

Meopham Parish Council

All correspondence to:
The Windmill, Meopham Green, Meopham, Kent DA13 0QA
Telephone: 01474 813779
Clerk: Mrs S Egglesden E-Mail: clerk@meopham.org
www.meopham.org



To all members of the Administration & Resources Committee

You are hereby summoned to attend the **Administration & Resources Committee Meeting on Tuesday 24th September 2019 at 7:30 pm in the Windmill, Meopham Green.** Papers have been circulated for all items shown by (*).

Yours faithfully

Sarah Egglesden

Sarah Egglesden
Parish Clerk
Date of Issue: 18th September 2019

A G E N D A

- 1 **To receive apologies for absence**
- 2 **Declarations of Members' Interests:** - To receive declarations of pecuniary and non-pecuniary interests
- 3 **To approve minutes of previous meeting (26.02.2019) (*)**
- 4 **Matters Arising**
- 5 **Financial Regulations**
 - 5.1 To review the amended NALC model Financial Regulations and to agree to recommend adoption to Full Council (*)
- 6 **Policy Review**
 - 6.1 **As agreed at the Annual Council meeting, the Administration and Resource to review the following:-**
 - 6.1.1 Media Policy (*)
 - 6.1.2 Protocol for the recording or reporting of Council and Committee meetings:- To approve a change to the Council's policy for the recording of meetings: from now on an official recording of a meeting, either in whole or in part, shall only be made at the request of the Chairman of the meeting and with approval of members present. Discussions in closed session shall never be recorded (*)
 - 6.1.3 Freedom of Information (*)
 - 6.1.4 Data Protection (*)
- 7 **Volunteers Policy:-**
 - 7.1 To review and recommend adoption to Full Council (*)
- 8 **Lone Working Policy:-**
 - 8.1 to review and consider taking any necessary actions (*)

- 9 Parish Council Emails:**
- 9.1** To receive a position paper entitled 'Professionalising the Parish Council's Use of Email' prepared by the Chairman (*)
- 9.2** To approve a proposed policy for 'Use of Email for Parish Council Business' (*)
- 10 Village Green Bylaws**
- 10.1** To consider approval of a proposal that 'the bylaws that have applied to most of the parish's village greens since 1992 should henceforth also apply to Fowler's Stone Green' (*)

CLOSED SESSION for Agenda Item 11

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

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- 11 Parish Council Website**
- 11.1** To consider transferring the hosting of the parish council's website to a new hosting company. The contract with the new company shall be made by the Parish Council directly not via an intermediate organisation
- 11.2** To approve the appointment of Tsohost as the new website hosting company at a cost of up to £100 per annum, to be offset in whole or in part by a reduction in the payment the Council makes to GWT Media for the current service (*)
- 12 Emergency plan**
- 12.1** To delegate to the Clerk in consultation with an appointed councillor(s) to review the current emergency plan to then be finally reviewed at the next A&R committee meeting
- 13 Financial Matters**
- 13.1** To note all the Administration & Resources Committee Expenditure up to 18.09.19 for the 2019-2020 financial year (*)
- 13.2** To approve the schedule of payments in accordance with Financial Standing Order 5.2 (*)
- 13.3** To note the report from the Internal Auditor and to consider the actions from the report (*)
- 13.4** To note the receipt of the External Auditors Report and Certificate for the AGAR for 2018-19 (*)
- 14 Insurance**
- 14.1** to clarify who is responsible for the insurance for the Remembrance Service at the War Memorial and the Turning on of the Christmas Tree Lights at Meopham Green
- 15 Correspondence**
- 15.1** To note correspondence received (*)

DISTRIBUTION

AGENDA AND PAPERS: -

Administration & Resources Committee Members: - Cllrs M Bramer (Chairman), S Buchanan, S Innes, G Madgwick, J McTavish, J Ogden (Vice Chairman) and B Wade

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Bodies Regulations 2014. A copy of the Council's procedure for the recording of meetings is available by request.