



**BOXLEY PARISH COUNCIL**  
[www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk)

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU  
☎ 01634 861237 ☉ clerk@boxleyparishcouncil.org.uk

**Clerk** Mrs Pauline Bowdery    **Assistant Clerk** Mrs Melanie Fooks

## **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 **Tuesday 15 April 2019** at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm when it is proposed to transact the following business:

1. **Apologies and absence** (7.31)  
To receive apologies for absence.
2. **Declaration of Interest or Lobbying** (7.30)  
Members are required to declare any interests, requests for dispensation, lobbying or changes to the Register of Interests.
3. **Minutes of Previous Meeting 12 February 2018.** (7.32)  
To consider the minutes of the meeting and if in order to sign as a true record (previously circulated).
- To adjourn the meeting to allow the public or press to comment** (7.34)
4. **Matters Arising from Previous Minutes** (7.35)  
None at time of compiling the agenda
5. **Dove Hill Allotments** (7.36)
  - 5.1 Cllr Bob Hinder's Allotment Report. A verbal report will be supplied to members at meeting. Currently all plots are rented out.
  - 5.2 Pest Purge Report see (page 3).
6. **Matters for Information** (7.50)
  - 6.1 Franklin Drive Open Space Lease. The office has now received the lease from MBC and a verbal update will be provided at the meeting.
7. **Assistant Clerk's Report** (7.55)
  - 7.1 To receive hire fees income, see report (page 3).
  - 7.2 Account balances see report (page 4).
  - 7.3 Profit and Loss see report (page 4).
  - 7.4 Income and Expenditure see report (pages 5-7).
  - 7.5 Hall Hire Fees Review Deferred from February See report (page 7).
  - 7.6 Outstanding Debt see report (page 7).
  - 7.7 New Regular hirers see report (page 7).
  - 7.8 New Rateable Value for Beechen Hall - Due to the extension of the Acorn Room the rates for the premises have increased by 2.3% to £2127.67 for the year, there is a 70/30 split with the PC. The Rateable value has increase from £13,000 to £14,500.00
  - 7.9 Accident Report – None at the time of compiling the agenda.
  - 7.10 HSBC Bank Account – To consider a recommendation from the Long-term Investment Working Group see report (page 13-14).
8. **Beechen Hall Extension** (8.25)
  - 8.1 Acoustic Update See report (pages 7-8).

8.2 Financial Report on cost of extension. See report (page 8).

8.3 Acorn Room Additional Heating. See report (page 8)

9. **Beechen Hall Card Payments for Hiring the Hall.** See report (pages 9-10).

10. **Policies and Procedures** (8.30)

The following policies and procedures are classified as housekeeping and have been reviewed by the office and considered fit for purpose. A copy of each policy is available upon request.

10.1 Burial Ground Review of Regulations. Work will be completed when office time allows.

10.2 Business Continuity Plan. This has been reviewed and Caretaker's and Councillors contact details have been updated to reflect recent change. Once the new Clerk comes on board this will be updated again with their details. A new contact sheet was sent to all members and staff on 7/3/19.

10.3 Staff pay rise, conditions and any need to amend hours see report (page 10).

10.4 Staff Discount Policy for Hall hire see report (page 10).

10.5 The Assistant Clerk has undertaken A review of the Hall bookings cancellations and damage/cleaning deposit policies the cleaning deposit. This requires updating and a copy

10.6 Personal License Holder for Beechen Hall see report (pages 10-11).

11. **Tree Management at WDJO** – Decision

A request e to cut back trees backing onto properties of Penhurst Close within WDJO - see report (pages 11-12).

12. **Grant Request** (8.35)

St Mary & All Saints The removal of ivy by a professional company from the Church. See report (page 12).

13. **Matters for Decision** (8.50)

None at the time of compiling the agenda.

14. **Date of Next Meeting.** (8.55)

Tuesday 11 June 2019 at Beechen Hall, Wildfell Close, Walderslade, ME5 9RU commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 3 June 2019.

In view of the confidential nature (personal details and data) on the items about to be transacted, it is advisable that the public and press will be excluded from the meeting for the duration of or part of the item.

