

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

AGENDA

To All Members of the Council, Press and Public

There will be a meeting of the **Estates Committee** on **Monday 13th February 2023** 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.
- 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** (Page 3-6) To consider the minutes of the meeting and if in order to sign as a true record.

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 20-23).
- 6. Out Of Meeting Decisions. (Page 7).

6. Beechen Hall

- 6.1 Income & Expenditure Basic Overview. (Page 7).
- 6.2 Account balances. (Page 7).
- 6.3 Accident Report None at the time of compiling the agenda.
- 6.4 Audio for Acorn Room. (Page 8).
- 6.5 Caretaker Extension Report. (Page 8).
- 6.6 Hirer Refund Request. (Page 8).
- 6.7 Hall Hire Fees Regular. (Page 8).
- 6.8 Vending Machine. (Page 9-10).
- 6.9 Car park Cleaning (Page 10)
- 7. Matters for Information None.

8. Dove Hill Allotments

- 8.1 Allotment Report. (Page 10-11).
- 8.2 Pest Purge Report. (Page 11).
- 8.3 Income & Expenditure Basic Overview. (Page 11).
- 8.4 Allotment Gate. (Page 11).
- 8.5 Allotment Shed. (Page 11).

9. Parish Managed Play Areas/Open Spaces

9.1 Impton Lane Open Space. (Page 12).

- 9.2 Franklin Drive Play Area. (Page 12).
- 9.3 Weavering Diamond Jubilee Orchard. (Page 12).
- 9.4 Other Parish Areas. (Page 12).

10. Policies and Procedures for Review

- 10.1 War Memorial Inscription Policy. (Page 13).
- 10.2 CCTV Policy. (Page 13-16).
- 10.3 Estates Committee Terms of Reference. (Page 16-18).
- 10.4 Lost Property Procedure and Disposal. (Page 18).
- 10.5 Snow Policy (Page 19)
- 11. Boxley Churchyard

Clerk's Update. (Page 19-20).

12. Matters for Decision. (Page 20)

13. Date of Next Meeting

Monday 17th April 2023 commencing at 7.30 pm at Beechen Hall. Items for the agenda must be with the parish office no later than 11th April 2023.

Daniela Baylis

Daniela Baylis Clerk to the Council

Date 07 February 2023