

**Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close,
Walderslade on Tuesday 11 June, 2013 at 7.30pm.**

Councillors present – Mr V Davies (Chairman), Mr I Davies, Mr P Dengate, Mr B Hinder, Mr P Sullivan, together with the Assistant Clerk.

1. Declarations of Interest and Lobbying

Cllr V Davies declared a pecuniary interest in Item 11.3. Cllr I Davies declared a personal interest in the new item as he was a member of the Friends of Boxley Warren committee.

2. Apologies and absence.

Mrs Pat Brooks (holiday) Mr Geoff Smith (convalescing)

3. Minutes of Previous Meeting 16 April, 2013.

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

4. Matters Arising From Previous Minutes.

4.1 Minute 2528/4.1 Tree maintenance and boundary treatment to Weaving Diamond Jubilee Orchard. Members **noted** and **agreed** the Clerk's report.

4.2 Minute 2529/5 Induction Hearing Loop - **ratified** the Assistant Clerk's decision after consulting with the committee out of meeting to purchase a portable hearing loop for use at parish council and committee meetings.

4.3 Minute 2529/8 Replacement Cooker and Extraction Hood at Beechen Hall - **ratified** the Assistant Clerk's decision after consulting with the committee out of meeting to appoint Keemlaw Limited to carry out the installation of this equipment. The Assistant Clerk confirmed that installation will take place Tuesday/Wednesday 18/19 June. All hirers that may be affected have been notified. **Action - Office**

4.4 Minute 2529/9.1 Cobbled Path across Boxley Green. **Noted** the Clerk's report

4.5 Minute 2530/10 Defibrillator – Noted, the Assistant Clerk's report. Cllr I Davies asked the Assistant Clerk to check this item is covered by the Hall's insurance. Members also agreed the location of this equipment in the hall. **Action - Office**

4.6 Minute 2529/10 Leaf Clearing – Members noted the Clerk's report and agreed to monitor the leaf problem during the autumn/winter period and review at a future meeting. At the present time it was agreed that two composting bins are constructed using wood and steel posts. The siting and size of the bins will be confirmed after visiting the area at Beechen Hall. **Action Cllr Dengate and Office.**

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

5. **Allotments** – Members **received** and **noted** the Clerk's report. Cllr Bob Hinder gave a further verbal update which included a meeting with Sgt Nott, Royal Engineers for Friday 14 June at Beechen Hall (time to be confirmed). 3 quotes for the equipment required by the RE's were sought for Phase 1 of the project. Travis Perkins was the cheapest quote and will deliver direct to the barracks. Cllr Hinder reported that a small tree was on the land and Steve Wright has agreed to remove free of charge. A further meeting with the scouts is to be scheduled to discuss the use of the shed whilst phase 1 is taking place. **Action Cllr Bob Hinder.**

6. Assistant Clerk's Report.

6.1 Hire fees were **received** and **Noted** for Feb/Mar with a comparison for the same period in the previous year

(Brackets indicate income over same period previous year).

	2013/2014	2012/2013
Casual	£2,898.82	(£2,714.75)
Regular	<u>£6,156.08</u>	<u>(£3,458.55)</u>
Total	£9,054.90	(£6,173.30)
Cumulative figures for		
Casual	£2,898.82	(£2,714.75)
Regular	<u>£6,156.08</u>	<u>(£3,458.55)</u>
Total	£9,054.90	(£6,713.30)

6.2 Regular Hirers Report – received and noted the Assistant Clerk’s report. The Assistant Clerk confirmed that Caterpillar Music would be leaving at the end of June and not September as previously stated. She also confirmed that a new hirer would be starting in September a Baby Sensory Class on a Monday afternoon.

6.3 Public Liability Casual Hirers – Members **noted** and **agreed** the Clerk’s report

7. **Parish council Tree Report**

7.1 Impton Lane Members - **received** and **noted** the Clerk’s report and **agreed** to drawing up a pro-active tree management plan and Cllr Dengate offered to compile a map locating the trees etc but stated he needed the raw data from the office. **Action Cllr Dengate and office.**

7.2 St Mary and All Saints Church – Members received and noted the Clerk’s report on the Yew Tree. The Assistant Clerk was asked to check with the contractor what would happen to the roots? If the contractor is to do nothing with the roots members **agreed** that Cllr Vic Davies could purchase treatment up to £40.00 which will come from the grounds maintenance budget. **Action Cllr Vic Davies and Office.**

7.3 Beech Tree on European School of Osteopathy Land – Members **received** and **noted** the Clerk’s report.

8. **Burial Ground**

Members **received** and **noted** the clerk’s report.

9. **Beechen Hall Profit and Loss Report**

Members were shown the profit and loss report, it was **agreed** that this would be reported every two months at the estates meeting. Members agreed it was the basis of a good report which should enable the committee to gain a thorough understanding of the running costs of the hall and at a later date, consider the future of the hall. Cllrs Ivor Davies and Dengate requested an electronic copy of the document to enable them to provide any improvements. **Action Cllrs Ivor Davies, Dengate and Office.**

10. **Bank Balance**

After some consideration Members **agreed** to recommend to the Finance committee to invest a sum, between £20,000 - £25,000 in a deposit account rather than an investment bond. **Action Office.**

11. **Review of Policies and Procedures.**

11.1 Business Continuity Plan – Members **received** and **noted** the Clerk’s comments. Members **agreed** that Cllr Dengate’s comments and the Clerk’s responses are included in the document and reviewed on an annual basis. **Action Office and Cllr Dengate.**

11.2 Review of Hall Hire Fees – Members **received** the Assistant Clerk’s report. Members **agreed** to an overall 2% rise to be implemented from 1st September. This is the first rise for 18 months and takes into effect the 4.4% rise in utilities. **Action office.**

11.3 Staff pay rise and any need to amend hours – Members noted the clerk’s report on the minimum wage increase effective from October 2013 and requested that this item to be returned to the August meeting with a full report on the staff that the estates committee are responsible for. **Action office.**

11.4 Village Hall Grant Policy – Members **reviewed** and **agreed** the policy with some minor additions. **Action office.**

12. **Matters for Information**

There were none.

13. **Storage Shed at Beechen Hall** – Cllrs Bob Hinder on behalf of Friends of Boxley Warren requested permission for a shed similar in size and adjacent to the Short Mat Bowls Group shed at Beechen Hall to store equipment the group had recently purchased. Previous suggestions for the location of this shed meant it could not be insured. Members took a vote

with three in favour and two abstentions. **Action Cllr Hinder/Office**

14. **Date of Next Meeting.**

Tuesday 13 August, 2013 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 9.30pm

Signed as a correct record of the proceedings.

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

DRAFT