

**Minutes of a meeting of the
Full Council held on
Tuesday 16th June 2020 at 7:30pm
Virtual Meeting via Zoom**

Members Present: Cllrs M Bramer, D Bramer, S Buchanan (Chairman), S Gofton, J McTavish, J Ogden (Vice Chairman), A Rose and B Wade

In attendance: Mrs S Eggesden (Clerk)

Cllr Buchanan announced that Cllr Madgwick had resigned from the council with immediate effect.

Item 1: To receive Apologies for absence

A.1 Apologies were received from Cllr Luxford.

Item 2: To receive Declarations of Interest

A.2 There were no declarations of interest.

Item 3: To approve minutes of previous meetings

A.3 10.12.2019 - The minutes were approved as a true and correct record on a proposal by Cllr M Bramer and seconded by Cllr McTavish. 5 votes in favour and 3 abstentions.

21.01.2020 - The minutes were approved as a true and correct record on a proposal by Cllr M Bramer and seconded by Cllr Buchanan. 5 votes in favour and 3 abstentions

25.02.2020 - The minutes were approved as a true and correct record on a proposal by Cllr Ogden and seconded by Cllr Wade. 6 votes in favour and 2 abstentions.

17.03.2020 - The minutes were approved as a true and correct record on a proposal by Cllr M Bramer and seconded by Cllr McTavish. 7 votes in favour and 1 abstention.

Item 4: Financial Matters

4.1 To note the Parish Council's expenditure up to the 31.03.2020 and to approve the earmarked reserves for 2020-21

A.4 Expenditure up to the 31.03.2020 was noted. Cllr M Bramer proposed approval of the earmarked reserves and this was seconded by Cllr Wade. All voted in favour.

4.2 To note Meopham Parish Council's Income and expenditure up to the 31.05.2020

A.5 The Income and expenditure was noted.

4.3 To approve the schedule of payments in accordance with Financial Standing Order 5.2

A.6 The payments in appendix A were approved on a proposal by Cllr Gofton and seconded by Cllr McTavish. All voted in favour.

A.7 Cllr Wade asked if we could obtain a refund on the card terminals as they had not been used. Cllr Gofton would investigate into this. If we could not obtain a refund, the clerk was asked to check with the internal auditor if we are permitted to sell them on an internet site such as ebay.

Action: Cllr Gofton / Clerk

4.4 To note the bank statements balance as at 31.05.2020

A.8 The bank balance was noted as follows:-

Lloyds Current Accounts	£12,955.92
Unity Bank	£191,602.69
<u>Total</u>	£204,558.61

The clerk reported on a recent VAT payment for £33,570.98 had been received into Unity Bank since the bank reconciliation figures had been produced.

4.5 On the recommendation of the internal auditor, to agree to transfer the donation money from Meopham Charity Ball and Fete Committee for furnishing and kitchen equipment for Judson's Pavilion, to Meopham Colts. Expenditure to be decided, as per the suggested list of purchases from the Committee, by the Working Group set up for this purpose (members: B.Wade, B. Hemings & K. Walters)

A.9 Cllr Wade declared an interest and abstained from voting on this item.

Cllr M Bramer proposed approval of the above motion. This was seconded by Cllr and there were 7 votes in favour and 1 abstention.

Item 5: Planning Applications received from Gravesham Borough Council

5.1 To ratify the comments submitted on planning applications to Gravesham Borough Council between March 2020 and May 2020 Financial Matters

A.10 Cllr D Bramer proposed approval of the planning comments submitted and this was seconded by Cllr McTavish. All voted in favour.

Item 6 To consider future Meopham Parish Council meetings

6.1 To consider planning a schedule of virtual meetings in the light of the continuation of social distancing measures remaining in place for the foreseeable future

A.11 Cllr Rose proposed to go with the schedule already set in December 2019 with Full Council and Planning Applications Committee now and then other Committees from September, unless an extraordinary meeting is required. This was seconded by Cllr Ogden and all voted in favour.

6.2 To consider the monthly purchase of a virtual meeting facility

A.12 Cllr Ogden proposed that the Clerk could go ahead with the purchase of zoom virtual meeting facility. This was seconded by Cllr M Bramer and all voted in favour.

Item 7 Judson’s Pavilion Management Committee

7.1 To approve the appointment of Cllrs M Bramer and Ogden as Parish Council representative on the Judson’s Pavilion Management Committee

A.1 Cllr Rose proposed approval and this was seconded by Cllr Buchanan. All voted in favour. It was noted that this would be reviewed annually.

The meeting closed at 8.04pm.

SignedDate.....

