

**Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close,  
Walderslade on Tuesday 12<sup>th</sup> February, 2013 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. **Declarations of Interest and Lobbying**

There were none.

2. **Apologies and absence.**

Cllr B Hinder (family commitments).

3. **Minutes of Previous Meeting 9<sup>th</sup> October, 2012.**

The minutes of the meeting were **agreed** after a minor amendment to Item 9 and **signed** as a correct record.

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

4.1 Minute 2430/6.3 Tree maintenance and boundary treatment to Weaving Diamond Jubilee Orchard. The Clerk will meet the contractor on site after finishing scheduled work at Beechen Hall. **Noted. Action Office and Contractor**

4.2 Minute 2473/7 Carbon Footprint/Insulation – Members **noted** the clerk's findings that the hall does have cavity wall insulation. Cllr Dengate informed members that during the snow he had noticed the snow had melted on the middle part of the hall roof directly above the foyer, and suggested this could be heat loss. Members asked for the insulation above the foyer be checked and reported back to the committee. Members also **noted** a new briefing note would be produced on Carbon Footprint and presented at the April meeting. **Action Office.**

4.3 Minute 2497/8 Caretaking at Beechen Hall – Members noted that interviews had taken place and two applicants had been offered the role of Relief Caretaker subject to references. Contracts were being drawn up by the Clerk and Assistant Clerk and it was **agreed** these would be circulated to Cllrs Ivor and Vic Davies and Cllr Bob Hinder for approval. **Action Office.**

4.4 Minute 2497/10.1 – Long term responsibility of closed churchyard. Members **received** the report and **noted** that the office had been informed that MBC would not be taking over the maintenance of the closed Churchyard, but have agreed to make a minimal contribution via the Parish Services Scheme towards its upkeep. This has now brought forward the issue of the Beech Tree and members have asked for an update to be brought back to the April meeting. **Action Office**

4.5 Minute 2497/10.2 – Yew Tree and damage to listed wall Boxley churchyard. Members **agreed** for a quote to be obtained from the contractor dealing with the trees at Beechen Hall, they also noted that permission would be required to do any work on this tree and asked for the findings to be returned to the April Meeting. **Action Office.**

4.6 Minute 2497/11.3 Hand Dryers – Members **received** and **noted** the Assistant Clerk's report regarding the warranty and life expectancy of the Dyson hand dryers. Members **agreed** to revisit the possibility of purchasing and installing these hand dryers in October when the budget is being prepared for the following year. **Action Office.**

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

5. **Sandy Lane land** – Members **noted** the working group would be meeting on the 27<sup>th</sup> February, 2013 and a report will go to the April meeting. **Action Office.**

6. **Assistant Clerk's Report.**

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

(Brackets indicate income over same period previous year).

	<b>2012/2013</b>	<b>2011/2012</b>
Casual	£2,048.75	(£2,060.49)
Regular	<u>£3,324.13</u>	<u>(£3,035.83)</u>
Total	£5,372.88	(£5,096.32)
Cumulative figures for		
Casual	£13,065.72	(£ 9,907.13)
Regular	<u>£17,818.39</u>	<u>(£15,311.72)</u>
Total	£30,884.11	(£25,218.85)

The Chairman welcomed the year on year increase on hire income.

6.2 New Hall Hire – Crossroads Medway Members **noted** the Assistant Clerk's report and were encouraged by the additional hiring of the committee room.

6.3 Age Concern – Members **noted** the Assistant Clerk's report and were pleased that this hirer had settled in. Members again requested further clarification as to whether the Hall's first aid kit is fit for Age Concern's use should they forget to bring their own.

Cllr Ivor Davies asked for information on purchasing a defibrillator for the hall to be presented at April's meeting. **Action Office**

7. **Cobbled Path across Boxley Green.** Members **received** and **noted** the Clerk's report and **agreed** that the work should be carried out and the whole path restored. Members asked for a second quote for the work and to clarify with the conservation officer if special materials are to be used and circulated to the committee out of meeting. **Action Office.**

8. **Weaving Diamond Jubilee Orchard (WDJO) Playground Inspection** – Members **noted** that the inspection rota had been finalised and a start date agreed. All persons trained have received copies of the inspection checklist forms. Inspections will be managed by the office and any issues will be reported to committee as necessary.

9. **2012/13 Budget outstanding projects**

Members considered the outstanding projects and planned work and agreed the following:

**General Budget**

Seats – oiling of the seats at Boxley Green (2), Grovewood Drive North (1) – will be done by the end of March 2013. **Noted, Action office.**

Cllr Vic Davies requested a replacement bin for the play area WDJO, the Assistant Clerk agreed to check that there were funds in the budget to cover this expenditure.

Members **noted** the burial ground will returned to lawn in early spring as there were no objections received.

**Hall Budget**

Xplair Unit – Kitchen. **Ratified** the Clerk's decision, after consulting with the Chair out of meeting, to install an xplair unit at a cost £340.00 which will come from the Extraction Hood budget.

Padded seats – Members **Noted** and **approved** the expenditure for additional stoppers on the feet of the seats.

10. **2013/14 Budget**

**Hall Budget**

Members **noted** that £100 has been included for leaf clearance in the car park the office will obtain a quote from KCC landscaping, Members also requested that the office obtain information on purchasing equipment to clear the leaves and possible compost bins and return a report with the different options and costs to the April agenda. **Action Office.**

**Noted** a quote for Line painting in car parking spaces will be obtained for the April meeting.  
**Action Office.**

### **General Budget**

Additional Seats and litter bin for WDJ Orchard – Members **noted** that money has been allocated to the budget, and Cllr Vic Davies and Pat Sullivan will confirm with the office the location of these seats.

### **Projects for 2013/14**

Hall Internal Decoration – Members **noted** that Toilets, Kitchen and Hall to be painted and scheduled in when the hall is least being used this may have to be done in phases during the school holiday weeks.

Hall External Decoration – Members also **noted** this will be scheduled for school holiday periods and when the weather is warmer.

Hearing Induction loop – Members **agreed** that further information needed to be investigated and quotes/estimates brought to the April meeting for consideration. Members also **agreed** to a presentation and demonstration at that meeting. **Action Office**

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

- 11.1 Hot Water Boiler Risk Assessment – **Received** and **Noted**. Cllr Dengate enquired if the Water Boiler had been wired into the RCD as a safety measure. The Assistant Clerk agreed to enquire with the Clerk and report back. **Action office.**
- 11.2 Padded Seats Risk Assessment – Members were notified of the investigation the office was undertaking on these seats and this will be returned to April meeting. **Noted.**
- 11.3 WDJ Orchard Risk Assessment – **Received** and **noted**. Cllr Vic Davies requested a replacement notice for the playground now that the Parish Council has responsibility for this area. **Action Office.**
- 11.4 Annual Review of Policies and Procedures – This was **agreed** with amendments.
- 11.5 Terms of Reference – These were **received** and **agreed** for these to go to the April meeting.
- 11.6 Business Continuity Plan – Members asked for this to be reviewed at April’s Meeting.
- 11.7 Sharps Policy – Members **received** and **agreed** the Assistant Clerk’s recommended additions to this policy.

## **12. Matters for Decision**

- 12.1 Opening of car park for resident’s vehicles during periods of snow – After some discussion Members **agreed**, whilst sympathising with the local resident, to refuse this request as members’ were unwilling to leave the car park unlocked overnight for security and health and safety reasons.

## **13. Matters for Information**

There were none.

## **14. Date of Next Meeting.**

Tuesday 16<sup>th</sup> April, 2013 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 9.28pm

Signed as a correct record of the proceedings

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