15. **After Event Cleans for Weekend Hires** – see confidential enclosure.

*Pauline Bowdery*

Pauline Bowdery  
Clerk to the Council

Date 9 April 2019

**Note to all councillors:** you are welcome to attend meetings of committees of which you are not a member but only committee members may vote.

**Items to be returned to Agenda at a later date.** Minute 3107/4.1 North Wall Boxley Village Green. Minute 3147/7.1 Franklin Drive Open Space Chain-link Fence Network Rail. See report (page 3).

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.

**REPORTS AND ITEMS RELATING TO THE  
ESTATES COMMITTEE MEETING 15 APRIL 2018.**

**The Chairman will assume that these have been read prior to the meeting.**

Councillors wishing to suggest changes to any policy document or procedure in this agenda should notify the office, in writing at least two working days in advance of the meeting. This will allow details to be circulated at the meeting (or in advance if particularly contentious) or who have concerns about being recorded should please speak to the Clerk

**Item 5 Dove Hill Allotments – INFORMATION**

5.2 Pest Purge Report

Dove Hill Allotments – Pest Activity Report  
Period Feb 2019-Mar 2019

Rats:

The rats remain under control and continue to be monitored. There are no rat burrows anywhere near the perimeter fencing either outside or inside. Please advise of any reported rat sightings.

Rabbits:

Rabbit shooting took place on 06-03-19. One rabbit was shot inside the perimeter. Shooting is confined to inside the perimeter only.

I am being advised about rabbit sightings inside, when I shoot at night it is down to luck if I happen to see a lone rabbit among the allotments. Others could be in there, hiding away under sheds or behind objects. Continue to keep me posted about any new rabbit sightings. There are no rabbit burrows along the fencing or inside the allotments. I could carry out a shooting session early morning rather than at night, it may be helpful, either early morning or early evenings are both good times to shoot.

The next shooting session will take place in May 2019.

Fencing:

Two repairs were made in the section adjoining the track, opposite the woods.

The invasive vegetation is still thick along the footpath side of the allotments.

The site remains secured at all times when I have visited. The gates are always padlocked and closed.

**Item 7. Assistant Clerks Report – INFORMATION.**

7.1 **Hire Fees** - To receive Hall Hire Fees for Feb/Mar with a comparison at the same point in the previous year.

	<b>2018/19</b>	<b>2017/18</b>
Casual	£2,968.00	(£3,733.47)
Regular	<u>£4,566.64</u>	<u>(£4,837.72)</u>
Total	£7,534.64	(£8,571.19)

Accumulative Year on Year figures:

	<b>2018/19</b>	<b>2017/18</b>
Casual	£14,606.49	(£16,933.79)
Regular	<u>£30,376.15</u>	<u>(£28,686.85)</u>
Total	£44,982.64	(£45,620.64)

7.2 **Account Balances –**

**HSBC-Beechen Hall****Account Balances as per bank statement at 31 March 2019**

Current Account	<b>£34,719.46</b>
*Investment account	<b>£11,208.89</b>
Rolling 95 day saver account	

**7.3 Profit & Loss**

03/04/2019

Boxley Parish Council

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**Detailed Profit and Loss Account - By Cost Centre****Month 12 Date 03/04/2019**

