

Meopham Parish Council

Minutes of a meeting of the

Administration and Resources Committee held on

Tuesday 25th February 2020 at 7:30pm

at the Windmill, Meopham Green

Committee Members Present: Cllrs M Bramer (Chairman), S Buchanan, G Madgwick, J McTavish, J Ogden, (Vice Chairman) and B Wade

In attendance: Mrs S Eggesden (Clerk)

Item 1: Apologies for absence

A.55 There were no apologies.

Item 2: Declarations of Interest

A.56 There were no declarations of interest.

Item 3: To approve minutes of previous meetings (26.11.19)

A.57 The minutes of the meeting held on 26.11.19 were approved as a true and correct record on a proposal by Cllr Buchanan and seconded by Cllr Ogden. All voted in favour.

Item 4: Matters Arising

A.58 A.7 - Windmill site driveway work. It was noted that the work had not been completed to date

Action: Clerk to chase MWT

A.12 - Volunteers insurance information. Completed
Speedwatch insurance. Still needs investigating

Action: Clerk and Cllr McTavish

A.13 - Video doorbell. Permission grant and doorbell installed
A.20 - Emergency Plan. Contact information updated
A.49 - Concessional holiday at Christmas. Approved by FC
A.50 - Pension regulator letter. Completed

Item 5: Financial Matters

5.1 To note all the Administration & Resources Committee Expenditure up to 10.02.20 for the 2019-2020 financial year

A.59 This was noted.

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

A.60 This was approved on a proposal by Cllr Buchanan and seconded by Cllr Ogden. All voted in favour. See appendix 1.

A.61 Cllr Madgwick suggested that hand-out training notes from events are circulated to all members of the council.

5.3 To note the bank reconciliations and to agree to sign off against the bank statements

A.62 As per Financial Regulation 2.2, the bank reconciliations were viewed against the bank statements and signed off by Cllrs Madgwick and McTavish as correct.

The bank statements were noted as follows: -

Lloyds Current Accounts	£6,967.66
Unity Bank	£112,473.56
<u>Total</u>	£119,441.22

A.63 Cllr Madgwick suggested a policy to agree that unrepresented cheques are automatically written off after 12 months. It was agreed to look into incorporating this under the existing policy for approval at the next meeting.

Action: Clerk

5.4 On the recommendation of the Environment and Amenities Committee, to endorse writing off £144.00 for unrepresented cheque no 2202

A.64 Cllr Wade proposed approval and Cllr McTavish seconded this. All voted in favour.

Action: Clerk

5.5 Internal Control and Risk Assessment review: - to appoint two councillors to carry this out before 31 March 2020.

A.65 Cllr Wade proposed appointing Cllrs Madgwick and McTavish. This was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk

5.6 To note the change from Account package Sage to Scribe will take effect from 1.04.20 and to approve any additional financial costs in relation to this change.

A.66 Cllr Madgwick proposed delegating this to the Clerk with up to £200 to spend. This was seconded by Cllr McTavish and all voted in favour.

Action: Clerk

Item 6: GDPR

6.1 To review the parish council's compliance with GDPR: -

A.67 The chairman read out the following statement: - The Parish Council continues to believe that it is GDPR-compliant. No claims of non-compliance and no Subject Access Requests have been received since GDPR came into operation. Cllr Ogden proposed approval of this statement and this was seconded by Cllr McTavish. All voted in favour.

6.1.1. To approve and delegate to the Clerk the purchase of a small lockable filing cabinet for the office for employment related files.

A.68 Members agreed the cabinet should be either too heavy to move or screwed down to the floor. Cllr Ogden proposed delegating this to the Clerk with up to £250 to spend. This was seconded by Cllr McTavish and all voted in favour.

Action: Clerk

6.1.2 To approve and delegate to the Clerk the upgrade from windows professional to windows business for the office laptop.

A.69 Cllr Madgwick proposed delegating to the Clerk with up to £150 to spend. This was seconded by Cllr McTavish and all voted in favour.

