

**Minutes of a meeting of the  
Administration and Resources Committee held on  
Tuesday 14<sup>th</sup> February 2017 at 7:30pm  
at the Windmill, Meopham Green**

**Committee** Cllrs M Bramer (Chairman) Buchanan, McTavish,  
**Members Present:** Ogden, (Vice Chairman) and Wade

**In attendance:** Mrs S Eggesden (Clerk)

**Item 1: Apologies for absence:**

**A.73** There were no apologies.

**Item 2: Declarations of Interest:**

**A.74** There were no declarations of interest.

**Item 3: To approve minutes of previous meetings (29.11.16):**

**A.75** The minutes of the meeting held on 29.11.16 were approved as a true and correct record on a proposal by Cllr M Bramer and seconded by Cllr Ogden. All voted in favour and the minutes were approved.

**Item 4: Matters Arising:**

**A.76** Item A56 – Letter to the Cricket Club had not been sent as yet. Carried forward to action. **Action: Clerk**

Item A61 - Skills audit was still outstanding. This would be carried forward for the Clerk to complete in consultation with the Chairman. **Action: Clerk**

Item A65 – Land in front of Meopham School (woodland area) - KCC Highways had confirmed that this is not their land. Cllr Buchanan proposed a land registry search is carried out to establish ownership and this was seconded by Cllr Ogden. All voted in favour. **Action: Clerk**

Item A70 – Volunteer Support Warden Scheme - this action had been completed for the December 2016 Full Council meeting and confirmation had been received that the scheme would be going ahead.

Item A.72 – Meeting of Gravesham Clerks - this would be carried forward to the summer as it is busy time with clerks with the end of year coming up. **Action: Clerk**

**Item 5: Policies**

**5.1**            **Media Policy**

**5.1.1 To receive a report from the clerk on attendance at the recent KALC Communications and Social Media Conference**

**A.77**            The Clerk handed round a note reporting on the conference and gave a brief verbal report. Cllr M Bramer proposed that a Working Group is set up to look at branding and improving community engagement. He suggested asking Cllrs Gofton, Howard and a former councillor with media experience to join the group along with himself and the Clerk. This was seconded by Cllr Buchanan and all voted in favour. **Action: Clerk**

**5.1.2 To recommend to Full Council to approve the adoption of the NALC media policy**

**A.78**            Cllr M Bramer proposed an amendment to the NALC policy on page 2, number 15 changing the wording to 'in their absence' instead of 'his' and 'Clerical Assistant' instead of 'Deputy Clerk'. This was seconded by Cllr Ogden and all voted in favour.

Cllr M Bramer then proposed that the policy is recommended to Full Council for adoption. This was seconded by Cllr McTavish and all voted in favour. **Action: Clerk**

**5.2**            **To recommend to Full Council to approve the adoption of a policy for Travel and Subsistence Expenses and Mileage for Parish Councillors**

**A.79**            Cllr M Bramer reminded members that A&R had been asked to recheck the policy by Full Council to see if it was legal to not pay councillors for mileage within the parish. This had been checked with KALC, in Arnold Baker, The Good Councillors Guide and a NALC Legal Topic Note which advises that councils may pay councillors travelling expenses. Following discussion Cllr M Bramer proposed the removal of the word 'prior' from item 3. This was seconded by Cllr McTavish and all voted in favour. Cllr M Bramer then proposed that the policy is recommended to Full Council for adoption. This was seconded by Cllr Ogden and all voted in favour. **Action: Clerk**

**5.3**            **To recommend to Full Council to approve the adoption of a Public Participation Protocol**

**A.80**            Cllr Buchanan proposed 'on occasions' is taken out of the first line of the third paragraph, 'and will not be allowed to vote' is added to the last bullet point on page 1 and 'make a commentary' replaces 'comment' and 'he is' is changed to 'they are' in bullet point 7 on page 2. This was seconded by Cllr McTavish. All voted in favour. Cllr Buchanan then proposed that the policy is recommended to Full Council for adoption. This was seconded by Cllr Ogden and all voted in favour. **Action: Clerk**

**A.81** Cllr McTavish asked if we know how many hits we get on the website. It was agreed the Clerk would ask GWT Media. **Action: Clerk**

**5.4** **Notice Board Policy:- to view the suggested amendments to the policy and if appropriate recommend approval to Full Council**

**A.82** Following recent requests received in the office for putting up notices on the notice boards regarding planning applications, the office clarification on what it is permitted to allow. The last 4 bullet points had been added to the existing notice board policy for approval. Cllr Ogden proposed that the amended policy is recommended to Full Council for adoption. This was seconded by Cllr Buchanan and all voted in favour. **Action: Clerk**

**5.5** **To recommend to Full Council to approve the adoption of a Protocol for the recording or reporting of Council and Committee meetings**

**A.83** Following discussion the Clerk was asked to check on point 5 with KALC and if necessary make an amendment before being presented to Full Council. Cllr Ogden proposed that the policy is recommended to Full Council for adoption, subject to point 5 being checked. This was seconded by Cllr Buchanan and all voted in favour. **Action: Clerk**

**5.6** **To recommend to Full Council to approve the adoption of a policy for the Retention of Documents and Records**

**A.84** Cllr Buchanan proposed that the policy is recommended to Full Council for adoption. This was seconded by Cllr McTavish and all voted in favour. **Action: Clerk**

**Item 6:** **Defibrillator and Cabinet – update**

**6.1** **To approve the draft agreement for Meopham Village Hall**

**A.85** Cllr Wade proposed that 'given to MPC from Kent Fire and Rescue Service' is added to point 1 and insurance is changed to insure in point 4. This was seconded by Cllr Ogden and all voted in favour. Cllr Buchanan then proposed the amended agreement is recommended to Full Council for final approval. This was seconded by Cllr Ogden and all voted in favour. **Action: Clerk**

**A.86** Cllr M Bramer advised members that the quote sought for the installation of the cabinet was in the region of £270 and that E&A had set aside £100 for this work. It was agreed the Clerk should obtain a further quote. Cllr McTavish proposed that authority is delegated to Clerk to arrange the installation and up a further £200 is allocated from the A&R General Administration budget for this. This was seconded by Cllr Wade and all voted in favour. **Action: Clerk**

**Item 7:** **Pitfield Green Toilets - update**

**A.87** The meeting with GBC on 21/02/17 was noted. It was agreed that the Clerk would invite the Chairman of Cobham PC and Borough Cllr Julia Burgoyne to attend. **Action: Clerk**

Cllr M Bramer suggested that the drawing up of any agreement should be handled by the A&R Committee initially and then handed over to the E&A Committee for the running of the facility if this is the agreed way forward. Members agreed with this.

**Item 8: Financial Matters**

**8.1 To consider and if found satisfactory approve the Administration and Resources Committee Expenditure from 22/11/16 to 07/02/17**

**A.88** Cllr M Ogden proposed that the expenditure is approved and this was seconded by Cllr Buchanan. All voted in favour.

**A.89** Cllr McTavish suggested that the Clerk finds out about a debit or pre-loaded debit card and bacs payments with the auditor and to find out what other councils do. Members agreed with this. **Action: Clerk**

**8.2 To note all the Administration & Resources Committee Income and Expenditure for the 2016-2017 financial year**

**A.90** This was noted by all members.

**Item 9 Correspondence:**

**9.1 To note the correspondence received.**

**A.91** This was noted by all members.

The meeting ended at 9.33pm

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