<u>Centre</u>	<u>Description</u>	<u>Month Actual</u>	<u>YTD Actual</u>
<b>260</b>	<b>Beechen Hall</b>		
<u>Account</u>	<u>Sales/Income</u>		
1230	Hire Fees Casual	1,691	14,606
1231	PL Insurance Income	12	166
1235	Hire Fees Regular	3,359	30,376
1250	Wages - AEC	0	40
	<b>Total Sales/Income</b>	<b>5,062</b>	<b>45,189</b>
<u>Account</u>	<u>Indirect/Overhead Expenditure</u>		
4001	Wages	2,229	18,152
4005	PAYE	302	3,784
4010	Pensions	28	313
4020	Administration	58	234
4021	Telecommunications & IT	29	362
4025	Audit	38	88
4035	Rates	0	1,456
4040	Licences/Leases	125	772
4105	Insurance	22	895
4210	Contingency Fund	0	3,065
4605	CCTV/Alarms Maintenance	0	941
4610	Consumables	51	955
4615	Electricity	216	2,207
4620	Gas	177	1,431
4625	Water	136	1,057
4630	Electrical Safety	0	128
4635	Fire Safety	0	39
4640	Gas Maintenance	0	114
4645	Ground Maintenance	0	678
4650	Hall Maintenance	150	2,284
4655	Hall Marketing	25	216
4660	Refuse Collections	119	1,911
4720	Car Park Lights	0	(0)
	<b>Total Indirect/Overhead Expenditure</b>	<b>3,705</b>	<b>41,081</b>
	<b>Profit before Other Costs &amp; Income</b>	<b>1,356</b>	<b>4,108</b>
	<b>% Profit before Other Costs &amp; Income</b>	<b>26.80%</b>	<b>9.09%</b>
<b><u>COST CENTRE TOTALS</u></b>			
	Total Income/Sales	<b>5,062</b>	<b>45,189</b>
	Total Expenditure/Costs	<b>3,705</b>	<b>41,081</b>
	Surplus of Income over Expenditure	<b>1,356</b>	<b>4,108</b>
	% Surplus to Income/Sales	<b>26.80%</b>	<b>9.09%</b>

**7.4 Income & Expenditure**

Detailed Income & Expenditure by Budget Heading 05/04/2019

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Estates</b>							
<u>220 Burial Ground</u>							
1200 Burials	0	1,289	1,250	(39)			103.1%
Burial Ground :- Income	<u>0</u>	<u>1,289</u>	<u>1,250</u>	<u>(39)</u>			<u>103.1%</u>
4045 Subscriptions	0	90	92	2		2	97.8%
4420 Admin Fee	250	264	250	(14)		(14)	105.6%
Burial Ground :- Indirect Expenditure	<u>250</u>	<u>354</u>	<u>342</u>	<u>(12)</u>	<u>0</u>	<u>(12)</u>	<u>103.5%</u>
<b>Movement to/(from) Gen Reserve</b>	<b><u>(250)</u></b>	<b><u>935</u></b>					
<u>230 Green Spaces</u>							
4210 Contingency Fund	0	0	1,000	1,000		1,000	0.0%
4400 Maintenance	32	407	2,000	1,593		1,593	20.4%
4450 Boxley Village Green	0	4,617	4,617	0		0	100.0%
4451 War Memorial	0	1,069	1,500	431		431	71.3%
4460 WDJ Orchard	315	683	1,015	332		332	67.3%
4465 Franklin Drive OS	0	5,259	6,256	997		997	84.1%
Green Spaces :- Indirect Expenditure	<u>347</u>	<u>12,035</u>	<u>16,388</u>	<u>4,353</u>	<u>0</u>	<u>4,353</u>	<u>73.4%</u>
<b>Movement to/(from) Gen Reserve</b>	<b><u>(347)</u></b>	<b><u>(12,035)</u></b>					
<u>240 Grounds Maintenance</u>							
4500 Grounds Maintenance Contract	0	6,129	8,364	2,235		2,235	73.3%
4505 Roundabout Maintenance	0	77	413	337		337	18.5%
Grounds Maintenance :- Indirect Expenditure	<u>0</u>	<u>6,205</u>	<u>8,777</u>	<u>2,572</u>	<u>0</u>	<u>2,572</u>	<u>70.7%</u>
<b>Movement to/(from) Gen Reserve</b>	<b><u>0</u></b>	<b><u>(6,205)</u></b>					
<u>250 Street Furniture</u>							
4550 Noticeboards	0	581	2,000	1,419		1,419	29.1%
Street Furniture :- Indirect Expenditure	<u>0</u>	<u>581</u>	<u>2,000</u>	<u>1,419</u>	<u>0</u>	<u>1,419</u>	<u>29.1%</u>
<b>Movement to/(from) Gen Reserve</b>	<b><u>0</u></b>	<b><u>(581)</u></b>					
<u>260 Beechen Hall</u>							
1230 Hire Fees Casual	1,691	14,606	12,570	(2,036)			116.2%
1231 PL Insurance Income	12	166	180	14			92.2%
1235 Hire Fees Regular	3,359	30,376	26,600	(3,776)			114.2%
1250 Wages - AEC	0	40	400	360			10.0%
Beechen Hall :- Income	<u>5,062</u>	<u>45,189</u>	<u>39,750</u>	<u>(5,439)</u>			<u>113.7%</u>

