

Meopham Parish Council

All correspondence to:
The Windmill, Meopham Green, Meopham, Kent DA13 0QA
Telephone: 01474 813779

Clerk: Ms S Eggesden E-mail: clerk@meopham.org
www.meopham.org



31st May 2017

Dear Sir/Madam,

There will be a meeting of the **ADMINISTRATION AND RESOURCES COMMITTEE** of Meopham Parish Council on Tuesday 6th June 2017 at 7.30pm, to be held in The Windmill, Meopham Green.

Yours faithfully,

Clerk

AGENDA

- 1. To receive Apologies for Absence**
- 2. To receive Declarations of Interest**
- 3. To approve minutes of previous meeting (11/04/17) (*)**
- 4. Matters Arising**
- 5. Contracts**
 - 5.1** Sebias Cleaning – to approve the continuation of the cleaning contract (*)
 - 5.2** M Gofton Associates – to approve the continuation of the payroll contract (*)
 - 5.3** MI Payroll – to approve the continuation of the bookkeeping contract (*)
 - 5.4** GWT Media – to approve the continuation of the IT support contract (*)
 - 5.5** Kent Legal Services – to note the transfer of the legal service to Invicta Law
 - 5.6** Meopham Colts Lease Agreement - To review the rent and agree to renew the license agreement between Meopham Parish Council and Meopham Colts for the hire of Judson's Recreation Ground football pitch from 01.08.17 to 10.06.18 (*)
 - 5.7** To note the changes to the Zurich Insurance Policy following on from delegation to the clerk to investigate in the policy (*)

6. Emergency Planning

- 6.1** Update regarding attendance at the Rest Centre Training event at Culverstone Community Centre on 10/10/17

7. Financial Matters

- 7.1** To consider and approve the audit arrangements for 2017-18
 - 7.1.1 to consider and approve the appointment of an Internal Auditor
 - 7.1.2 to consider and approve the appointment for the preparation of the council's financial accounts for 2017-18
- 7.2** To note all the Administration & Resources Committee Expenditure up to 06.06.17 for the 2017-2018 financial year (*) (to follow)
- 7.3** To approve the schedule of payments in accordance with Financial Standing Order 5.2 (*) (to follow)
- 7.4** To review the list of standing orders / direct debits arrangements for the council (*) (to follow)
- 7.5** On a recommendation from the Internal Auditor, to review the arrangements for issuing payments for invoices, staff salaries and expenses. To consider, and if appropriate, recommend to Full Council to approve future payments are carried out via internet banking through Lloyds Bank.

8. Correspondence

- 8.1** To note the correspondence received (*)

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.