Action: Clerk

6.2 To confirm the appointment of the DPO for 2020-21 and the level of service required.

A.70 Following discussion, Cllr M Bramer proposed we take no action at present and we see what other Gravesham parishes are doing via the Area KALC meeting and then bring this back to the next meeting. This was seconded by Cllr Wade and all voted in favour.

Action: Cllrs Buchanan and Ogden / Gravesham Area KALC meeting

Item 7: Website Accessibility Regulation for the Parish Council Website

7.1 Update from Cllr M Bramer and the Clerk, following their attendance at the KALC workshop.

A.71 Cllr M Bramer briefly reported on the workshop. It is important for MPC to get an accessibility statement on the website. Cllr M Bramer had drafted an interim policy, which was circulated. He then proposed MPC put on this on its website. This was seconded by Cllr Ogden and all voted in favour.

Action: Clerk

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Item 8: Parish Council Website

8.1 Update on the transfer to Tsohost

A.72 Cllr M Bramer updated members. Following an initial correspondence problem with Tsohost, there is now a clone of the website. It needs to be checked for errors and once this has been done, the migration can take place, which should happen in the next couple of days.

Item 9: Contract Review

9.1 On the recommendation of the Environment and Amenities Committee, to review and approve a 3 year contract for the Bus shelter cleansing, due to start on 1.05.20.

A.73 Cllr Madgwick proposed approval of the contract and this was seconded by Cllr Wade. All voted in favour.

Action: Clerk

Item 10: Policy Review

10.1 At the request of the Chairman of Environment and Amenities Committee: - To consider adding in additional wording to the Memorial Bench Policy

A.74 Cllr Madgwick proposed deleting the words 'or have been place for a long period'. This was seconded by Cllr Buchanan and all voted in favour.

Cllr Wade proposed approval of the original motion with the amendment. This was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk

Item 11: VE Day Souvenir Brochure

11.1 To agree on the advertisement size and details

A.75 Cllr Buchanan proposed that MPC have a full-page advertisement at a cost of £50. This was seconded by Cllr McTavish and all voted in favour.

It was agreed to delegate content of the advertisement to the Clerk in consultation with Cllrs Buchanan and Wade on a proposal by Cllr M Bramer and seconded by Cllr McTavish. All voted in favour.

Action: Clerk, with Cllrs Buchanan and Wade

Item 12: Correspondence

12.1 To note correspondence received

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A.76 Noted.

A.77 The email from Gravesham Borough Council confirming receipt of an application to nominate the Railway Tavern as an Asset of Community Value under the Localism Act 2011 was noted. Members supported the application.