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## Detailed Income &amp; Expenditure by Budget Heading 05/04/2019

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4001 Wages	2,229	18,152	18,500	348		348	98.1%
4005 PAYE	302	3,784	4,080	296		296	92.7%
4010 Pensions	28	313	644	331		331	48.5%
4020 Administration	58	234	206	(28)		(28)	113.4%
4021 Telecommunications & IT	29	362	332	(30)		(30)	109.0%
4025 Audit	38	88	612	525		525	14.3%
4035 Rates	0	1,456	1,555	99		99	93.6%
4040 Licences/Leases	125	772	1,072	300		300	72.1%
4105 Insurance	22	895	1,568	673		673	57.1%
4210 Contingency Fund	0	3,065	6,000	2,935		2,935	51.1%
4605 CCTV/Alarms Maintenance	0	941	1,752	811		811	53.7%
4610 Consumables	51	955	941	(14)		(14)	101.5%
4615 Electricity	216	2,207	2,638	431		431	83.7%
4620 Gas	177	1,431	1,418	(13)		(13)	100.9%
4625 Water	136	1,057	1,024	(33)		(33)	103.2%
4630 Electrical Safety	0	128	422	295		295	30.2%
4635 Fire Safety	0	39	100	61		61	39.0%
4640 Gas Maintenance	0	114	265	151		151	42.9%
4645 Ground Maintenance	0	678	528	(150)		(150)	128.4%
4650 Hall Maintenance	150	2,284	3,050	766		766	74.9%
4655 Hall Marketing	25	216	400	184		184	54.0%
4660 Refuse Collections	119	1,911	2,197	286		286	87.0%
4720 Car Park Lights	0	(0)	0	0		0	0.0%
<b>Beechen Hall :- Indirect Expenditure</b>	<b>3,705</b>	<b>41,081</b>	<b>49,304</b>	<b>8,223</b>	<b>0</b>	<b>8,223</b>	<b>83.3%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>1,356</b>	<b>4,108</b>					
<u>270 Beechen Hall projects</u>							
4705 Internal Decoration	0	738	1,000	262		262	73.8%
4710 External Decoration	0	797	1,000	203		203	79.7%
4717 Height Barrier	0	2,000	2,000	0		0	100.0%
<b>Beechen Hall projects :- Indirect Expenditure</b>	<b>0</b>	<b>3,535</b>	<b>4,000</b>	<b>465</b>	<b>0</b>	<b>465</b>	<b>88.4%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(3,535)</b>					
<u>280 Allotments</u>							
1280 Allotment Income	0	1,174	1,072	(102)			109.5%
<b>Allotments :- Income</b>	<b>0</b>	<b>1,174</b>	<b>1,072</b>	<b>(102)</b>			<b>109.5%</b>
4020 Administration	0	0	15	15		15	0.0%
4105 Insurance	0	351	364	13		13	96.3%
4400 Maintenance	1,537	2,676	2,940	264		264	91.0%
<b>Allotments :- Indirect Expenditure</b>	<b>1,537</b>	<b>3,026</b>	<b>3,319</b>	<b>293</b>	<b>0</b>	<b>293</b>	<b>91.2%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(1,537)</b>	<b>(1,853)</b>					

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Detailed Income & Expenditure by Budget Heading 05/04/2019

