

**Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close,  
Walderslade on Tuesday 13 August, 2013 at 7.30pm.**

Councillors present – Mr V Davies (Chairman), Mrs Pat Brooks, 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 12.

2. **Apologies and absence.**

Cllrs Ivor Davies (holiday) and Geoff Smith (convalescing)

3. **Minutes of Previous Meeting 11 June, 2013.**

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

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

4.1 Minute 2548/7.2 Yew Tree at St Mary and All Saints Church **Received** and **noted** the Clerk's report and **agreed** the letter of objection to the TPO that has been applied for by MBC on this tree. Cllr Paul Dengate had a few minor amendments to the letter which he has forwarded to the Clerk. Members **agreed** that once the office is informed of the planning meeting this item will be discussed at they would nominate a member who sits on both the estates and environment committee to attend. **Action office.**

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

5. **Assistant Clerk's Report.**

5.1 Hire fees were **received** and **Noted** for June/July with a comparison for the same period in the previous year

(Brackets indicate income over same period previous year).

	<b>2013/2014</b>	<b>2012/2013</b>
Casual	£2,111.75	(£3,728.20)
Regular	<u>£4,965.24</u>	<u>(£3,166.16)</u>
Total	£7,076.99	(£6,894.36)
Cumulative figures for		
Casual	£ 5,010.57	(£6,531.70)
Regular	<u>£11,121.32</u>	<u>(£6,823.71)</u>
Total	£16,131.89	(£13,355.41)

5.2 New Hall Hirer –**Noted** the new classes starting in September at the hall.

6 **Allotments** – Members **received** and **noted** Cllr Bob Hinder's report and the Chairman congratulated him for all of his hard work so far. Cllr Bob Hinder then gave a further verbal update explaining that together with the Clerk he was looking at obtaining estimates for new fencing for the site, installing gates and getting water to the site in the form of troughs which will form part of phase 2. He confirmed that the gates at the entrance are ready to be installed and the Scouts were very pleased with return of the hut and the hardstanding that had been laid in lieu of the Royal Engineers using their hut whilst phase 1 was being carried out. There is surplus geogrid and terrim which needs to be re-homed by the end of August. Cllr Hinder also reported a discrepancy with the bill from the road sweeping company which was being investigated by the office. **Action Office and Cllr Bob Hinder.**

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

Members **received** the Assistant Clerk's report and agreed that it gave a good understanding and cost of running the hall. The Assistant Clerk agreed to forward this to Cllrs Ivor Davies and Paul Dengate. **Action Office.**

## 8. Review of Policies and Procedures

- 8.1 Annual Competency Review/Statement – Members **received, reviewed** with minor amends and **agreed** the content of this report.
- 8.2 Annual Inspection of the Hall – This was taken at the end of the meeting to enable members to decide if a tour of the building was necessary. Members agreed the following:

Replacement windows- to be reviewed annually and included in the budget when needed.
Replacement front doors- Members <b>agreed</b> for this to be investigated for 14/15 budget and to include an enclosing porch.
Ceiling Insulation over kitchen, 'caged store room and chair store. The Assistant Clerk informed members that the insulation is above the foyer and further investigation will be made for 14/15 budget.
Replacement lighting in car park (installed 96 or 97?) Members were happy that the lighting was sufficient at present.
Replacement floor in ladies and disabled toilets - review annually. As original flooring consider 15/16? Or complete refurbishment of toilets. If planned investigate tap sensors to stop water wastage? Members agreed for a total refurbishment of all toilets to be considered for the 15/16 budget and this would combine the grey water system.
Grey Water System. To be reviewed for 15/16 budget.
Replacement kitchen- to be annually reviewed and included in the budget when needed. Fairly good condition at present probably need it 2019/20?
Replacement fridge - to be annually reviewed and included in the budget when needed. <i>Members agreed for this to be included in the 14/15 budget</i>
Replacement tables and chairs. To be replaced as and when required (ad hoc). Tables and chairs purchased in 1994. Oct 2011 with three tables being replaced 2010 – 2012.
Members requested a budget is set for the Allotments as this will be responsibility of the estates committee.
Overhead project & screen for the committee room – Members requested this is considered for 14/15 budget.

The Assistant Clerk also informed members that the radiators in the committee room and kitchen were not functioning to their full capacity and that she had been advised by Cube Plumbing to carry out a power-flush to see what might be the problem. A quote for £455.00 was received. However due to a problem that occurred when they were called out to the allotments to secure a burst pipe they have agreed to waiver the charge for the power-flush as a gesture of goodwill. Members **accepted** this offer. **Action office.**

- 8.3 Burial Grounds Regulation (H) – Members **received** the Clerk's report and **agreed** a few minor alterations. Cllr Brooks requested confirmation of when she should carry out her inspection of the burial ground and how often. **Action Office/Cllr Brooks.**
- 8.4 Beechen Hall Fire Risk Assessments (H) – Members **received** and **noted** the additions to this policy. Cllr Dengate asked for clarification on how, when and by whom the testing for the additional equipment will be carried out.
- 8.5 Beechen Hall Drink and Public Licence (H) – Members **received** and **agreed** the Clerk's report.
- 8.6 Clerk's Delegated Power – Hall Maintenance (H) – **Noted.**

## 9. Matters for Decision

- 9.1 A request from Mid Kent Downs Steering Group for a guided tour of WDJO on 26<sup>th</sup> September at 10.30 – Members suggested that Cllr Harwood is asked and if he was unavailable they were happy for the Clerk accompanied by Cllr Vic Davies to attend. **Action Office.**
- 9.2 Box trees in planters at village green – Cllr Vic Davies requested that this is reviewed once a decision has been made about the Yew Tree.

## 10. Matters for information

- 10.1 Annual Playground Inspection WDJO – Members **received** and **noted** the Assistant Clerk's report. Members also **agreed** that if there are any issues these will be resolved by the

in-house inspection team and reported at the next meeting. **Action Office and Cllrs Vic Davies and Pat Sullivan.**

10.2 Routine Playground Inspection – Members **noted** the Assistant Clerk’s report on the wear and tear of the grasscrete path and agreed for it to be monitored and the suggested action. Members agreed for the office to investigate purchasing wetpour for the playground surface. If this proves too expensive or the product does not have a long enough shelf life the office will proceed with a quote from MBC.

10.3 New oven and extraction unit at Beechen Hall - Members **noted** that planning permission had been granted by MBC.

11. **Date of Next Meeting.**

Tuesday 15 October, 2013 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

- 12. **Staffing Issues** – Because of the confidential nature of this item it was taken without the press or public present. Members **received** and **noted** the Assistant Clerk’s report. It was **agreed** that a 1% increase for Caretaking staff would be awarded as per the budget and backdated to 1 April 2013 with a 2.5% rise awarded next year and included in the 14/15 budget. Members also **noted** the increase in the government’s minimum hourly rate of pay.

Meeting closed at 9.00pm

Signed as a correct record of the proceedings.

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