

**Minutes of a meeting of the
Administration and Resources Committee held on
Tuesday 6th October 2015 at 08:00pm
at the Windmill, Meopham Green**

Committee Members Present: Cllrs D Bramer, M Bramer, Buchanan, Hasler, Knott, McTavish, Powell, (Chairman) and Wade

In attendance: Mrs S Eggesden (Clerk), 2 members of public

Item 1: Apologies for absence:

A.35 Apologies were received from Cllr Ogden (unwell). Cllr Howard was absent from the meeting.

Item 2: Declarations of Interest:

A.36 Cllr Bramer declared an interest in item 7a. There were no further declarations.

Item 3: To approve minutes of previous meetings (30/06/15 & 08/09/15):

A.37 The minutes of the meeting held on 30/06/15 were approved as a true and correct record on a proposal by Cllr Knott and seconded by Cllr Hasler. All voted in favour. The minutes of the meeting held on 8/09/15 were approved as a true and correct record on a proposal by Cllr Buchanan and seconded by Cllr Hasler. All voted in favour.

Item 4: Matters Arising:

A.38 There were not any matters arising on the minutes dated 30/06/15.

A.39 Cllr Bramer asked if the recording device for the council had been purchased and the clerk confirmed that it had.

Item 5: To approve the recommendations on Planning Applications:

A.40 The following application was considered by this Committee:

2015/0904 - Firbanks, Wrotham Road, Meopham, Gravesend Kent DA13 0AQ
Erection of a three storey 4 bedroom detached house with a basement and integral garage.
Extension of existing access drive to provide 2 car parking spaces for the existing neighbouring house.

No objection subject to the applicant addressing the access/driveway was recommended on a motion proposed by Cllr Buchanan and seconded by Cllr Knott. There were 7 votes in favour of no objection and 1 vote against.

Item 6: Standing Orders and Financial Regulations:

To consider the proposed changes, recommended by the Standing Orders Sub Committee to Meopham Parish Council's Standing Orders and Meopham Parish Council's Financial Standing Orders and providing at least 7 members agree in writing to proposed changes recommend these for adoption by Full Council:

A.41 Cllr Powell advised members on all of the proposed changes recommended by the SO's Sub Committee for the Standing Orders, document circulated to members prior to the meeting. Following the recommendation from KALC, Cllr Powell proposed a motion to amend SO25b to change the number of councillors to give written notice to 6 instead of 7 councillors. This was seconded by Cllr Hasler. 4 voted in favour, 1 against and there were 3 abstentions. The motion was approved to amend to SO25b to '6' councillors.

A.42 A document was circulated for 7 councillors to sign to propose the agreed changes to comply with Standing Orders. As 7 councillors signed the form, Cllr Powell proposed a motion that the A&R Committee recommend to Full Council that it adopts the amended Standing Orders. Cllr Bramer seconded this and all voted in favour.

Action: Clerk

A.43 Clarification had been obtained from KALC that the new Financial Regulations should be called 'Financial Regulations' and not 'Financial Standing Orders'.

A.44 Cllr Powell advised members of all the proposed changes recommended by the SO's Sub Committee, document circulated to members prior to the meeting. Cllr Bramer proposed a motion that Financial Regulation 1.1.6 (page 2), the additional wording is changed to read 'may be considered' instead of adding in 'may be' only. This was seconded by Cllr Buchanan. 4 voted in favour and 4 voted against. The Chairman used his casting vote and it was agreed to leave the additional wording as 'may be'.

A.45 Cllr Buchanan proposed a motion that the A&R Committee recommend to Full Council that it adopts the new Financial Regulations with the agreed changes. This was seconded by Cllr Hasler. All voted in favour and the motion was approved.

Action: Clerk

Item 7 Training:

(a) To approve funding for Cllr M Bramer to attend the KALC Finance Conference:

A.46 Cllr Powell requested Cllr Bramer to report back to members on pension information for the Clerk, which is covered on this course, as this could have financial implications on the budget. Cllr Knott proposed a motion that Cllr Bramer attends the KALC Finance Conference and this was seconded by Cllr Buchanan. 7 voted in favour, there was 1 abstention and the motion was approved.

(b) To consider and if appropriate agree that the Clerk be given up to 1 hour/week study time as part of her CiLCA training:

A.47 Cllr Powell proposed that the above motion and this was seconded by Cllr Bramer. All voted in favour and the motion was approved. .

(c) To approve funding for the Clerk to attend 3 CiLCA training events in November 2015:

A.48 The CiLCA training events will cost £180 net. Cllr Powell proposed that up to £300 is approved to allow for mileage costs for the CiLCA events and this was seconded by Cllr Buchanan. All voted in favour and the motion was approved.

Item 8: To consider and approve, if appropriate, the extension for the renewal of the cricket club lease:

A.49 Cllr Powell advised that the lease cannot be changed, as stated in the original lease. Cllr Powell therefore proposed a motion to recommend putting this to Full Council for the continuation of the lease. This was seconded by Cllr Buchanan. There were 6 votes in favour and 2 abstentions. The motion was agreed.

Action: Clerk

Item 9: Financial Matters:

(a) To consider and if found satisfactory approve the Administration and Resources Committee Expenditure from 1/07/2015 to 30/08/2015:

A.50 Cllr Powell advised that any virements would be done later in the year. It was noted that cleaning budget needs to be moved into to the general admin budget. Members noted the expenditure and Cllr Knott proposed a motion to approve the expenditure and this was seconded by Cllr Hasler. All voted in favour.

Action: Clerk

(b) To approve schedule of payments in accordance with Financial Standing Orders 5.2:

A.51 The above motion was proposed by Cllr Hasler and seconded by Cllr Wade. All voted in favour and the motion was approved.

10: Correspondence:

A.52 The list of correspondence was noted

The meeting ended at 9:15pm

Signed.....Dated.....