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Estates :- Income	5,062	47,651	42,072	(5,579)			113.3%
Expenditure	5,840	66,818	84,130	17,312	0	17,312	79.4%
<b>Movement to/(from) Gen Reserve</b>	<b>(778)</b>	<b>(19,167)</b>					
Grand Totals:- Income	5,062	47,651	42,072	(5,579)			113.3%
Expenditure	5,840	66,818	84,130	17,312	0	17,312	79.4%
<b>Net Income over Expenditure</b>	<b>(778)</b>	<b>(19,167)</b>	<b>(42,058)</b>	<b>(22,891)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(778)</b>	<b>(19,167)</b>					

7.6 Review of Hire Fees – A report will be forwarded prior to the meeting.

7.7 Outstanding Debt – Age Concern have 2 invoices outstanding January and February at a total of £765.00. I have written to them on several occasions and called on 3/4/19. I was informed that all finance is being dealt with by outsiders and was asked to resend the statement of accounts. At the time of the agenda going out I have not heard any further from them. It is hoped that an answer can be brought to the meeting. Members views are sought on what action would be required to recover debt.

7.8 New Regular Hirers - The Hall will be welcoming Phonics Builders to the Acorn Room on a Tuesday morning after the Easter holidays and Little Pickles Parties to the hall on a Friday late morning/early afternoon. Pheonixx a meditation and discussions class to the Acorn Room on a Tuesday evening and Mama Baby Bliss pregnancy yoga class on a Thursday evening initially for 5 weeks with the intention to beocme a regular booking from August. A further enquiry b existing hirer Cuddlebugs Yoga has been received for the Acorn room for 2 hours on a Friday. The hall still has a vacancy on Wednesdays.

**Item 8. Beechen Hall Extension – INFORMATION AND DECISION**

8.1 Acoustic Update –. A meeting was arranged for 13 March to discuss the temporary acoustic measure and the following are the notes from that meeting.

**Notes of meeting with David Tindall & Martin (Waller). 13 March 2019**

Present: David, Martin, Vic, Ivor, Lynn and Mel

Purpose of meeting was to discuss the current temporary acoustic arrangement in the Acorn Room and to consider and agree an alternative solution

Three options were previously put forward and dismissed for the reasons set out below:

1. Install heavy, steel acoustic doors as suggested by the acoustician which was deemed to be an impractical solution on site as they will be difficult to operate.

2. Install a wall / door to create a lobby which was deemed unacceptable due to lack of space / space that it would take up.

3. Install a secondary set of double doors in the same opening and reverse the swing of the current doors. This was deemed unacceptable because of the space the doors would take up in the hall when open.

After a lengthy discussion and looking at all the practicalities it was **agreed** that the wall between the Hall and Acorn Room will be extended out to a width to accommodate an extra wide single door hinging to the right on the hall side and a second door will be mirrored on the Acorn room side opening onto the kitchen wall. Both doors to be acoustic doors. The door frame will be replaced with built in sound proofing seals.

Martin has informed us that this work could take up to 5 days and w/c 15 April has been provisionally booked out in the diary as this is school holidays and the week leading up to Easter. Martin did ask if the hall could be accessible on Good Friday if necessary.

With regards to cost Martin, on behalf of Waller, accepted that Waller would take full financial responsibility for these adjustments\* (See note below) as Lynn stated, for not installing what was specified in the tender and the plans and for the project overrunning. Martin will liaise with the office in due course.

- Amendment Martin asked that these notes are changed as he did not agree that Waller would bear the costs.

Since these minutes were circulated to the working group an email had been received by the office from Waller Building Services asking the Parish Council to consider making a contribution of £1311.00 towards the total cost of £2461.00 + VAT towards the remedial acoustic work.

To **ratify** after consulting with the members of the estates committee to release up to £1000.00 towards the cost of the remedial acoustic works, with all in favour except Cllr Clarke who objected for the reason that she felt the contractors should bear the cost.

Work is scheduled for w/c 15 April and will run from Monday through to and including Good Friday.

Location of flagpole to be decided

## 8.2 Financial Update

<b>Budget</b>	<b>£180,000.00</b>
Expenditure to date	£165,554.76
O/S Payment to Waller	£5,963.47
O/S Retention Fee	£3,646.25
O/S Additional Acoustic Treatment	£1,200.00
<b>Total Expenditure</b>	<b>£176,164.48</b>
Budget Remaining	£3,635.52

Landscaping is still required by the external bin compound and the external defib cabinet is being fitted by Wizard at the time of upgrading the fire alarm.

