

# Meopham Parish Council

All correspondence to:  
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## To all members of the Administration & Resources Committee

You are hereby summoned to attend a virtual meeting via zoom of the **Administration & Resources Standing Committee** on **Tuesday 15<sup>th</sup> September 2020** at **7:30 pm**. Papers have been circulated for all items shown by (\*).

Yours faithfully

*Sarah Egglesden*

**Sarah Egglesden**

**Parish Clerk**

**Date of Issue: 9<sup>th</sup> September 2020**

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Members of the Public and Press are welcome to join the Zoom Meeting. You will need to have access to Zoom. Please contact the Clerk by noon on the day of the meeting at [clerk@meopham.org](mailto:clerk@meopham.org) for the password for access to the meeting.

## AGENDA

- 1 **To receive and accept apologies for absence**
- 2 **Declarations of Members' Interests:** - To receive declarations of pecuniary and non-pecuniary interests
- 3 **To approve minutes of previous meeting (25.02.2020) (\*)**
- 4 **Matters Arising**
- 5 **Financial Matters**
  - 5.1 To note all the Administration & Resources Committee Expenditure up to 09.09.20 for the 2020-21 financial year (\*) (to follow)
  - 5.2 To approve the schedule of payments in accordance with Financial Standing Order 5.2 (\*) (to follow)
  - 5.3 To note the bank reconciliations and to agree to sign off against the bank statements (\*) (to follow)
  - 5.4 Annual Audit – to note the report from the Internal Auditor for 2020-21 and to consider any actions from the report (\*)
- 6 **Parish Council Website**
  - 6.1 To report on the transfer of website hosting to Tsohost
  - 6.2 website accessibility – update
- 7 **Contract Review**
  - 7.1 GWT Media

- 8 **Policy Review**
- 8.1 To review and approve a Protocol for Remote Meetings (\*)
  - 8.2 To review and approve a Health and Safety policy (\*)
  - 8.3 To review the Risk Assessment document for Meopham Parish Council (\*) (to follow)
  - 8.4 To approve an amendment to the Memorial Bench Procedure on the recommendation of the Environment and Amenities Standing Committee: that no additional memorial benches be placed on the main part of Meopham Green (\*)
  - 8.5 To review and approve the Procedure for making Payments (\*) (to follow)
- 9 **Correspondence**
- 9.1 To note correspondence received (\*)

## **DISTRIBUTION**

### **AGENDA AND PAPERS: -**

Administration & Resources Committee Members: - Cllrs M Bramer (Chairman), S Buchanan, S Innes, J McTavish, J Ogden (Vice Chairman) and B Wade

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Bodies Regulations 2014. A copy of the Council's procedure for the recording of meetings is available by request.

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