

Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 17th April 2012 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.**

There were none.

2. **Apologies and absence.**

Cllr Waller (absent).

3. **Minutes of Previous Meeting 14th February, 2012.**

The minutes of the meetings were **agreed** and signed as a true record.

4. **Matters Arising From Previous Minutes.**

4.1 Minute 2382/4.1 Boxley War Memorial **noted** the middle drum had been ordered and the office is still awaiting a date for on-site works to begin.

4.2 Minute 2383/8.1 Burial Ground **noted and ratified** remedial repairs to the West corner of the North Wall, by Goodsells at a cost of £317.00.

4.3 Minute 2382/4.5 Extractor Hood/Fan for kitchen **noted** the report produced by the Assistant Clerk and **agreed** further investigation and advice together with a quote for possible costs and to be brought back to a later agenda.

4.4 Minute 2382/5 Allotments - Members **agreed** the draft policy and adopted it with minor typographical amends. It was also **noted** that the office has not received any response from its initial enquires to local landowners. Cllr Stead offered members the opportunity to visit Allotments in Burham should the need arise.

5. **Asst Clerk's Report.**

5.1 **Noted** the following hire fees were received for February/March. (Brackets indicate income over same period previous year).

		2010/2011
Casual	£2,281.09	(£2,569.31)
Regular	<u>£3,532.62</u>	<u>(£4,216.96)</u>
Total	£5,813.71	(£6,786.27)
Cumulative figures for	2011/12	2010/11
Casual	£12,188.22	(£12,452.49)
Regular	<u>£18,844.34</u>	<u>(£16,448.46)</u>
Total	£31,032.56	(£28,936.95)

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

Action	Note	Completion date	Office review Date
Leaflets	New leaflets have been designed and will be distributed with Downs Mail.	February	6 monthly
Beechen hall information	Completed		Annually-April
Website	Work in progress for new website.	Expected end April beginning May	Quarterly

Targeting other hall users	Leaflet has been mailed to local businesses	w/e 10 th February	6 monthly
Advertising External Noticeboard	New poster on local boards Advertising availability at the Hall.	w/e 10 th February	Quarterly
Planning Change Extended Hours	To be reviewed as time allows. It is considered that other work takes priority.		Bring back to agenda with report October 2012.
Review of Hire Fees	A 2% increase was agreed at December 2011 meeting	To take effect 1 April 2012	Annually-December

5.3 **New and future hirers. Noted** confirmed bookings for the use of the committee room for ad-hoc training purposes had been received. **Noted** A new Baby Massage class has confirmed for the committee room for one year from 18th April.

Members **Noted** the office was monitoring the effectiveness of the recent leaflet campaign. It was **agreed** that the hirers agreement from will include tick box information to determine how the hirer heard of Beechen Hall.

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

6.1 Beechen Hall cancellation and administration fees. Members **received** the Assistant Clerk's report and amended the policy slightly. It was proposed from the Chair and Members unanimously **agreed** to the following:

- Final balance reminders are sent out 6 weeks prior to event explaining that if payment is not received by the deadline of four weeks prior to the event the booking will be deleted from the diary and the deposit retained, this will enable the office to re-market the date.
- Increase the deposit to 50% of total hire fee with a maximum of £100.00.
- It is recommended that the administration fee is increased to £25.00.

6.2 Discount for Children's Clubs – Members agreed that this policy was still fit for purpose and to remain as is.

6.3 Bouncy Castle/Soft Play Public Liability Insurance Members **received** the assistant clerk's recommendations and **agreed** to amend the policy to read as follows: 'Equipment: Public Liability and Other Insurance – All equipment (including bouncy castles and soft play equipment) brought into and used at the hall is done so at the owner's risk. Any injury to persons or damage to the hall caused by the equipment will be the responsibility of the hirer. The hirer is responsible for ensuring that no damage is made to the floor, particularly by heat or scratches. It is strongly recommended that appropriate insurance is in place prior to the hire.'

7. **Parish Office and Hall Rates.**

Members **noted** the situation and have requested that once the office has been notified of the final charges that this item is brought to the Finance Committee and reported back at the next meeting of the Estates Committee.

8. **Performing Rights Society.**

Members **noted** the report on the new charging structure for the PRS licence, and the effect this could potentially have on some of Beechen Hall's regular

hirers. They considered the options available to them and **agreed** at present to absorb the additional costs. This will be included on December's Agenda under review of hire fees. Members requested the Assistant Clerk investigate the possibility of Beechen Hall becoming a Charitable Trust and to produce a report to identify the financial implications. **Action** Parish Office.

9. **Grounds Maintenance** – Impton Lane Open Space. Members **noted** Cllr Smith's report and the areas that may need further maintenance. They have agreed that if after inspection by the office, this maintenance is necessary and costs are identified but there is not enough budget to cover it, a request will have to be made to the finance committee for contingency funds. **Action** Parish Office
10. **Renewal of Utilities Contracts** –
 - 10.1 Telecommunications – Members **agreed** to give delegated powers to the Assistant Clerk to renew the telecommunications package with BT for a 2 year period once the new Website has been launched.
 - 10.2 Electricity – Members agreed to allow the Parish Office to follow the same procedure as the Gas contract when it comes up for renewal later this year.
11. **Matters for Information**
There were none
12. **Date of Next Meeting.**
Tuesday 19th June 2012 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

The chairman thanked Councillor Pepper and Council Stead for their service to the Estates Committee and for their hard work and support.

Meeting closed at 8.32 p.m.

Signed as a correct record of the proceedings

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