

**Minutes of the Estates Committee Meeting on Monday 19 April 2022
held in the Acorn Room at Beechen Hall, Wildfell Close, Chatham ME5 9RU
commencing at 19.30**

Councillors present: Mr D Hollands (Chairman), Mr Ivor Davies, Mr C Sheppard, Mr D Hubbard Mr V Davies and Mr P Sullivan together with the Clerk, Mrs D Baylis

1. Apologies and Non-Attendance

Cllrs M Beckwith, B Hinder and P Dengate – Apologies Accepted.

2. Declaration of Interest or Lobbying

Cllrs I Davies, Sheppard and Sullivan declared they have dispensation to vote on Dove Hill Allotment items.

3. Minutes of the Previous Meetings 21 February 2022

The minutes of the meeting were **agreed** and duly signed.

As no members of the public were in attendance, the meeting was not adjourned.

4. Matters Arising from Previous Minutes

4.1 Cllr I Davies questioned the lack of a Beechen Hall income report on this Agenda. The Clerk explained that this was due to lack of office time to prepare the report and that the information would be on the full Parish Council Agenda papers for the 3rd May meeting.

Cllr Hollands thanked the office staff for all their hard work and efforts during the past month.

Cllr Sheppard said that using an Agency for staff was a great success due to the high quality of applicants they provided and would recommend using them for any future vacancies.

4.2 Any other matters arising from the minutes.

There were none.

5. Beechen Hall

5.1 Covid Cleaning Schedules for Regular Hirers

It was proposed by Cllr V Davies, seconded by Cllr I Davies and all agreed that the Clerks recommendation to stop these forms be accepted.

5.2 **Compliance List for Beechen Hall Commercial Energy Performance Certificate**

It was proposed by Cllr Sheppard, seconded by Cllr V Davies and all agreed that the quotation for £375 be accepted. **Action: Office.**

Parish Office Fire Exit

It was proposed by Cllr Sheppard, seconded by Cllr V Davies and all agreed that a fire exit door be purchased for the office. Quotations will be obtained and circulated to Councillors for a decision out of meeting. **Action: Office.**

Fire Action/Call Point Notices

It was proposed by Cllr Sheppard, seconded by Cllr V Davies and all agreed that the signs costing £63 be purchased. **Action: Office.**

Fire Risk Assessment

It was proposed by Cllr Sheppard, seconded by Cllr Hollands and all agreed that a professional Fire Risk Assessment be carried out. The Clerk would obtain quotations and circulate to members. **Action: Office.**

Instant Water Heater

It was proposed by Cllr Sheppard, seconded by Cllr Hollands and all agreed that maintenance for the hot water heater be carried out. **Action: Office.**

Beechen Hall Entrance Doors

It was proposed by Cllr Sheppard, seconded by Cllr Hollands and all agreed that the inner doors have all the locks and closures removed and that the front doors either have push bars fitted or be replaced with proper fire exit doors. The Clerk will circulate quotations when they are received. **Action: Office.**

CCTV

It was proposed by Cllr D Hubbard, seconded by Cllr V Davies and all agreed that the Parish Caretaker's recommended CCTV quotation for £2,820 be accepted subject to Paul Dengate reviewing specifications on his return from holiday. The Clerk would circulate all the quotations to members. **Action: Office.**

Intruder Alarm

It was proposed by Cllr V Davies, seconded by Cllr C Sheppard and all agreed upgrade the intruder alarm. The Clerk would circulate quotations when received. **Action: Office.**

Fire Alarm and Emergency Lighting Maintenance

It was proposed by Cllr Sheppard, seconded by Cllr V Davies and all agreed that a complete overhaul be carried out and detailed records and logs established. The Clerk would circulate quotations when received. **Action: Office.**

Electrical Safety

It was proposed by Cllr Sheppard, seconded by Cllr V Davies and all agreed that the fixed wiring certificate be updated and the PAT testing carried out. Quotations were being obtained and would be circulated to all members once received. **Action: Office.**