## 8.3 Acorn Room additional heating

To consider additional heating for this room during the colder months. Members views sought on what type of heating is required.

**Item 9 Beechen Hall Card Payments for hiring the hall – FOR DISCUSSION AND DECISION.**

**Note. This is only stage one of any investigations but it was thought members might find it helpful to have the initial information.**

Beechen Hall is now in a position whereby HSBC no longer has a local branch for the office to deposit cash and cheques it receives from hirers of the hall. The current situation is that either the Clerk or Asst Clerk's husbands make these deposits at their local branches. This arrangement will soon come to an end with the retirement of both husbands.

HSBC can supply a deposit card in order to pay in cash to the Post Office and cheques can also be paid in using the paying in book, There is currently a Post Office in Walderslade Village. Otherwise the nearest HSBC branch is either Chatham or Maidstone.

The committee have in the past looked at card payments for the hall, but the consensus was that the on costs were too prohibitive which could not be passed on to the hirer. It is now illegal to add an administrative fee to the use of a credit or debit card so if the PC does not wish to absorb the cost then the hire fees may need to be tweaked to cover this cost.

We arranged a visit from Payzone a company that offers the facility to take card payments either in person or over the phone, the company uses Barclay's Bank as its facilitating bank. Payzone provide 4 types of methods for taking payments which are as follows:

<b>Terminal</b>	<b>Method</b>	<b>Cost Per Month</b>
Physical Terminal	Hard wired cannot be moved	£15.00
Portable Machine	Broadband/wifi	£18.00
GPRS Mobile	Sim Card	£21.00
Virtual Terminal	Link using laptop/computer/tablet	£15.00

In addition to the costs above there is 2p charge for every £1.00 spent, e.g., £2.00 per £100.00 transaction, this is a standard fee for new customers. There is also a compliance insurance charge of £42.00 per annum (see note below). The salesperson did indicate that we could organise this ourselves which could be cheaper, however further investigation is needed.

The contract is for 12 months and has no starter fee or exit fee however notice is required by month ten with regards to cancelling or continuing. Once the system has been used for 10 months and it is clear what the type of card is being used the sales person said it may be possible to negotiate a smaller fee per transaction. An example given is that debit cards attract a smaller fee, as can payments being made from Barclay's Bank customers, but all of this is according to the salesperson.

The positive side to having this facility is that:

- Hirers who ask to pay with credit/debit cards could then be accommodated.
- Using credit/debit cards the hall could take pre authorised deposits for the damage waiver deposit and cleaning deposit. These deposits would be 'held' by Barclay's and then after the event the parish office decides whether to cancel the pre deposited sum, because there is no extra charge, or cash all or some of the sum held to pay for damage or extra cleaning. As no money would have entered the parish council's system before the event and as it would be totally related to the presented credit card then the RFO considers that this would not require parish councillors to authorise the transaction.

This will help the office immensely as it is becoming very difficult for hirers to provide a cheque (which is rarely cashed) as many of them do not have cheque books.

- The PC could accept card payments for the allotments
- The virtual terminal can be accessed by more than one user in the office and potentially can be accessed from any authorised tablet or smart phone.

If the PC decides to go forward with this then there are a few issues that should be considered.

As Payzone uses Barclay's it might be financially advantageous, when negotiating after 10 months for a new lower fee, to swop the HSBC hall account to Barclays but this needs further investigation as there might be banking charges for day to day use. Barclay's allow cheques to be deposited via photographs and this means that with no cash being accepted there would be no need to go to the Post Office to pay in amounts, saving staff time and mileage costs.

.....  
Compliance Insurance. Clerk's note. One website said that this was not a legal requirement and the following comes off of a financial institute's website so it is likely that the facilitating banks for any credit card/debit card unit requires this cover.

