

**`Minutes of a meeting of the
Administration and Resources Committee held on
Tuesday 26th September 2017 at 7:30pm
at the Windmill, Meopham Green**

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

In attendance: Mrs S Eggesden (Clerk)

Item 1: Apologies for absence:

A.20 Apologies were received from Cllr Ogden (prior engagement).

Item 2: Declarations of Interest:

A.21 There were no declarations of interest.

Item 3: To approve minutes of previous meetings (06.06.17):

A.22 The minutes of the meeting held on 06.06.17 were approved as a true and correct record on a proposal by Cllr Buchanan and seconded by Cllr M Bramer. There were 2 votes in favour and 4 abstentions (other members were not present at the previous meeting). The minutes were then approved.

Item 4: Matters Arising:

A.23 Item A.61 – Skills audit - Carried forward to action.
Item A.77 – Social Media Working Group – Carried forward to action.

Cllr M Bramer asked for an update on item A5. The Clerk reported that a deep clean of the parish office had been carried out and a new cleaner appointed by the contractor.

Item 5: Contracts

5.1 Update on meeting with GWT Media Limited

A.24 Cllr M Bramer had circulated a report on the meeting and reported briefly on how informative the meeting had been. Cllr M Bramer and the Clerk would look into the actions on the report.

Action: Clerk and Cllr M Bramer

Item 6: Training

6.1 To note the forthcoming Rest Centre Training event at Culverstone Community Centre on 10/10/17

A.25 It was noted that 8 councillors will be attending the event.

6.2 To note the attendance of Cllr M Bramer and the Clerk/RFO at the KALC Financial Conference on 12/10/17

A.26 This was noted. The Clerk had requested a presentation on VAT in respect of donations at the conference.

Item 7: To note the Internal Auditor's Report and consider the recommendations

A.27 The internal auditors reported was noted along with actions already taken as recommended.

7.1 To appoint two members of the A&R Committee to be the nominated Internal Auditors' for the council to review its Internal Controls and Risk Management with the Clerk/RFO.

A.28 The Clerk reported that D. Buckett had suggested this at the recent Clerks conference. It was suggested the members are called 'councillor auditors.' Cllr Buchanan proposed that the Chairman and Vice Chairman of A&R (Cllrs. M.Bramer and J.Ogden) are appointed to these roles. This was seconded by Cllr Howard and all voted in favour.

7.2 To review the arrangements for paying staff salaries and invoices and to consider recommending to Full Council that these are to be paid via internet banking

A.29 Discussion took place. The Clerk read out Financial Regulation 6.9 which meant that the council already have the authority to put this into place. Cllr Howard proposed that the Clerk contacts Lloyds Bank small business advisor to action putting internet banking in place. This would just need to be noted at Full Council as authority is already in place. This was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk

7.3 To consider recommending to Full Council the introduction of a corporate credit/debit card for the clerk to pay for incidentals and securing better prices for items via the internet

A.30 Cllr M Bramer suggested that the councillor auditors should review the internal controls currently in place and consider the limit for a debit card as the Financial Regulation 6.17 gives authority for the Clerk/RFO to spend up to £500 in one single transaction. Cllr McTavish proposed that the Clerk arranges a debit card with Lloyds Bank, in consultation with the councillor auditors as outlined by Cllr M Bramer. This was seconded by Cllr Wade and all voted in favour.

Action: Clerk, Cllr M Bramer and Cllr Ogden

Item 8 Parish Office Matters

8.1 To consider potential improvements to the sink/tap in the toilet area

A.31 Following discussion Cllr Buchanan proposed that the Clerk informs Meopham Windmill Trust of the proposed plan, consults with our County Councillor to see if a grant is available and obtains quotes for the work. This was seconded by Cllr Wade and all voted in favour.

Action: Clerk

Item 9 Emergency Planning

9.1 **To consider the email from KALC regarding signing up to the fire hydrant initiative project**

A.32 Following discussion it was agreed to include information in parish council publications on how to report a defective fire hydrant. Cllr Buchanan proposed that the council did not sign up to the initiative and this was seconded by Cllr Howard and all voted in favour. It was agreed that the maps (not for publication) would be kept with the Emergency Plan.

Action: Clerk

Item 10 **Gravesham Clerks Meeting**

10.1 **Update on the Gravesham Clerks meeting held in July 2017**

A.33 The Clerk reported on a successful first meeting. All of the other Gravesham parish councils were on board for clerks to meet up regularly. It had been agreed to hold 3 meetings a year and rotate the venue so each parish would only host one meeting every two years. The next meeting is scheduled for 22/11/17 and Steve Scully from the Kent Resilience Team has asked to attend the meeting.

Item 11 **General Data Protection Regulation**

11.1 **To note the forthcoming changes in 2018 and to consider if any further action is required**

A.34 Members noted the NALC Legal Briefing note and agreed to look at the '12 steps to take now' link. It was agreed that the Clerk would contact KALC to find out what they are doing on this and report back at the next meeting.

Action: Clerk

Item 12 **Financial Matters**

12.1 **To note all the Administration & Resources Committee Expenditure up to 26/09/17 for the 2017-2018 financial year**

A.35 This was noted.

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

A.36 The payments in appendix one were approved on a proposal by Cllr Buchanan and seconded by Cllr Howard. All voted in favour.

Item 13 **Correspondence**

13.1 **To note the correspondence received**

A.37 Correspondence was noted.