Action: Clerk

The meeting closed at 8.46 pm

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

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Appendix 1

MPC - Direct debits - CASHBOOK 2019-2020 (Lloyds Bank Treasurers accounts)						
DD/SO	DATE	PAYEE	DETAILS	GROSS	VAT	NET
DD	15.12.19	Sage	Sage - monthly fee - Dec 2019	£24.00	£4.00	£20.00
DD	30.12.19	BT	Quarterly Bill - Tel & Internet for Parish office	£252.28	£42.05	£210.23
DD	15.01.20	Sage	Sage - monthly fee, Jan 2020	£24.00	£4.00	£20.00
DD	15.02.20	Sage	Sage - Montly fee - Feb 2020	£24.00	£4.00	£20.00
MPC CHEQUE CASHBOOK 2019-2020 (Lloyds Bank Treasurer's Account)						
CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
no transactions						
MPC CASHBOOK 2019-2020 (Unity Trust Bank)						
Ref	DATE	PAYEE	DETAILS	GROSS	VAT	NET
113/021219	02.12.19	Kent Pension Fund	Staff pensions - Nov 2019	£798.96		£798.96
114/041219	04.12.19	GWT Media Limited	IT support & email hosting - Dec 19	£96.12	£16.12	£80.60
115/091219	09.12.19	G. Madgwick	Mileage claim re cllr training	£10.35		£10.35
116/091219	09.12.19	M Bramer	travel expenses claim re pension forum	£22.40		£22.40
117/091219	09.12.19	S Eggesden	Mileage claim from 20.02.19 to 9.12.19	£71.59		£71.59
119/131219	13.12.19	KALC	Website accessibility training - Cllr M Bramer	£72.00	£12.00	£60.00
120/131219	13.12.19	KALC	Website accessibility training - Clerk	£72.00	£12.00	£60.00
121 - 123/201219	20.12.19	Staff salaries	Salary - Dec 19	£2,841.25		£2,841.25
124/191219	19.12.19	Kent Pension Fund	Staff Pension - Dec 19	£798.86		£798.86
125/181219	19.12.19	May Harris	Cleaning - parish office	£64.58	£10.76	£53.82
127/080120	08.01.20	HMRC	PAYE 3rd Quarter	£1,706.48		
128/080120	08.01.20	KALC	Health and Wellbeing Conference	£72.00	£12.00	£60.00
129/080120	08.01.20	EDF	Electricity Bill	£162.86		
130/080120	08.01.20	GWT Media Limited	IT support & email hosting Jan 2020	£96.72	£16.12	£80.60
131/080120	08.01.20	May Harris	Cleaning - parish office	£64.58	£10.76	£53.82
134-136/200120	20.01.20	Staff salaries	Salary - Jan 20	£2,841.25		£2,841.25
137/200120	20.01.20	Kent Pension Fund	Staff Pension - Jan 20	£798.86		£798.86
140/260120	26.01.20	Arc	Photocopying - 22.10.19 to 22.01.20	£79.59	£13.26	£66.33
143/100220	10.02.20	GWT Media Limited	IT supports & Emails - Feb 20	£96.72	£16.12	£80.60
144/100220	10.02.20	ACRK	Subscription renewal - 2020-21	£105.00		£105.00
145/100220	10.02.20	KPS	office stationery	£82.11	£13.69	£68.42
146/100220	10.02.20	KALC	Training Planning Conf. - SB, AR, SE & JB	£288.00	£48.00	£240.00
147/100220	10.02.20	May Harris	Cleaning - parish office	£64.58	£10.76	£53.82

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148-150/100220	20.02.20	staff salaries	Salary - Feb 20	£2,841.25		£2,841.25
151/100220	20.02.20	Kent Pension Fund	Staff Pension - Feb 20	£798.86		£798.86
156/240220	24.02.20	EDF Energy	Electricity bill - parish office 18.12.19 to 17.02.20	£175.23	£8.50	£166.73
157/250220	25.02.20	J Barker	Expenses - mileage from October 2019 to February 2020	£38.76		£38.76
MPC CASHBOOK 2019-2020 (Unity Trust Bank) - Standing Orders/Direct Debits						
Ref	DATE	PAYEE	DETAILS	GROSS	VAT	NET
010/041219	25.12.19	MI Bookkeeping	Bookkeeping & Payroll - Dec 2019	£114.00		£114.00
011/151219	15.12.19	Highview Trees	Service Contract - 15.11.19 to 14.12.19	£475.00		£475.00
012/150120	15.01.20	Highview Trees	Service Contract - 15.12.19 to 14.01.20	£475.00		£475.00
013/250120	25.01.20	MI Bookkeeping	Bookkeeping & Payroll - Jan 2020	£114.00		£114.00
014/250120	25.02.20	MI Bookkeeping	Bookkeeping & Payroll - Jan 2020	£114.00		£114.00
015/150220	15.02.20	Highview Trees	Service Contract - 15.01.20 to 14.02.20	£475.00		£475.00
MPC CASHBOOK 2019-2020 (Lloyds Bank Treasurers accounts - Debit card)						
Debit card ref	DATE	PAYEE	DETAILS	GROSS	VAT	NET
020/121219	12.12.19	Poundshop	AA batteries for office recorder	£4.99		£4.99
022/110220	11.02.20	Asda	24 xx 2nd class stamps	£14.64		£14.64