

**Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell  
Close, Walderslade on Tuesday 19<sup>th</sup> June 2012 at 7.30pm.**

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

1. **Declaration of Interest or Lobbying.**

Cllr Sullivan had been lobbied on Item 12.

2. **Apologies and absence.**

3. **Minutes of Previous Meeting 17th April, 2012.**

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

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

4.1 Minute 2398/4.1 Boxley War Memorial – Members **noted** the completion of the refurbishment of the War Memorial. Members **agreed** for a quote from Goodsells is obtained for the repainting of names on the lower drum, once the quote has been received and is agreed out of meeting between the chair and vice chair, a request will be made to the finance committee to release a some of the contingency fund.

Members also **agreed** to move the old middle drum from its present position to the burial ground beside the seat. Cllrs V Davies and P Sullivan offered to move it after carrying out a health & safety check, and stated that if they were unable to do so, the Parish office would have to approach an outside company. All members **agreed**.

4.2 Minute 2398/4.3 Extractor Hood/Fan - Further quotes are being sought and will be available for consideration at the next Meeting in August. **Noted**.

4.3 Minute 2382/5 Allotments – Members **agreed** the Clerk's recommendation that the Estates committee would continue to set the policies and procedures for allotments for which draft copies will be available at the August meeting and visits carried out to a couple of local sites are made prior to this meeting. The Clerk also recommended that the Sandy Lane Land working group set up by the Parish Council continues with its remit and will put forward its recommendations to the Parish Council and it is anticipated that at some point these two projects will merge but at present they will be kept quite separate.

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

5.1 **Noted** The receipt of hire fees for April/May (Brackets indicate income over same period previous year).

		2011/2012
Casual	£2,714.75	(£1,429.17)
Regular	<u>£3,458.55</u>	<u>(£2,556.33)</u>
Total	£6,173.30	(£3,985.50)

Cumulative figures for	2012/13	2011/2012
Casual	£ 2,714.75	(£1,429.17)
Regular	<u>£ 3,458.55</u>	<u>(£2,556.33)</u>
Total	£ 6,713.30	(£3,985.50)

5.2 Marketing Plan, Members **noted** an update will be given at the August meeting. Members were informed the website was now up and running, the Assistant Clerk reported that over the next few weeks it will be updated with information whilst the transfer from the old website to the new takes place. The Chairman invited Cllr Paul Dengate to join the working group on this project as he has given quite a lot of time and expertise in switching over to the new website.

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.	Went live on 31 May 2012	Quarterly
Targeting other hall users	Leaflet has been mailed to local businesses	w/e 10 <sup>th</sup> February	6 monthly
Advertising External Noticeboard	New poster on local boards Advertising availability at the Hall.	w/e 10 <sup>th</sup> 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

6. **Regular New Hirer** – Members **agreed** to a request from a local Short Matt Bowls Group who wish to hire the hall on a Wednesday evening, to erect a shed on the hard standing to the rear of the hall in order to store their equipment. Members requested that as well as erecting, securing and insuring the shed the group will also be responsible for maintaining it. Should the group leave the hall supervision must be given to the removal of the shed. Members also requested that the Chair of WWG is notified out of courtesy, as the shed will be erected next theirs. **Action** – Parish Office
7. **Review of Policies and Procedures.**
- 7.1 Late departure of casual hirers - Hirers that depart the hall late will be charged double rate for every half hour. **Agreed** no change.
- 7.2 Late arrivals of casual hirers – Members **agreed** the following change to policy: The duty caretaker will only wait for 15 minutes after the commencement of the hire unless otherwise agreed in advance. Contact details will be displayed at the hall and the Hirer will be charged one hour's hire fee if the caretaker is called out again to open the hall.
- 7.3 Early opening of hall. Early opening of hall – If the duty caretaker agrees then the hall will be opened from 8.00am. An extra hour's hire fee plus one hour's enhanced pay for the Duty Caretaker to be charged. **Agreed** no change.
- 7.4 Staff pay rise and any need to amend hours – This item was taken in confidence at the end of the meeting and members unanimously agreed to award the caretaking staff an increase of 2.5% back dated to April 2012.
- 7.5 Village Hall Grant Policy – Members agreed that this was still fit for purpose with minor grammatical changes.
- 7.6 Review of previous year H&S/accident reports. Two accidents were reported in the last 12 months. Both accidents were **noted** and members requested the Assistant Clerk to check to see if any training has been

provided to volunteers who deliver the Downs Mail and for caretaking duties at the hall such as bending and lifting. **Action** Parish Office

8. **Parish Office and Hall Rates.**  
After a discussion Members **noted** the additional charges for small business rate relief and **agreed** that no further action was required.
9. **Performing Rights Society.**  
Members **noted** the new license fee and were happy with the final outcome.
10. **Grounds Maintenance**  
Impton Lane Open Space. Members **noted** the Assistant Clerk/Clerks report and agreed that at present no further maintenance was required. However it was agreed that Cllr Geoff Smith and Cllr Vic Davies would meet on site later in the year to carry out another inspection and update the office if any maintenance was required. **Action** Cllrs V Davies and G Smith.
11. **Matters for information**  
11.1 Sandling Village Noticeboard. Members noted Cllr Vic Davies report that he had inspected the noticeboard and felt he could carry out the repairs needed and then re-erect in its original place.
12. **Weaving Diamond Jubilee Orchard**  
Members **noted** the Clerk's report of future maintenance and security of this area. Cllrs Vic Davies and Pat Sullivan **agreed** to do the initial check of the playground and surrounding area and report back to the office. They requested that they are given notices and tape to put up and secure the area should the equipment be unfit for use until repaired. They also requested delegated powers to contact companies and arrange for the repair to be carried out. Members requested that MBC is contacted to find out how much they charge for inspecting the playground. If, it was agreed that they could carry out this procedure members asked if these checks would be covered by the RoSPA annual check for the insurance company. Members were worried about vandalism to the recently planted trees and asked if they were covered on the Parish Council's insurance. Cllr Vic Davies agreed to approach the caretaker of Grove Green Community Centre to see if she was interested in carrying out a regular litter pick of the area.
13. **Hall Marketing Initiates**  
Members **noted** the Assistant Clerk's report on marketing initiatives and **agreed** to give delegated powers after consulting with the Chair and the Clerk and to provide a report on the success of each initiative. Members agreed to allow the Assistant Clerk to offer a 10% discount on weekend bookings during August, which would be advertised via the new website.
14. **Date of Next Meeting.**  
Tuesday 14<sup>th</sup> August 2012 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 9.07 p.m.

Signed as a correct record of the proceedings

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