

**Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close,
Walderslade on Tuesday 13th December, 2011 at 7.30pm.**

Councillors present – Mr V Davies (Chairman), Mrs P Brooks, Mr I Davies, Mr M Pepper, Mr P Sullivan, Mr G Smith, Mr W Stead, together with the Assistant Clerk.

1. **Declaration of Interest or Lobbying.**
None.
2. **Apologies and absence.**
Mrs M Waller(absent)
3. **Minutes of Previous Meeting 1th October, 2011.**
The minutes of the meetings were **agreed** and signed as a true record.
4. **Matters Arising From Previous Minutes.**
 - 4.1 Minute 2346/8.2 Review of Hire Fees, Beechen Hall - this item was taken at 5.1. After much consideration Members **agreed** to a 2% increase on hire fees across the board to be implemented from the 1st April, 2012. Cllr Smith proposed, Cllr I Davies seconded, with 4 in favour and 3 abstentions.
 - 4.2 Minute 2346/10 Boxley War Memorial – Members **unanimously agreed** to proceed with Stonewest despite this company going into administration, subject to previous assurances on public liability insurances and to draw up a water tight contract. **Action** – parish office.

As there were no members of the public present the meeting was not adjourned.

5. **Asst Clerk's Report.**
 - 5.1 **Noted** the following hire fees were received for October/November. (Brackets indicate income over same period previous year).

Casual	£1,784.75	(£1,797.13)
Regular	<u>£2,907.75</u>	<u>(£3,294.74)</u>
Total	£4,692.50	(£5,091.87)
Cumulative figures for		
	2011/12	2010/11
Casual	£7,846.64	(£8,135.28)
Regular	<u>£12,275.89</u>	<u>(£10,795.54)</u>
Total	£20,122.53	(£18,472.01)

- 5.2 Marketing Plan, update **received** and **noted**.

Action	Note
Leaflets	Work being undertaken. Noted.
Beechen Hall Information	Completed. Noted.
Website	Members agreed it would be sensible to keep the working group (Cllrs Ivor and Vic Davies) to review options and submit a report to the Finance committee. Action Cllrs Ivor and Vic Davies.
Targeting other hall users	Work in progress identifying groups. Noted.
Advertising External Noticeboard	Ongoing. Noted.
Planning Change Extended Hours	To be reviewed as time allows. It is considered that other work takes priority. Noted.

After discussion members requested that as the marketing plan is an on-going, organic document it is amended to include an additional column to show the completion date for the identified actions. Members also requested that new

actions are added as the plan evolves.

6. **Review of Policies and Procedures.**

- 6.1 Christmas closedown for 2012 – Members **agreed** the recommendation for the Christmas closedown as 24 Dec 2012 – 2 Jan 2013 to allow the caretaking staff to carry out major cleaning/general maintenance on Beechen Hall.

The meeting was adjourned at this point (7.55) for a comfort break. Meeting resumed (7.58).

- 6.2 Lost Property Procedure/Disposal of Lost Property – Members **agreed** that this policy was still fit for purpose.

7. **Burial Ground.**

- 7.1 Members unanimously **agreed** and **adopted** the following policy on burial fees.
- Children up to 5th birthday - No fee
 - Young people 5 years to 16th birthday - 50%* of the adult fee as prescribed in the current Parochial Fees Order.
 - 16 years and above – Adult fee.
- 7.2 West corner of North Wall – Members **agreed** for Goodsells to give an estimate for the remedial repair to this wall. It was also **agreed** that if the estimate is too expensive to look at other companies. The Assistant Clerk will arrange for an estimate to be agreed out of meeting between the Chair and Vice Chair.
- 7.3 Members **noted** that a recent site visit indicated some self-seeding saplings had started to establish themselves within the walls. The church maintenance group have been notified and have taken action to stop any damage to the wall.
- 7.4 Non-conforming graves. Members **noted** that a survey had been undertaken of the non-conforming graves and **agreed** for the Clerk to arrange the appropriate work to be carried out on the graves that have not been tended to. Members also **received** and **noted** the timeline for those graves that are checked but do not conform:

8. **Matters for Information**

None received.

9. **2012/13 Budget.**

Members looked at the budget for Beechen Hall and made the following decisions:

- 9.1 Extractor hood/fan in kitchen. Members **agreed** to allow Cllr Stead and the parish office to investigate the types of extraction needed for the kitchen and liaise with the parish office. A sum of £1,500.00 was agreed to be placed in the budget which includes an additional two way light switch for the kitchen.
- 9.2 Tree maintenance around the Hall and Office. Members **agreed** to place £1,000.00 in the budget. The clerk will compile a maintenance programme with Maidstone Borough Council's landscape officer, and apply for the necessary permission to carry out the work.
- 9.3 Sanding and re-varnishing Beechen Hall Floor – Members agreed that sanding was not required as the floor is in good order. Members have however, requested that a more robust maintenance schedule be carried out on the floor. Action – the parish office.
- 9.4 Members **received** and **agreed** the adjustment to the draft budget ref 3.16 Insurance.
- 9.5 This item was taken with item 11. Members **received** the adjustment to the draft budget ref 2.6 Grounds Maintenance Contract. Members **agreed** to an additional £400.00 to this budget to incorporate the maintenance of the QE Orchard area.
- 9.6 Members **agreed** the addition of the QE Orchard budget of £200 to the draft budget for Green Spaces ref 2.5.
- 9.7 Members **considered** the proposal from the Chair Cllr V Davies for a whiteboard in the committee room and **agreed** to place £1200.00 in the budget.

10. **Grounds Maintenance 2012.**

Of seven tenders sent out only one was returned for consideration. Members unanimously **agreed** to proceed with Kent County Council's tender of £5,627.00 for the main contract. They did not agree to the quotation for maintenance on Roundwood Roundabout of £864.00. Members sought clarification from the Clerk if the latter maintenance has been included in the general maintenance budget ref 2.5. **Action** – parish office.

11. **Sandling Village Sign –**

Members **received** the report of a large split in the post of the new Sandling Village Sign. It was **agreed** that the item is returned to the February agenda and to await comments from the company who supplied the post. **Action** – parish office.

12. **Chess Club at Beechen Hall.**

Members considered Cllr Smith's request for a chess club at Beechen Hall and **agreed** that the parish office could not be responsible for organising this or any other club. It was agreed that reference to this could be made in any advertising/marketing literature. **Action** – parish office.

13. **Date of Next Meeting.**

Tuesday 14th February 2012 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 9.00 p.m.

Signed as a correct record of the proceedings

Chairman.....Date.....