Appendix A

Payments up to 31.03.2020

DATE	PAYEE	DETAILS	GROSS	VAT	NETT	
MPC CASHBOOK 2019-2020 (Lloyds Bank Treasurers accounts - Debit card)						
023/020320	26.02.20	Culverstone PO	signed for postage + large postage envelope Judson's lease	£4.22	£4.22	
024/020320	26.02.20	Asda	Parish office - toilet rolls and stationery	£7.29	£7.29	
025/020320	20.03.20	the glove store	latex gloves x 10000	£64.79	£10.80	£53.99
026/300320	30.03.20	Microsoft Office	Upgrade to windows 10 pro for clerks laptop	£119.99	£20.00	£99.99
027/110320	11.03.20	Dropbox	Dropbox renewal up to 09.03.21	£95.88	£15.98	£79.90

MPC - Direct debits - CASHBOOK 2019-2020 (Lloyds Bank Treasurers accounts)

DD	01.03.20	SSE Southern Electric	Electricity Bill, toilets - up to 11.02.20	£34.61	£1.64	£32.97
DD	15.03.20	Sage	Sage - Monthly fee - Mar 2020	£24.00	£4.00	£20.00

MPC CHEQUE CASHBOOK 2019-2020 (Lloyds Bank Treasurer's Account)

nil

MPC CASHBOOK 2019-2020 (Unity Trust Bank) - Standing Orders/Direct Debits

016/250320	25.03.20	MI Bookkeeping	Bookkeeping & Payroll March 2020	£114.00		£114.00
017/150320	15.03.20	Highview Trees	Service Contract - 15.02.20 to 14.03.20	£475.00		£475.00

MPC cashbook 2019-20 (unity Bank) - online payments

142/100220	10.02.20	Kent County Council	repayment of unspent grant - nest swing	£268.34		£268.34
147/100220	10.02.20	May Harris	Cleaning - toilets plus consumables	£665.38	£110.90	£554.48
	10.02.20	May Harris	Cleaning - parish office	£64.58	£10.76	£53.82
152/130220	13.02.20	A Day	Fence work - Hook Green	£2,230.00		£2,230.00
153/130220	13.02.20	A Day	Emergency work to Hook Green sign	£600.00		£600.00
154/240220	24.02.20	H. Antwiss	Guttering work and emergency toilet seat replacement - Pitfield Toilets	£105.00		£105.00
155/240220	24.02.20	Capstan Group Services	Invoice 3 - Judson's refurbishment	£48,968.68	£8,161.44	£40,807.24
158/260220	26.02.20	GB Sports & Leisure	Replacement handlebars for twin rocker (refund due from insurance claim)	£1,923.72	£320.60	£1,603.10
159/020320	02.03.20	May Harris	Deep Clean - Pitfield Toilets	£240.00	£40.00	£200.00
160/020320	02.03.20	May Harris	Cleaning - toilets plus consumables	£665.38	£110.90	£554.48
"	"	May Harris	Cleaning - parish office	£64.58	£10.76	£53.82
161/020320	02.03.20	Element	Bus Shelter cleansing - Feb 2020	£214.20	£35.70	£178.50

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				£	£	£
162/020320	02.03.20	Invicta Law	Annual Legal Scheme Membership - 2020-21	480.00	80.00	400.00
163/030320	03.03.20	GWT Media Limited	IT supports & Emails - Mar 20	96.72	16.12	£80.60
164/090320	09.03.20	Business stream	Water Fountain - Water bill	33.21		33.21
165-167/200320	20.03.20	staff salaries	March Salary	2,881.09		2,881.09
168/200320	23.03.20	Capstan Group Services	Invoice No. 4 - Judson's Pavilion refurb	81,183.55	13,530.59	67,652.96
169/300320	30.03.20	HMRC	4th Qtr - PAYE	1,690.58		1,690.58
170/300320	30.03.20	RPC bpr recycled products	Priestwood Green sign	312.00	35.00	260.00
171/300330	30.03.20	Kent Pension Fund	Staff Pension - Mar 20	798.86		798.86

PAYMENT FROM 01.04.2020

DATE	PAYEE	DETAILS	GROSS	VAT	NETT
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MPC CASHBOOK 2020-21 (Lloyds Bank Treasurers accounts - Debit card)

2348 nil

MPC - Direct debits - CASHBOOK 2020-2021 (Lloyds Bank Treasurers accounts)

DD	16.04.20	Sage	Sage - monthly fee, April 2020	£24.00	£4.00	£20.00
DD	16.04.20	Sage	Sage - monthly fee, May 2020	£24.00	£4.00	£20.00
DD	20.05.20	SSE	Electric Bill - toilets up to 04.05.20	£38.91	£1.85	£37.06

MPC CHEQUE CASHBOOK 2020-2021 (Lloyds Bank Treasurer's Account)

2348 09.04.20 Meopham Parish Council Transfer of funds to Unity Bank (MPC account) £100,000.00 £100,000.00

MPC CASHBOOK 2020-2021 (Unity Trust Bank) - Standing Orders/Direct Debits

001/150420	15.04.20	Highview Trees	Service Contract - 15.03.20 to 14.04.20	£475.00		£475.00
002/200420	20.02.20	MI Bookkeeping	Bookkeeping - April 2020	£114.00		£114.00
003/150520	15.05.20	Highview Trees	Service Contract - 15.04.20 to 14.05.20	£475.00		£475.00
004/200520	20.05.20	MI Bookkeeping	Bookkeeping - May 2020	£114.00		£114.00
005-8/200520	20.05.20	staff salaries	Salary - May 2020	£2,908.78		£2,908.24

