

BPC Covid-19 Decision & Payments Log – 005

Cheques written	
S Manser 3318 - £20.16	Expenses
3319 - £43.60 DATA PROTECTION REDACTED	Booking fee refund
David J Hadlum 3320 - £91.20	Covid-19 Sign Printing
3321 - £12.50 DATA PROTECTION REDACTED	Allotment Fee Refund
Kent County Council 3322 - £126.00	Fire Extinguisher Maintenance
3323 DATA PROTECTION REDACTED	
3324 DATA PROTECTION REDACTED	
SLCC 3325 - £180.00	Annual Subscription – Society of Local Council Clerks
Mrs N Attwood 3326 - £203.69	Expenses which include the sanitiser equipment for both halls.

Decisions made outside of meetings due to Covid-19 pandemic.	Actions	Further information
A quotation was obtained for a tidy up around the pavilion perimeter which the Clerk has accepted.	Quotation accepted for £106.23 +vat From Landscape Services	No objections to email circulated.
Cllr Gooch is looking for a product that will hopefully remove the graffiti on the bench at the parish field.	Cllr Gooch will purchase products and claim through expenses.	Clerk will issue cheque when needed.
The Clerk will purchase sanitiser equipment for both of the halls so that we have stock ready for when we decide to re-open.	Quotations circulated. Cllr Gooch, Cllr Parker and Cllr Muthana in agreement to proceed with necessary purchases.	The Clerk will claim back on her expenses. The halls will remain closed for the time being but it is good that we are getting prepared. The Clerk will deliver all products over to Cllr Gooch when received.
Parish Field - Car Park Gate Duties Resumed	17 th June 2020 no objections to the gate being opened. Clerk informed the gate operative to resume duties.	Confirmation received – gate duties resumed 18 th June 2020.
New 'No BBQ's' notice made up for the parish field as there has been evidence found on field of BBQ's occurring.	Cllr Gooch made up a larger sign to be displayed.	No further information.
Greenfields Primary School Consultation.	No comments to submit.	No further information.
Risk assessments and guidance for halls.	All documentation circulated to members. Cllr Muthana proposed to adopt the risk assessment and guidance, seconded by Cllr Parker with Cllr Gooch in agreement.	The halls will remain closed for the time being but it is good that we are getting prepared.
Deep Clean Quotation for Parish Hall and Pavilion.	Dusters Cleaning Services quotation received. £112.00 for both premises which will be 2 cleaners for 8 hours. Proposed to accept the quotation: Cllr Gooch, seconded by Cllr Parker with Cllr Manser in agreement.	The Clerk will arrange the deep clean before BPC decide to re-open the halls. The Clerk also confirmed with Dusters that BPC wish to continue the weekly cleaning arrangements for both halls that they previously had (once re-opened).
Risk assessments for Play Area	All documentation circulated. Cllr Gooch has proposed that the play area remains closed for the moment, this has been seconded by Cllr Parker.	We are waiting for comments from other member on this matter.

Zoom Meetings	The Clerk has set up a zoom account for BPC and will be arranging test meetings. Cllr Gooch proposed to proceed with Zoom meetings which was seconded by Cllr Parker with Cllr Muthana in agreement.	Clerk and Chairman had test meeting on the 29 th June which went well. The Clerk has now asked for availability from all members so that a full test meeting can be arranged. Zoom agreement policy for BPC and how to Zoom has been circulated by the Clerk.
Payment Tracker for Hall Income	The Clerk circulated the tracker to help monitor late payees when we re-open the halls, take pressure off of the booking clerk and hopefully eliminate wasted resources and time for the Clerk.	Cllr Parker proposed to adopt the new tracker system which was seconded by Cllr Muthana with Cllr Gooch in agreement.

Other news:

A camp has been set up in Gatland Lane; members are asked to be vigilant regarding the parish field.

The Clerk has emailed Alice Williams (the lady who is interested in joining BPC) to let her know that we still cannot meeting in person and to let her know that we have not forgotten about her!

Confirmation has been received from the external auditor informing the Clerk that they have received all of the paperwork and will be working on the audit soon.

Model Code of Conduct Consultation was circulated; response due 17th August 2020.

Tonbridge and Malling planning application 20/502412/OUT was circulated; comments due 2nd July 2020.

Emailed to members: 29/06/2020

To be signed off by the Chairman at the next meeting: