

## Meopham Parish Council

All correspondence to:  
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Clerk: Ms S Egglesden  
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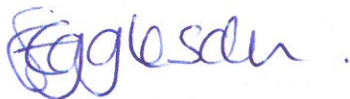


29<sup>th</sup> June 2016

Dear Sir/Madam,

There will be a meeting of the **ADMINISTRATION AND RESOURCES COMMITTEE** of Meopham Parish Council on Tuesday 5<sup>th</sup> July 2016 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 meetings (08.03.2016 and 07.06.2016) (\*)**
- 4. Matters Arising**
- 5. Insurance**
  - 5.1** To note the renewal of the Council's insurance for 2016/2017
- 6. Contractual Matters**
  - 6.1** To approve the renewal of the license agreement between Meopham Parish Council and Meopham Colts Football club for the hire of Judson's Recreation Ground Pavilion and Football pitch (\*)
  - 6.2** To approve the continuation of the IT Services contract, covering the Parish Office, with GWT Media Ltd (\*)
  - 6.3** To approve the continuation of the Book Keeping contract(\*)
- 7. Council Policies**
  - 7.1** To consider and, if appropriate, recommend to Full Council to approve a Training Policy for Meopham Parish Council (\*)
  - 7.2** To consider and, if appropriate, recommend to Full Council to approve an Equality Policy for Meopham Parish Council (\*)
  - 7.3** To consider and, if appropriate, recommend to Full Council to approve a Co-option Policy for Meopham Parish Council (\*)

## **8. Emergency Plan**

- 8.1** Report from the clerk on a workshop she attended, hosted by KALC and Kent Resilience Forum
- 8.2** To note the Flood Warden event on 23<sup>rd</sup> July and agree attendance if appropriate (\*)

## **9. Financial Matters**

- 9.1** To note the submission of the 2015/2016 financial accounts of Meopham Parish Council to the External Auditor
- 9.2** To consider and agree the audit arrangements for 2016-2017
  - 9.2.1** to consider if an interim audit in October is required
  - 9.2.2** to approve the appointment of David Buckett as the internal auditor for 2016-17
  - 9.2.3** to approve the appointment of Julia Burgoyne for the preparation of the Meopham Parish Council financial accounts for 2016-17
- 9.3** To note and approve, where appropriate, outstanding Administration and Resources Committee Expenditure from 1<sup>st</sup> April 2016 (\*) (to follow)
- 9.4** To approve the schedule of payments in accordance with Financial Standing Orders 5.2 (\*) (to follow)
- 9.5** To review the system of payment for ad hoc office expenditure.

## **10. Correspondence**

- 10.1** To note the correspondence list (\*) (to follow)

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.