**Payment Card Industry Data Security Standard (PCI DSS)** is a global security initiative designed to protect your business, your customers and the banks. Created by the major card schemes, PCI DSS is a set of mandatory requirements that apply to all businesses taking credit and debit card payments, regardless of their size or transaction volume.

When a customer makes a card payment face-to-face via a chip and PIN machine, over the phone or online they are entrusting your business with their financial and personal information. Equally, you're trusting them to be the legitimate cardholder and be exactly who they say they are.

Protection for your business and security for your customers.

Every business that accepts, transmits or stores important cardholder data must be compliant to ensure processing and storage is secure, protecting against fraud and other financial crime. Being compliant will not stop fraudsters targeting your business, but it will place you in the strongest position to prevent an attack and avoid the financial and reputational damage that can occur as a result.

**Prior to undertaking any more work the office requests feedback from members as to whether this is something that they wish to have investigated.**

#### **Item 10 Policies and Procedures – FOR DISCUSSION AND DECISION.**

- 10.3 Staff pay rise and any need to amend hours for staff. The minimum Living Wage has increased from 1 April 2019 to £8.21. Members have **agreed** a buffer zone of 5% (£8.62) above for caretaking staff and 3% (£8.46) for Litter picking staff which is in the budget for this financial year. It is the Assistant Clerk's recommendation that this review is moved and undertaken in October when setting the budget for the following financial year.
- 10.4 Staff discount for hiring Beechen Hall. The current policy is as follows:  
A discount of 15% on the hire fee is available to staff wishing to hire Beechen Hall for an event.
- 10.6 Personal License Holder for Beechen Hall.  
In approx. 2005, when the law regarding the sale of alcohol changed, the Clerk volunteered to become a Personal Licence Holder (PLH) and was named the Designated Premises Supervisor (DPS) for Beechen Hall. At the time there was a lot of issues relating to village halls which were originally only allowed one Temporary Event Notice (TEN the permission to sell alcohol) per month but this then got amended to 15 TENs per 12 months. Beechen Hall has stayed comfortably within the 15 TEN limit.

Note. The hall's Premises Licence allows people to consume alcohol on the premises and the following only relates to events where alcohol is sold. Due to its current licence it is not limited in the number of events that sell alcohol.

Beechen Hall has a licence to supply alcohol and with the DPS (who has to hold a Personal Licence) it can supply alcohol every day if it wished. With relevant risk assessments and with the cooperation of the Clerk the hall allows vetted outside bars, who have to supply details of their DPS, to use to supply alcohol to functions booked at the hall. This means that a hirer wishing to have an outside bar at the hall, to sell alcohol, does not have to apply for a TEN at a cost £21 but bars often charge an admin fee on top of this.

A DPS should be present at alcohol selling events but the Clerk was happy with the risk assessments put in place and the fact that bars supply their own DPS, so the Clerk does not attend events at the hall. However, should anything go wrong then the Clerk could be held responsible and subject to fines and/or jail, so it is not a position that some people would necessarily consider placing themselves in. The requirement of the Clerk to be a DPS has not been included in the now advertised Clerk post.

With the Clerk resigning, and if no one takes on the PLH/ DPS role, then the 'supply alcohol' part of the Premises Licence goes dormant, it should remain on the premises licence but without the Personal Licence holder/DPS it cannot be used. Any hirer who wishes to sell alcohol at their event must apply for a TEN or arrange for their outside bar to do so. The hall would then be limited to 15 events in a rolling 12 months. Office staff will be required to obtain a copy of the TEN for any hire at the hall but this should be supplied by the outside bar.

In the past 12 months four outside bars have been used.

In the previous 12 months five outside bars were used.

So far three outside bars are planned in the next 6 months but as the 12 months are a rolling period then it is anticipated that the number of outside bars will be within the 15 allowed. Of the three confirmed hires two will be affected by the Clerk resigning an event in August and an event in October.

Note. Outside bar providers that are listed on the hall's facility list need to be notified that with effect from the end of June they will have to apply for a TEN for any event they are attending at the hall.

The two already booked outside bars will need to be contacted and informed that they will have to apply for TEN (which take 10 clear working days to process).

