

To all members of the Council

YOU ARE SUMMONED TO ATTEND THE MEETING OF
THE **AMENITIES COMMITTEE ON WEDNESDAY 10TH MARCH
2020** AT 19.30.



**THIS MEETING WILL BE HELD VIA VIDEO CONFERENCE CALL
DUE TO THE COVID:19.**

**THE ZOOM LOG IN FOR THIS MEETING IS AVAILABLE ON
WWW.KINGSHILLPARISH.GOV.UK**

Signed: *Julie Miller* Date of 4th March 2021
Clerk and Proper Officer Issue:
Members Cllr M Colman (Chair), Cllr S Barker, Cllr S Kirk, Cllr A Petty, Cllr N Sherlaw, Cllr D
Waller

0Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Kings Hill Parish Council's procedure for the recording of meetings is available by request. Members of the public addressing the Council but not wishing to be recorded should put this request to the Clerk at the earliest opportunity.

Agenda

1. **To receive and accept Apologies for Absence**
2. **To receive Declarations of Interest & Lobbying**
3. **Minutes** – to receive and approve for signature the minutes of the meetings held on 13th January 2021. (*Minutes to be physically signed at next available opportunity*) Appendix A
4. **Chairman's Announcements** – to receive announcements

Open Spaces

5. **Allotments**
 - 5.1. To note one allotment tenancy agreement has not been signed correctly and despite six months of chasing this has not been completed properly. The committee is asked to consider next steps.
 - 5.2. To note plot status. Appendix B
 - 5.3. To note that an allotment watch scheme does not exist.
 - 5.4. To note the possible formation of an allotment user group to manage the allotments on behalf of the council will be on the May agenda.
6. **Motion from Cllr Barker**
 - 6.1. To discuss liaising with West Malling Group Practice with regard to offering allotment plots to mental health patients.
7. **Open Spaces**
 - 7.1. To consider contract renewal for open spaces for 2021. Appendix C
 - 7.2. To consider the request for a new salt bin at Saxon Close from the 2022/2023 budget. Appendix D
 - 7.3. To note request to refill a salt bin at Anson Avenue. This will be completed when budgets allow.

Community Centre

8. **To note a grant of £4,000 was obtained for new flooring in the community centre and the work has been undertaken.**

9. Hall fees for 2021

- 9.1. To consider the fees for the new hall with immediate effect and to approve the increase for the existing halls to take effect from 1st January 2022. Appendix E
- 9.2. To consider a name for the new hall.

10. To note furniture acquired from Liberty property Trust.

11. To note letter from Borough Cllr Tanner suggesting a social club at the Community Centre and the council's request for a business plan before the idea can be progressed. Appendix F

Sports Park

12. To note a second opinion is being sought from the landlord in relation to the council plumber's suggested boiler works.

Finance

13. Finance

- 13.1. To review financial statements to the end of January 2021 – **83% YTD** Councillors to review income performance and ensure spend costs are within the limits of the approved budgets. Appendix G
- Variations of expenditure in excess of 15%: (no new items to report)
- (a) KHSP Water – Overcharged credit being reclaimed over next three months.
 - (b) KHSP Maintenance Contracts – Annual invoices previously reported to committee
 - (c) KHSP General repairs and maintenance – boiler works as previously reported to committee
 - (d) KHSP Summer league expenditure – previously reported to committee
 - (e) KHCC Event licence – Annual invoice previously reported to committee.
 - (f) KHCC Marketing – excess expenditure approved by full council
 - (g) KHSP Café general repairs and maintenance – repairs previously reported to committee.
- 13.2. To note the Kings Hill Estate Management commercial budget 2021/2022. Appendix H
- 13.3. To note the payment of £66 for the National Allotment Association membership.
- 13.4. To review Sales performance using income comparison reports. Councillors to review sales performance to discharge its power to oversee the management of the council's amenities. **No data due to national lockdown closure.**
- 13.5. Items of expenditure to consider within budget Councillors to consider spend costs up to the limit of the approved annual budgets outside of officer delegated authority. **There are none.**
- 13.6. Items of expenditure to consider outside budget limit Councillors to consider spend costs outside of the limit of the approved annual budget to recommend to Full Council.
- (a) Community Centre Fire Panel Wiring £1,200.00 plus VAT
 - (b) Passive Fire Stopper Survey £650.00 plus VAT
 - (c) Fire door carpentry work £940.00 plus VAT
 - (d) Community centre boiler service plus care plan £278 plus VAT
- Total £3,068**
- General Repairs and Maintenance Budget £4000 Actual YTD £2,726 remaining £1,274**
- Total essential works exceeds budget by £1794. To consider viring £1274 from the unspent PPM Maintenance budget**

Appendices I
- L

General Administration

14. To report external meetings with representatives of the Amenities Committee

There were none.

15. Correspondence and matters for information.

- 15.1. 29/01/2021 – Email from BT regarding price increases.
- 15.2. 21/01/2021 – Email from resident regarding investigations.
- 15.3. 10/02/2021 – Website enquiry form requesting a salt bin at Saxon Close.
- 15.4. 11/02/2021 – Email from resident regarding the refilling of a salt bin.
- 15.5. 16/02/2021 - National Allotments Week 2021.

16. Date of next meeting – 10th March 2021

17. Questions from Committee Members and future agenda items

- 17.1. To receive answers to questions from councillors since last meeting.
- 17.2. To note questions from councillors for which answers shall be responded to at the next meeting.

Appendix M