



Beechen Hall, Wildfell Close, Walderslade,  
Chatham, Kent. ME5 9RU

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**Clerk:** Mrs Daniela Baylis

**Assistant Clerk Finance:** Lissi Watt

**Assistant Clerk Hall:** Jane Denham

## 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 **Monday 19<sup>th</sup> December 2022** at Beechen Hall, Wildfell Close Chatham ME5 9RU commencing at **7.30 pm** when it is proposed to transact the following business:

- 1. Apologies and Non-Attendance**  
To consider if apologies are acceptable.
- 2. Declaration of Interest or Lobbying**  
Members are required to declare any interests, requests for dispensation, lobbying or changes to the Register of Interests.
- 3. Minutes of Previous Meeting**  
To consider the minutes of the meeting and if in order to sign as a true record. Page (3).  
  
***Adjourn the meeting to allow the public or press to comment.***
- 4. Matters Arising from Previous Minutes**  
Any other matters arising from the minutes of the previous meeting.
- 5. Actions From Previous Minutes.** Page (7).
- 6. Beechen Hall**
  - 6.1 Income & Expenditure Basic Overview. Page (8).
  - 6.2 Account balances. Page (8).
  - 6.3 Accident Report – None at the time of compiling the agenda. Page (9)
  - 6.4 Audio for Acorn Room. Page (9).
  - 6.5 Soffits. Page (9).
  - 6.6 Hirer Refund Request. Page (9).
- 7. Matters for Information**  
Scribe Bookings & Accounts. Page (9).
- 8. Dove Hill Allotments**
  - 8.1 Allotment Report. Page (9).
  - 8.2 Pest Purge Report. Page (9).
  - 8.3 Allotment Income & Expenditure Basic Overview. Page (10).
  - 8.4 Allotment Gate. Page (10).
  - 8.5 Allotment Shed. Page (10).
- 9. Parish Managed Play Areas/Open Spaces**
  - 9.1 Impton Lane Open Space. Page (10).

- 9.2 Franklin Drive Play Area. Page (11).
- 9.3 Weaving Diamond Jubilee Orchard. Page (12).
- 10.4 Other Parish Areas. Page (12).

**10. Policies and Procedures for Review**

- 10.1 Hall Hire Conditions. Page (12).
- 10.2 Hall Hire Fees. Page (20).
- 10.3 Late arrival, departure and early opening for casual hirers. Page (21).
- 10.4 Christmas closedown period of hall for following year. Page (21).
- 10.5 Lost Property Procedure and Disposal. Page (21).

**11. Boxley Churchyard**

Clerk's Update. Page (21).

**12. Matters for Decision.** Page (21).

**13. Date of Next Meeting**

Monday 13th February 2023 commencing at 7.30 pm at Beechen Hall. Items for the agenda must be with the parish office no later than 1<sup>st</sup> February 2023.

*Daniela Baylis*

Daniela Baylis  
Clerk to the Council

Date 09 December 2022

**Items to be returned to Agenda at a later date.** Minute 3107/4.1 North Wall Boxley Village Green.  
Minute 3441/4.2 Acoustic Ceiling Tiles Acorn Room. Minute 3517/4.2 Refuse & Recycling Beechen Hall  
– Review 2022.