5.3 **Recruiting an Assistant Caretaker/Cleaner**

It was proposed by Cllr D Hubbard, seconded by Cllr I Davies and all agreed that the Agency used recently would be approached about the recruitment of a Cleaner/Caretaker. An advert would be placed locally for a part-time caretaker to cover Sunday hires, holiday cover and occasional weekday work. **Action: Office.**

- 5.4 **Audio for Acorn Room**
It was proposed by Cllr V Davies, seconded by Cllr I Davies and all agreed that 2 ceiling microphones be purchased to link up to the hearing loop. The Clerk would circulate costs and plans to members. **Action: Office.**
It was proposed by Cllr C Sheppard, seconded by Cllr V Davies and all agreed that a smart screen be purchased for the Acorn Room. The Clerk would circulate costs and options to members. **Action: Office.**
- 5.5 **Alarm Review**
Covered under compliance list.
- 5.6 **CCV Review**
Covered under compliance list.
- 5.7 **Legionella Contract**
It was proposed by Cllr C Sheppard, seconded by Cllr V Davies and all agreed that the Legionella contract proposed be accepted. The Clerk would circulate the other quotations to members. **Action: Office.**
- 5.8 **Banking**
It was proposed by Cllr V Davies, seconded by Cllr D Hubbard and all agreed that a Unity Trust Bank account be opened for Beechen Hall. **Action: Office.**
- 5.9 **Equipment List for hirers**
It was proposed by Cllr V Davies, seconded by Cllr C Sheppard and all agreed that new crockery be purchased to match that offered to hirers in the hall information. The Clerk would circulate costs to members. **Action: Office.**
- 5.10 **Social Media Marketing**
It was proposed by Cllr I Davies, seconded by Cllr C Sheppard and all agreed that an Instagram account be opened for Beechen Hall. **Action: Office.**
- 5.11 **Noise Inhibitor**
It was proposed by Cllr V Davies, seconded by Cllr D Hubbard and agreed that a new noise inhibitor be purchased. The Clerk would circulate quotations to members once obtained. **Action: Office.**
- 5.12 **Hire Deposit Refund Request**
It was agreed to retain 25% of the deposit to cover administration costs and return the other 75%. The regulations regarding deposit refunds would be put on the next Agenda. **Action: Office.**
- 5.13 **New Regular Hirer**
Noted. The Clerk was asked to put a donation to Guide Dogs for the Blind for the amount of the hall hire onto the Parish Council Agenda for approval. **Action: Office.**
6. **Matters for Information**
None on this Agenda.

7. Dove Hill Allotments**7.1 Allotment Report**

Noted.

7.2 Pest Purge Report

Cllr Sheppard reported that there were still several rabbits on site and rat holes next to the bait boxes. Allotment holders were not happy with the service provided by Pest Purge. The Clerk was asked to give the contact number for Pest Purge to Cllr Sheppard so that a meeting on site could be arranged.

Cllr I Davies reported that the tap on the trough by the toilets was leaking.

Action: Office.

8. Parish Managed Play Areas**8.1 Installation of a new entrance gate at Franklin Drive.**

Report noted.

8.2 Gate to railway embankment in Franklin Drive play area.

Cllr V Davies had a lock for the gate and would install it.

8.3 Issues arising from Inspections

Cllr V Davies would meet the Parish Caretaker to discuss repairs to the WDJO gate and wet pour surfaces.

Cllr Hollands thanked Cllrs V Davies and P Sullivan on behalf of the Committee for all the maintenance work they have carried out.

9. Policies and Procedures

None on this Agenda.

10. Repairs to the South Wall in Boxley Churchyard.

The Clerks report was noted.

12. Matters for Decision

It was proposed by Cllr Hollands and all agreed that the Parish Caretaker be put onto the nearest NALC scale with any increase backdated to April. This change to be put onto the next F&GP Agenda for agreement.

13. Date of Next Meeting

Monday 20th June 2022, 19.30 at Beechen Hall. **Noted.**

Meeting closed at 21.35.

Signed as a correct record of proceedings.

Chairman.....

Date.....