



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 20 June 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 April 2022

To consider the minutes of the meeting and if in order to sign as a true record see Page (3-6).

To adjourn the meeting to allow the public or press to comment

4. Matters Arising from Previous Minutes

4.4 Any other matters arising from the minutes.

5. Assistant Clerk's Report for Beechen Hall

5.1 To receive hire fees income. Page (6).

5.2 Account balances. Page (6).

5.3 Accident Report – None at the time of compiling the agenda.

5.4 Compliance List. Page (6).

5.5 Audio for Acorn Room. Page (9).

5.6 Legionella Contract. Page (9).

5.7 Banking. Page (9).

5.8 Equipment List for Hirers. Page (9).

5.9 Social Media Marketing. Page (9).

5.10 Noise Inhibitor. Page (9).

5.11 Hall Floor Page. (9).

5.12 New Beechen Hall Logo. Page (9).

5.13 Beechen Hall Signage. Page (10).

5.14 Calvary Charismatic Church Signage. Page (10).

5.15 Contract Cleaners – Extension to current contract. Page (10).

5.16 Recruiting an Assistant Caretaker. Page (10-11).

5.17 Beechen Hall Foyer. Page (11).

5.18 Hirer Refund Terms and Conditions. Page (11).

5.19 Hirer Refund Request. Page (11).

5.20 Beechen Hall Drains. Page (11).

6. Matter for Information

None at the time of compiling agenda.

7. Dove Hill Allotments

7.1 Allotment Report. Page (11).

7.2 Pest Purge Report. Page (12).

8. Parish Managed Play Areas/Open Spaces

8.1 Impton Lane Open Space - Page (12).

8.2 Installation of a new entrance gate at Franklin Drive. Page (12-13).

8.3 Weaving Diamond Jubilee Orchard. Page (14).

9. Tree Management Policy (page 14-18)

10. Policies and Procedures for Review

10.1 Allotment Rents Page (18).

10.2 Allotment Rules and Regulations Page (18).

10.3 Allotment Holder Contracts Page (18).

11. Repairs to the South Wall in Boxley Churchyard

10.1 Clerk's Update. Page (18).

12. Matters for Decision

13. Date of Next Meeting

Monday 15 August 2022 commencing at 7.30 pm at Beechen Hall. Items for the agenda must be with the parish office no later than 8 August 2022.

Daniela Baylis

Daniela Baylis
Clerk to the Council

Date 14 June 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 August 2022.

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.