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Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU

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**Clerk:** Mrs Daniela Baylis

**Assistant Clerk Finance:** Lissi Watt

**Admin/Bookings:** Heidi Pearson

**A G E N D A**

**To All Members of the Council, Press and Public**

There will be a meeting of the **Estates Committee** on **Monday 16th October 2023** at Beechen Hall, Wildfell Close Chatham ME5 9RU commencing at **7.30 pm** when it is proposed to transact the following business:

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| **1.** | **Apologies and Non-Attendance**  To consider if apologies are acceptable. |
| **2.** | **Declaration of Interest or Lobbying**  Members are required to declare any interests, requests for dispensation, lobbying or changes to the Register of Interests. |
| **3.** | **Minutes of Previous Meeting** (Pages 3-6)  To consider the minutes of the prior meeting and if in order to sign as a true record. |
| **Adjourn the meeting to allow the public or press to comment** | |
| **4.** | **Matters Arising from Previous Minutes** |
|  | Any other matters arising from the minutes of the previous meeting. |
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| **5.** | **October Task list** (Pages 24-26) |
|  |  |
| **6.** | **Out Of Meeting Decisions to Ratify**  None on this Agenda. |
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| **7.** | **Beechen Hall** |
| **7.1** | Income & Expenditure Scribe report. (Pages 7) |
| **7.2** | Account balances. (Page 8) |
| **7.3** | Budget. (Papers to follow) |
| **7.4** | Regular Hall Hire Fees. (Page 8) |
| **7.5** | Regular Hirers report. (Page 9) |
| **7.6** | Casual Hires Report. (Page 9) |
| **7.7** | Car Park Cleaning. (Page 9) |
| **7.8** | Continued Use of Hand Sanitising Dispenser. (Page 10) |
| **7.9** | Plastic Chair Caps. (Page 10) |
| **7.10** | PAT testing equipment for Parish Caretaker. (Page 10) |
| **7.11** | Hall Costings Report/Business Plan.  Work deferred until bookkeeping has been caught up on. |
| **7.12** | Regular Hire Condition Cleaning Charge Amendment. (Page 10). |
| **7.13** | Fire Alarm System. (Page 11) |
| **7.14** | Use of Beechen hall for a KALC area meeting. (Page 11) |
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| **8.** | **Matters for Information** |
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| **9.** | **Dove Hill Allotments** |
| **9.1** | Composting Toilet. (Page 11) |
| **9.2** | Pest Control. (Page 11) |
| **9.3** | Inspections. (Page 12) |
| **9.4** | Entrance Road. (Page 12) |
| **9.5** | Formation of an Allotment Association. (Page 13) |
| **9.6** | General Report. (Page 15) |
| **9.7** | Celebration related to the 10 year anniversary. (Page 15) |
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| **10.** | **Parish Managed Play Areas/Open Spaces** |
| **10.1** | Impton Lane Open Space. (Page 15) |
| **10.2** | Franklin Drive Play Area. (Page 15). |
| **10.3** | Weavering Diamond Jubilee Orchard. (Page 15). |
| **10.4** | Other Parish Areas.(Page 17). |
| **10.5** | Leaflet dispensers. (Page 18). |
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| **11.** | **Policies and Procedures for Review** |
| **11.1** | Village Hall Grant Policy. (Page 19 – minor amendment) |
| **11.2** | Village Hall Grant Application Form. (Page 20 - no changes) |
| **11.3** | Use of Parish Council Open Spaces. (Page 22) |
| **11.4** | Grounds Maintenance Contract. (Page 22) |
| **11.5** | Electrical Safety Maintenance Contract. (Page 232) |
| **11.6** | Caretaking staff pay rises, conditions and amendments to hours. (Page 23) |
| **11.7** | Review of caretaker training needs. (Page 23) |
|  |  |
| **12.** | **Boxley Churchyard** (Page 23) |
| **13.** | **Parish Property** |
| **14.** | **Matters for Decision** |
| **15.** | **Date of Next Meeting** |
|  | Monday 18th December 2023 commencing at 7.30 pm at Beechen Hall. Items for the agenda must be with the parish office no later than 11th December 2023. |

Daniela Baylis

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Clerk to the Council Date 10th October 2023