

Meopham Parish Council

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

Clerk: Mrs S Eggesden E-mail: clerk@meopham.org
www.meopham.org



2nd March 2016

Dear Sir/Madam,

There will be a meeting of the ADMINISTRATION AND RESOURCES COMMITTEE of Meopham Parish Council on Tuesday 8th March 2016 at 8.00pm, 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 meeting (01/12/15) (*)
4. Matters Arising
5. To consider and approve recommendations on Planning Applications (*) (to follow)
6. Financial Regulations
 - i) To consider the proposed amendments to Meopham Parish Council's Financial Regulations as advised by NALC, and if agreed, recommend to Full Council that these be implemented (*)
7. Contractual Matters
 - i) To consider and, if appropriate, approve a subscription to the KCC Parish Council Legal Scheme and approve funds for the same (*)
 - ii) To consider and if appropriate, delegate to the clerk to review the BT telecommunications contract for the Parish Office
 - iii) To consider and if appropriate, delegate to the clerk to review the electricity supplier for the Parish Office and Judson's Pavilion
 - iv) To consider and if appropriate, approve the continuation of the contract for Sebias Cleaning Services to carry out the office cleaning

- v) To consider and, if appropriate, approve the continuation of the contract for M. Gofton to carry out payroll services
 - vi) To note the arrangements for the Internal Auditor for 2015/16 Annual Audit
 - vii) To consider the External Auditor options for 2017-18 onwards (*)
8. Administration Matters
- i) To note report from the Clerk on Archiving & Storage
 - ii) To consider and approve, if appropriate, purchasing Dropbox Pro annually at a cost of £79.00 for computer storage and file sharing
9. Financial Matters
- i) To consider and if found satisfactory approve the Administration and Resources Committee Expenditure from 18th November 2015 to 2nd March 2016 (*)
 - ii) To note all MPC Income and Expenditure for the 2015/2016 financial year (*)
 - iii) To approve schedule of payments in accordance with Financial Standing Order 5.2 (*)
10. Correspondence
- i) To note the correspondence received (*)