The meeting closed at 8:50pm

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

ADMINISTRATION AND RESOURCES COMMITTEE EXPENDITURE

FROM 07/06/17 TO 20/09/17

CHQ NO	DATE	PAYEE	DESCRIPTION	GROSS	VAT	NETT
1880	12/06/2017	SLCC	Annual Subscription	£169.00		£169.00
1882	14/06/2017	KCC	Staff Pensions - June 2017	£639.58		£639.58
1882	14/06/2017	HMRC	PAYE quarter ended 05/07/17	£1,825.67		£1,825.67
1884 + 1885	20/06/2017	staff salaries Malcolm Gofton	Salary - June 17	£2,121.17		£2,121.17
S/O	20/06/2017	Associates	Payroll processing June 17	£36.00	£6.00	£30.00
DD	03/07/2017	BT	Parish Office phoneline	£96.79	£16.13	£80.66
1889	04/07/2017	P Hasler	Expenses - plants & refreshments IT support & email hosting - July 17	£35.49	£5.92	£29.57
1890	04/07/2017	GWT Media Ltd	Parish Office - electricity supply up to 20.06.17	£96.72	£16.12	£80.60
1891	04/07/2017	EDF	Expenses - Mileage, stamps	£82.18	£3.91	£78.27
1893	10/07/2017	N Jerram	Expenses - Mileage, stamps	£41.26		£41.26
1894	10/07/2017	S Eggesden	Expenses - Mileage, stamps	£45.55		£45.55
1897	10/07/2017	Sebias Cleaning Services	Cleaning Parish Office - June 17	£28.80	£4.80	£24.00
1898 + 1899	20/07/2017	staff salaries	Salary - July 17	£1,962.28		£1,962.28
1900	14/07/2017	Meopham Cricket Club Malcolm Gofton	Use of pavilion	£50.00		£50.00
SO	20/07/2017	Associates	Payroll processing June 17	£36.00	£6.00	£30.00
1904	24/07/2017	MI Bookkeeping	Bookkeeping July 2017	£100.00		£100.00
1905	24/07/2017	EDF	Parish Office - electricity supply up to 20.06.17	£30.70	£1.46	£29.24
1906	24/07/2017	Sebias Cleaning Services	Cleaning Parish Office - July 17 Photocopying - 21.04.17 to 21.07.17	£57.60	£9.60	£48.00
1907	24/07/2017	ARC Office Systems Ltd	Staff Pensions - July 2017	£151.57	£25.26	£126.31
1908	24/07/2017	KCC	Staff Pensions - July 2017	£639.58		£639.58
1910	08/08/2017	Business Stream	Water Bill - drinking fountain	£15.14		£15.14
1911	08/08/2017	GWT Media Ltd	IT Support & Emails - August 17	£96.72	£16.12	£80.60
1914	14/08/2017	David Buckett	Internal Audit work for 2016-17	£479.25		£479.25
1915	14/08/2017	MI Bookkeeping	Bookkeeping Service - Aug 17	£100.00		£100.00
1917	14/08/2017	H Antwiss	Assemble 3 x shelving units in the container	£55.00		£55.00
1918	14/08/2017	CPRE Malcolm Gofton	Membership - 2017-18	£36.00		£36.00
SO	20/08/2017	Associates	Payroll	£36.00	£6.00	£30.00
1920 + 1921	20/08/2017	staff salaries	Salary - August 2017	£1,949.61		£1,949.61
1922	20/08/2017	Sebias Cleaning Services	Parish Office cleaning - August 17	£86.40		£86.40
1923	20/08/2017	GWT Media Ltd	IT Support & Emails - August 17	£96.72	£16.12	£80.60

Meopham Parish Council

1924	20/08/2017	Kent Pension Fund	Staff Pension - August 2017	£639.58		£639.58
1925	20/08/2017	S Eggesden	Expenses - Shelving Unit	£109.20	£18.20	£91.00
"	"	"	Expenses - clerk meeting lunch	£32.75		£32.75
1926	20/08/2017	H Antwiss	Container gate - refit gate as unable to open	£75.00		£75.00
1928	22/08/2017	H Antwiss	Gate & Fence at container site - staining	£60.00		£60.00
1929	22/08/2017	BT	Line rental 1/8/17 to 31/10/17- Parish Office	£66.00	£11.00	£55.00
1932	31/08/2017	EDF	Parish Office - Electricity Bill	£17.37	£0.86	£16.51
1933	31/08/2017	KPS	Stationery Order - Parish Office	£81.70	£13.62	£68.08
1934	12/09/2017	Ellenor	Charity donation S.137 (J Cubitt funeral)	£25.00		£25.00
1935	12/09/2017	The British Heart Foundation	Charity donation S.137 (J Cubitt funeral)	£25.00		£25.00
1936	15/09/2017	Mrs J M Burgoyne KCC re: Kent Pension Fund	MPC end of year accounts - 2016-17	£200.00		£200.00
1938 1939	15/09/2017	staff salaries	Staff Pensions - Sept 17	£639.58		£638.58
+1940	15/09/2017	staff salaries	Salary - sept 17	£1,887.08		£1,887.08
1942	22/09/2017	HMRC	PAYE - Staff salaries	£1,666.69		£1,666.69
1943	22/09/2017	Sebias Cleaning Services Malcolm Gofton	Parish office cleaning - sept 17	£57.60		£57.60
SO	22/09/2017	Associates	Payroll - Sept 17	£36.00	£6.00	£30.00
SO	22/09/2017	MI Bookkeeping	Bookkeeping Service - Sept 17	£100.00		£100.00
1944	25/09/2017	H. Antwiss	slab area in front of container - H&S risk	£130.00		£130.00