



4<sup>th</sup> April 2018

Dear Sir/Madam,

There will be a meeting of the **ADMINISTRATION AND RESOURCES COMMITTEE** of Meopham Parish Council on Tuesday 10<sup>th</sup> April 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 (13/02/18) (\*)**
- 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. General Data Protection Regulation (GDPR)**
  - 6.1 To approve an interim policy for compliance with the General Data Protection Regulation (\*) (to follow)**
  - 6.2 To agree to delegate to the Clerk in consultation with the Chairman, the appointment of a Data Protection Officer at a maximum cost of £750.00.**
- 7. Parish Office Matters**
  - 7.1 To consider Parish Office security and to delegate to the Clerk in consultation with the Chairman the purchase of a security device for the parish office at a maximum cost of £1000.**
- 8. Parish Council Logo**
  - 8.1 To view the two logo design options and agree on the one to be adopted for future use (\*)**
- 9. Financial Matters**
  - 9.1 To note committee expenditure up to 27.03.18 for the 2017-2018 financial year (\*)**

9.2 To approve the schedule of payments in accordance with Financial Standing Order 5.2 (\*)

9.3 To approve the earmarked reserves for all committees for 2018-19 for recommendation to Full Council (\*)

**10. Correspondence**

10.1 To note the correspondence received (\*)

**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 items the public and press will be asked to leave the meeting**

**11. Bookkeeping/Payroll Contracts**

11.1 To consider a proposal from MI Bookkeeping Ltd (\*) (to follow)

11.2 Payroll contract – to note the merger of Malcolm Gofton Associates Ltd with A4GLLP effective from 01.4.2018 and if appropriate, to approve the new contract (\*) (to follow)

**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.