

**Meopham Parish Council**

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

Clerk: Ms S Egglesden      E-mail: [clerk@meopham.org](mailto:clerk@meopham.org)  
[www.meopham.org](http://www.meopham.org)



28<sup>th</sup> November 2018

Dear Sir/Madam,

There will be a meeting of the **ADMINISTRATION AND RESOURCES COMMITTEE** of Meopham Parish Council on Tuesday 4<sup>th</sup> December 2018 at 7.30pm, to be held in The Windmill, Meopham Green.

Yours faithfully,

*Sarah Egglesden*

**Clerk**

**AGENDA**

1. **To receive Apologies for Absence**
2. **To receive Declarations of Interest**
3. **To approve minutes of previous meeting (19.06.18) (\*)**
4. **Matters Arising** (not covered by the Chairman's Briefing Note or elsewhere on the agenda)
5. **Chairman's Briefing Note**
  - 5.1 To note (\*)
6. **GPDR**
  - 6.1 to note the report and summary of the actions (\*)
  - 6.2 To consider, approve and adopt the following policies:-
    - 6.2.1 Data Retention and Disposal Policy (\*)
    - 6.2.2 Protection Training Policy (\*)
    - 6.2.3 Subject Access Request Policy (\*)
    - 6.2.4 Breach Notification Policy (\*)
    - 6.2.5 Code of Practice for Information Handling (\*)
  - 6.3 To note the training for GDPR for councillors and staff by the DPO
7. **To note the letter received from the Valuation Office Agency and the action to be taken (\*)**
8. **Meopham Windmill Site**
  - 8.1 To note the condition of the driveway to the Windmill site and agree that the Clerk should contact Meopham Windmill Trust on this
9. **Financial Matters**
  - 9.1 To note all the Administration & Resources Committee Expenditure up to 28.11.18 for the 2018-2019 financial year (\*) (to follow)

- 9.2 To approve the schedule of payments in accordance with Financial Standing Order 5.2 (\*) (to follow)
- 9.3 To consider and if found satisfactory approve the proposed Administration & Resources Committee Budget for 2019-2020 for recommendation to Full Council (\*)
- 9.4 To consider and if found satisfactory endorse the proposed Planning & Projects Committee Budget for 2019-2020 for recommendation to Full Council (\*)
- 9.5 To consider and if found satisfactory endorse the proposed Environment & Amenities Committee Budget for 2019-2020 for recommendation to Full Council (\*)
- 9.6 To consider and if found satisfactory endorse the proposed Judson's Pavilion Committee Budget for 2019-2020 for recommendation to Full Council (\*)
- 8.7 To consider and agree a composite budget for Meopham Parish Council for 2019-2020 for submission to Full Council for approval at its meeting on 08.01.19 (\*)
- 9.8 To note the Internal Auditor report for the year ending 31 March 2018 and to agree on any actions from the report (\*)
- 9.9 To note the Annual Return for the year ending 31 March 2018, signed by the External Auditor with no comments (\*)
- 9.9 To note the risk review carried out by Cllrs M Bramer and Ogden
- 9.10 To note the forthcoming making tax digital tax for VAT coming into force in April 2019 and the implications for computer facilities in the parish office

## **10. Correspondence**

- 10.1 To note the correspondence received (\*)
  - 10.1.1 To note NALC Legal Briefing - The Public Sector Bodies Websites And Mobile Applications N0.2 Accessibility Regulations 2018 (\*)

### **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**

## **11. Internal Auditor for 2019-20**

- 11.1 To consider the appointment of the internal auditor for 2019-20 (\*) (to follow)

## **12. To note the report and related matters made to Zurich Insurance re an issue with Judson's car park**

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

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.