**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 15 June 2020** commencing at 7.30 pm when it is proposed to transact the following business. Due to the current situation this will be a remote meeting and anyone wishing to ‘attend’ needs to contact the Parish Office for information on how to join the call.

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| **1.** | **Apologies and Non-Attendance**To receive apologies for absence. | (7.30) |
| **2.** | **Declaration of Interest or Lobbying**Members are required to declare any interests, requests for dispensation, lobbying or changes to the Register of Interests. | (7.31) |
| **3.** | **Minutes of Previous Meeting 27 April 2020**To consider the minutes of the meeting and if in order to sign as a true record see (pages 3-5). | (7.32) |
| **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 3354/4.2 Franklin Drive Open Space. Installation of equipment has been scheduled for end of June. Due to the current Covid19 Pandemic both Franklin Drive and WDJO play areas remain closed for public use.  |  |
| 4.2 | Minute 3354/4.3 Plaque and Ceremony for Alan’s Tree. On hold until normal meetings can be held. |  |
| **5.** | **Dove Hill Allotments** | (7.36) |
| 5.1 | Allotment Report. See (page 5) |  |
| 5.2 | Request for an additional water trough. See (page 5) |  |
| 5.3 | Repairs to Entrance Road. See (page 5) |  |
| 5.4 | Pest Purge Report. See (page 6). |  |
| 5.5 | Dove Hill Allotments Rent Review. See (page 6-7). |  |
| 5.6 | Dove Hill Allotments Rules & Regulations (See separate enclosure). |  |
| 5.7 | Dove Hill Allotments Starter Pack (New) (See separate enclosure). |  |
| **6.** | **Matter for Information** |  |
| 6.1 | **Play Inspections – WDJO & Franklin Drive**These have been scheduled for July and the inspection reports will be returned to the August meeting. |  |
| **7.** | **Assistant Clerk’s Report for Beechen Hall** | (8.00) |
| 7.1 | To receive hire fees income. See report (page 7-9). |  |
| 7.2 | Account balances. See report (page 9). |  |
| 7.3 | Profit & Loss Report. See report (pages 10-11) |  |
| 7.4 | Income and Expenditure. See report (pages 12-14). |  |
| 7.5 | Reopening of Beechen Hall See report (pages 14-15). |  |
| 7.6 | Legionella Testing and Risk Management. See report (pages 15-17). |  |
| 7.7 | Loss of Regular Hirers – The office has received notification that Tumble Tots will not be returning to Beechen Hall once it is open again. Sadly, they have become a casualty of the current situation. Tumble Tots have been a regular hirer at the hall for at least 12 years. |  |
| 7.8 | Accident Report. None at time of compiling agenda. |  |
| **8.** | **Beechen Hall Acoustic Treatment to Acorn Room** | (8.30) |
| 8.1 | Acoustic ceiling tiles update. On hold due to Covid19. |  |
| **9**. | **Landscaping at Beechen Hall** | (8.36) |
| 9.1 | See report (pages 15-16). |  |
| **10**. | **Policies and Procedures** | (8.45) |
| 10.1 | Village Hall Grant Policy & Application Form – annual review See (pages 19-20). |  |
| 10.2 | Review training needs. Covid19 for all employees/Councillors and Legionella for Clerk/Assistant Clerk See (pages 18-19) |  |
| 10.3 | Clerk’s Delegated Powers – Beechen Hall and Dove Hill Allotments. See (pages 21-22). |  |
| 10.4 | Hire Discount for Charity Fundraising Events at Beechen Hall. See (page 22) |  |
| 10.5 | New Beechen Hall Risk Assessment – See separate enclosure. |  |
| 10.6 | Hall Bookings, Cancellations, and Damage/Cleaning deposits – The Assistant Clerk is continuing to review these for the new website.  |  |
| 10.7 | Provision of playgrounds by the parish council. Deferred for further investigation. |  |
| 10.8 | Burial Ground Review of Regulations. Deferred. The Clerk is amending these for consideration by the working group. |  |
| **11**. | **Matters for Decision** |  |
|  | (None at the time of compiling agenda)In view of the confidential nature (personal details and data) on the following item to be transacted, it is advisable that the public and press are excluded from the meeting for the duration of or part of the item. |  |
| **12.** | **Caretaking Update** | (9.00) |
|  | A verbal report will be given at meeting. |  |
| **13**. | **Date of Next Meeting** |  |
|  | Monday 17 August 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 7 August 2020. |  |

**Daniela Baylis**

Daniela Baylis

Clerk to the Council Date 8 June 2020