

Meopham Parish Council

The Windmill, Meopham Green, Meopham, Kent DA13 0QA - Tel: 01474 813779
Clerk: Mrs S Egglesden Email: clerk@meopham.org Website: www.meopham.org



To all members of the Administration & Resources Committee

You are hereby summoned to attend a virtual meeting via zoom of the **Administration & Resources Standing Committee** on **Tuesday 24th November 2020** at **7:30 pm**.
Papers have been circulated for all items shown by (*).

Yours faithfully

Sarah Egglesden

Sarah Egglesden
Parish Clerk

Date of Issue: 18th November 2020

Members of the Public and Press are welcome to join the Zoom Meeting. You will need to have access to Zoom. Please contact the Clerk by noon on the day of the meeting at clerk@meopham.org for the password for access to the meeting.

A G E N D A

- 1 To receive and accept apologies for absence**
- 2 Declarations of Members' Interests:** - To receive declarations of pecuniary and non-pecuniary interests
- 3 To approve minutes of previous meeting (15.09.2020) (*)**
- 4 Matters Arising**
- 5 Financial Matters**
 - 5.1** To note all the Administration & Resources Committee Expenditure up to 18.09.20 for the 2020-21 financial year (*)
 - 5.2** To approve the schedule of payments in accordance with Financial Standing Order 5.2 (*)
 - 5.3** To note the bank reconciliations and to agree to sign off against the bank statements (*)
 - 5.4** To approve a virement of £269.00 from the pension budget to the salary budget and £500 from the contingency budget to the salary budget to cover any future overtime
 - 5.5** To note the signed off audit from PKF Littlejohn and to note that the Notice of conclusion of audit has been published on the Windmill site noticeboard and on the Parish Council website

- 6 Meopham Parish Council's Budget proposals for 2021-2022**
- 6.1** To consider and if found satisfactory endorse the proposed Planning & Projects Committee Budget for 2021-2022 (*)
 - 6.2** To consider and if found satisfactory endorse the proposed Environment & Amenities Committee Budget for 2021-2022 (*)
 - 6.3** To consider and if found satisfactory approve the proposed Administration & Resources Committee Budget for 2021-2022 (*)
 - 6.4** To note removal of the separate Judson's Pavilion Committee Budget for 2021-2022
 - 6.5** To consider and agree a composite budget for Meopham Parish Council for 2021-22 for submission to Full Council for approval at its meeting on 08.12.20 (*)
- 7 Policy Review**
- 7.1** To review and approve the Risk Assessment document for Meopham Parish Council (*)
- 8 Correspondence**
- 8.1** To note 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 item, the public and press will be asked to leave the meeting

- 9 Contract Review**
- 9.1** Invicta Law – Parish Council scheme, due for renewal on 26.02.2021 (*)
- 10. New Contract**
- 10.1** Contract for the Youth Club - Service Level Agreement from The Grand (*)

DISTRIBUTION

AGENDA AND PAPERS: -

Administration & Resources Committee Members: - Cllrs M Bramer (Chairman), S Buchanan, 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.
