



7<sup>th</sup> February 2018

Dear Sir/Madam,

There will be a meeting of the **ADMINISTRATION AND RESOURCES COMMITTEE** of Meopham Parish Council on Tuesday 13<sup>th</sup> February 2018 at 7.30pm, to be held in The Windmill, Meopham Green.

Yours faithfully,

*Sarah Egglesden*

**Clerk**

**AGENDA**

1. **To receive Apologies for Absence**
2. **To receive Declarations of Interest**
3. **To approve minutes of previous meeting (28/11/17) (\*)**
4. **Matters Arising**
  - 4.1 Purchase of a laptop and desk for the Parish Office – update from the Clerk
  - 4.2 Skills Audit – update from Cllr McTavish
  - 4.3 Social Media Working Group – update
  - 4.4 Follow up actions from meeting with GWT Media Limited – update from Cllr M Bramer
  - 4.5 Internet banking and debit card arrangements – update from the Clerk
5. **Contracts**
  - 5.1 To consider a contract for the servicing of Pitfield Green Toilets (\*)
6. **General Data Protection Regulation (GDPR)**
  - 6.1 Update from Cllr M Bramer and the Clerk
7. **Parish Office Matters**
  - 7.1 Clerk to provide members with an update on the forthcoming work at the Windmill site and the current maintenance issues, reported to KCC.
8. **Request from Meopham & District Footpath Group to place a storage shed at the Container site (request agreed in principle at Full Council on 10.10.17)**
  - 8.1 update on response from GBC Planning Department
9. **Training**
  - 9.1 To note attendance of Cllrs D and M Bramer at the forthcoming Annual Planning Conference run by KALC on 16.3.18

9.2 To note that the Clerk attended a free end of year pensions workshop on 26.1.18, run by KCC

**10. Financial Matters**

10.1 To note all the Administration & Resources Committee Expenditure up to 13.02.18 for the 2017-2018 financial year (\*) (to follow)

10.2 To approve the schedule of payments in accordance with Financial Standing Order 5.2 (\*) (to follow)

10.3 To recommend to Full Council a virement of £500 from the General Reserve to the A&R salary budget for 2017-18 to allow for the possibility of additional overtime being needed up to the end of March. (only to be used if no further budget is available in the overall A&R budget to carry out a virement between budgets)

**11. Correspondence**

11.1 To note the correspondence received (\*)

**CLOSED SESSION**

**Pursuant to Section 1(2) of the Public Bodies Admission to Meetings Act 1960, that due to the confidential nature of the next items the public and press will be asked to leave the meeting**

**12 To consider the following Quotations**

**12.1 Hearing Loop for Parish Council Meeting Venues -** To consider the quote for a portable hearing loop and if appropriate, recommend approval to Full Council and that the cost of this is met out of the Parish Council's reserves (\*) (to follow)

**12.2 Parish Council Logo -** To consider the quotes for updating the Parish Council's logo and if appropriate, approve a contractor (\*) (to follow)

**Committee Members:** Cllrs M Bramer (Chairman), Buchanan, Howard, McTavish, Ogden (Vice Chairman), Powell and Wade

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulation 2014.