Changes will need to be made to the advertising information for Beechen Hall and the booking form.

#### **Item 11– Tree Management at WDJO** *FOR DISCUSSION AND DECISION.*

A request to cut back trees in WDJO was received by the office and a site visit between Cllr Vic Davies and John Hood tree surgeon took place at WDJO. The advice from the tree surgeon was to coppice the trees to the ground giving longevity and better regrowth. However he did say that as we are close to nesting season any work needed to be actioned more or less straight away. A quotation was received for a cost of £600.00 inc VAT. The resident's views were sought again.

We are very concerned that our neighbours behind will be unhappy and I think removing the trees all together is very drastic and will expose a lot of light so are hoping that you may consider our original request of trimming the trees as the top rather than completely removing it. We understand they will bolt as a result of the cut but we hope to manage this moving forward accordingly between us?

I look forward to hearing from you and thank you once again for your help. We would like to keep everyone happy so hopefully this is an agreed approach #

Note. Whatever decision is reached work cannot be carried out until after the nesting season. Members views are sought.

**Item 12– Grant Request St Mary & All Saints – removal of ivy from closed church yard wall** *FOR DECISION.*

This has been agreed in principle at February’s meeting below is a quotation which it is recommended in accepted by the committee.

08/04/2019	Ivy removal	Strip the ivy growing on the church boundary wall and treat the remaining stumps with weed killer. All waste will be removed from site and the area left in a clean and tidy manner.	1	380.00	380.00
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**Item 7.5 HSBC Bank Account** – To consider a recommendation from the Long-term Investment Working Group see report

Clerk’s note. The following report is a section from a larger report that has been submitted to the Long Term Investment Working Group (LTIWG)

<p>HSBC Beechen Hall</p>	<p>Free banking No interest</p> <p>Estates Committee managed account. Activity. BH hire fees paid in and DDs paid out.</p> <p>BACS payments currently made out of UTB due to the charges that the office was told would be made by HSBC, this is currently being investigated as changes may have changed.</p> <p>Kept as separate from other accounts so that Estates Committee has clear understanding of the financial situation at the hall. Nearest branches now Chatham or Maidstone.</p>	<p><b>LTIWG suggestion to Estates Committee.</b></p> <p><i>Would the Estates Committee agree to move all BH financial activity to UTB to allow this account to be used for fund storage?</i></p> <p><i>Omega reports can be used by the committee to keep track of the hall’s financial situation.</i></p> <p><i>Allow funds of £150,000 to be stored.</i></p> <p><b>If LTIWG suggestions are accepted:</b> Move all DD, change hire agreement booking forms. Inform regular hirers and confirmed casual hirers. RFO- after a few months there will be no problems as this is purely an administrative action.</p> <p>Investigation required for a possible card payments/Paypal scheme being set up. Cost implication? RFO note: at some point this may become inevitable.</p> <p>Will need to set up a separate spreadsheet to do manual calculations for income and expenditure to report an accurate financial</p>	<p>RFO note: There is nothing to stop the parish council putting a sum of money into this account to take it up to or over the £85,000 limit, and just use the currently ‘spare space’ for funds storage. Estates Committee will know that £XXX shown in the account doesn’t belong to BH. If members want to spread the parish council funds and take advantage of this ‘strong’ bank then this may be the simplest way to do so.</p> <p>RFO note. Investigations have highlighted that HSBC cheques and cash, with a deposit card (which can be applied for) can be paid into a post office, there is one at Walderslade Village.</p> <p>RFO note: If BH activity is moved to UTB there will be additional charges on the UTB account of approximately £97 per annum.</p> <p>RFO note: By moving HSBC to UTB a possible minor gain will be (subject to cash not being taken at office) not having to pay into a HSBC or post office. if a post office remains in Walderslade Village this would only be a minor gain.</p>
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		<p>statement to Estates Committee – extra work.</p> <p>Profit and loss report to Estates Committee will still have to be done to update the manual calculation spreadsheet.</p> <p>There will be few statements from HSBC but the UTB statement will be 5-6 pages long instead of 2-3.</p>	
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