MPC cashbook 2020-21 (unity Bank) - online payments

001/140420	14.04.20	GWT Media	IT & Comms support & hosted emails - March 2020	£96.72	£16.12	£80.60
002/140420	14.04.20	KPS Office Supplies	stationery for Parish Office - March 2020	£36.90		£30.90
003/140420	14.04.20	KPS Office Supplies	stationery for Parish Office - March 2020	£10.42	£1.74	£8.68
004/140420	14.04.20	Sue Gofton	Reimbursement for 10 hand held card terminals - supporting Meopham	£145.00	£24.17	£120.83

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005/140420	14.04.20	May Harris	Pitfield Toilets - cleaning March 2020	£ 665.38	£ 110.90	£ 554.48
"	14.04.20	"	Parish Office cleaning March 2020	£ 64.58	£ 10.76	£ 53.82
006/140420	14.04.20	GWT Media	IT & Comms support & hosted emails - April 2020	£ 96.72	£ 16.12	£ 80.60
"	14.04.20	"	new hosted email - supporting Meopham	£ 9.36	£ 1.56	£ 7.80
007/140420	14.04.20	Scribe Accounts	Scribe accounting package - 01.04.20 to 31.03.21	£ 333.12	£ 55.52	£ 277.60
008/140420	14.04.20	Business Stream	Water bill for Parish Office - 01.04.20 to 31.03.21	£ 173.93	-	£ 173.93
009-11/140420	20.04.20	staff salaries	Salary - April 2020	£ 3,067.60		£ 3,067.60
012/140420	14.04.20	James Ferrin	Community Phone top ups - reimbursement Hosted email box exchange for Supporting Meopham	£ 70.00	£	£ 70.00
013/290420	29.04.20	GWT Media	Meopham	£ 9.36	£ 1.56	£ 7.80
014/290420	29.04.20	Meopham Windmill Trust	Parish office rent - 1 April 2020 to 31 March 2021	£ 1,250.00		£ 1,250.00
015/290420	29.04.20	EDF	Parish Office - electric bill from 18.02.20 to 22.04.20	£ 162.75	£ 7.75	£ 155.00
016/290420	29.04.20	Capstan Group Services	Judson's Pavilion - Invoice 5	£ 64,482.56	£ 10,747.09	£ 53,735.47
017/290420	29.04.20	Business Stream	Pitfield Toilets - water bill from 14.11.19 to 12.01.20	£ 76.89		£ 76.89
018/290420	29.04.20	Gravesham Borough Council	Business Rates - Pitfield Toilets 01.04.20 to 21.03.21	£ 935.63		£ 935.63
019/290420	29.04.20	Kent Pension	Staff Pension - April 2020	£ 773.02		£ 773.02
020/200520	20.05.20	Arc Office Systems	Photocopying - office Photocopying 2500 flyers etc - Supporting Meopham	£ 98.77	£ 16.46	£ 82.31
"	20.05.20	Arc Office Systems	Meopham	£ 120.00	£ 20.00	£ 100.00
021/200520	20.05.20	Element UK Limited	Bus shelter cleansing - April 2020	£ 214.20	£ 35.70	£ 178.50
022/200520	20.05.20	GWT Media	IT & Comms support & hosted emails - April 2020	£ 96.72	£ 16.12	£ 80.60
"	20.05.20	GWT Media	new hosted email - supporting Meopham	£ 9.36	£ 1.56	£ 7.80
023/200520	20.05.20	Business Stream	Water bill for Judson's Pavilion - up to 24.04.20	£ 17.97		£ 17.97
024/200520	20.05.20	Antony Bourke	Reimbursement for mileage - supporting Meopham	£ 93.15	£ 10.83	£ 82.32
028/200520	20.05.20	Kent Pension	Staff Pension - May 2020	£ 773.02		£ 773.02
029/200520	20.05.20	May Harris	Pitfield Toilets - cleaning March 2020	£ 702.82	£ 117.14	£ 585.68
"	20.05.20	May Harris	Parish Office cleaning March 2020	£ 66.93	£ 11.15	£ 55.78
030/200520	20.05.20	James Ferrin	Mobile Phone Top up - reimbursement for supporting Meopham	£ 40.00		£ 40.00
031/010620	01.06.20	Zurich Insurance	Renewal Premium - 2020-21	£ 1,680.34		£ 1,680.34
032/010620	01.06.20	KALC	Membership rnl - 2020-21	£ 1,818.00	£ 303.00	£ 1,515.00
033/010620	01.06.20	SLCC	Membership rnl - 2020-21	£ 227.00		£ 227.00
034/010620	01.06.20	Caxtons Chartered Surveyors	Judson's Pavilion - reinstatement cost assessment for insurance purposes	£ 540.00	£ 90.00	£ 450.00