June 2020 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 5 June 2020.

*Daniela Baylis*

Daniela Baylis  
Clerk to the Council

Date 21 April 2020

**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.

**Items to be returned to Agenda at a later date.** Minute 3107/4.1 North Wall Boxley Village Green.