

**Minutes of a meeting of the  
Administration and Resources Committee held on  
Tuesday 26<sup>th</sup> February 2019 at 7:30pm  
at the Windmill, Meopham Green**

**Committee Members Present:** Cllrs M Bramer (Chairman), S Buchanan, P Howard, J McTavish, J Ogden, D Powell and B Wade

**In attendance:** Mrs S Eggesden (Clerk)

**Item 1: Apologies for absence:**

**A.53** There were no apologies.

**Item 2: Declarations of Interest:**

**A.54** Cllrs Howard and Wade declared an interest in item 7.2 on the cricket club. There were no further declarations of interest.

**Item 3: To approve minutes of previous meetings (04.12.19):**

**A.55** The minutes of the meeting held on 04.12.18 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 (not covered by the Chairman's Briefing Note or elsewhere on the agenda)**

**A.56** A.27 – change to windows 10 on the clerical assistant's computer. This to be carried forward as still outstanding.

A29 – Cllr Powell asked what has happened following the DPO's visit in respect of emails for councillors. Cllr M Bramer reported that although the DPO was in favour of councillor emails, this was not a GDPR requirement and there are issues which need to be looked at first. Following discussion, Cllr M Bramer suggested a small working group is set up to look into this.

A.45 – In respect of the council's risk register, Cllr Wade reported that the christmas tree manhole cover on the Meopham Green needs to be added to the risk register and the manhole cover needs fixing in place.

***Action: Clerk***

A47 – a letter had been sent to Meopham Windmill Trust concerning the driveway condition. Cllr M Bramer reported on a meeting with MWT and confirmed there is a wayleave in place for 3 properties from the road to the parish office and that the 2 properties beyond this point have an unconditional right of access. It was also noted that MWT have not given permission for parking to any other parties on the area under the license with the parish council for parking.

A.50 – NALC Legal Topic Note:- The Public Sector Bodies Websites and Mobile Applications N0.2 Accessibility Regulations 2018. The Clerk has contacted GWT Media and is waiting for a response.

**Item 5: Chairman's Briefing Note**

**A.57** A report was circulated and noted.

**Item 6: New Computer**

**6.1 To consider purchasing a new computer and necessary software for the Parish Office for use of the Bookkeeper and the second Clerical Assistant, and if appropriate to then delegate up to £600 to the Clerk to purchase this.**

**A.58** Following discussion on the need for the new computer, Cllr McTavish proposed approval of the above motion and this was seconded by Cllr Ogden. Cllr Powell requested a recorded vote. There were five votes in favour (Cllrs M Bramer, Buchanan, Howard, McTavish and Ogden), one against (Cllr Powell) and one abstention (Cllr Wade). The motion was therefore approved.

***Action: Clerk***

**Item 7: Leases/Agreements**

**7.1 Allotment Lease: To review the agreement with the Council and Meopham & District Allotment Association, due for renewal on 1<sup>st</sup> April 2019**

**A.60** Cllr McTavish declared a non-pecuniary interest in the allotments.

**A.61** The rental increase was noted and the addition of adding in the agreement for the portable toilet. Cllr M Bramer proposed approval of the agreement and this was seconded by Cllr Ogden. All voted in favour.

***Action: Clerk***

**7.2 Cricket Club Proposed Agreement: To review a draft agreement regarding parking vehicles on match days on part of Meopham Green on the land in front of Green Farm Cottages, for final recommendation to Full Council before presentation to the Cricket Club**

**A.62** On reviewing the draft, it was agreed to amend the title to include 'junior practice evenings and other events held by Meopham Cricket Club' to mirror point 1. It was also agreed to add about the agreed parking area under the lease agreement into point 4. Cllr Ogden then proposed recommending the draft agreement to Full Council for final approval. This was seconded by Cllr McTavish. There were five votes in favour and 2 abstentions. It was agreed to send the draft agreement to the Cricket Club first, before finally taking this to Full Council for final approval.

***Action: Clerk – for next FC agenda***

**7.3 License between Meopham Parish Council and Meopham Windmill Trust for the Parish Office: to approve the renewal of the license for a further year**

A.63 The License was circulated to members and the rent increase from £1150 to £1250 was noted; the first increase since 2013. Cllr Powell proposed approval of the license and this was seconded by Cllr Howard. All voted in favour.

**Action: Clerk**

**Item 8: Financial Matters**

**8.1 To note all the Administration & Resources Committee Expenditure up to 19.02.19 for the 2018-2019 financial year**

A.64 This was noted.

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

A.65 Cllr Powell proposed approval and this was seconded by Cllr Ogden. All voted in favour. See appendix 1 for schedule of payments.

**8.3 To approve MI Bookkeeping to act as agent to HMRC on behalf of the council on any VAT issues relating to the recent VAT registration.**

A.66 Cllr Buchanan proposed approval of the above motion and this was seconded by Cllr Ogden. All voted in favour.

It was not known at this stage if this would occur any additional costs and this would have to be reviewed once the process is set up.

**Action: Clerk/A&R Committee**

**8.4 Internal Control**

**8.4.1 to receive a report from the Councillor Auditors on the council's internal controls and risk assessment**

A.67 Cllr M Bramer reported that he, along with Cllr Ogden had carried out an audit of the council's internal controls and risk assessments at the parish office in December 2018 and there were no concerns to report.

**8.4.2 To consider the council's Internal controls policy for 2018-19 for recommendation to Full Council, for the forthcoming annual audit.**

A.68 This policy was reviewed by members and Cllr McTavish proposed approval and this was seconded by Cllr Ogden. All voted in favour.

**Action: Clerk - for next FC agenda**

**8.4.3 To note the council's risk assessment document as at February 2019**

**A.69** Members noted the document. It was agreed to add in details on the Christmas tree under Meopham Green. It was noted that this is a working document and members should notify the Clerk regarding any amendments.

**Action: Clerk**

**Item 9: To note the correspondence received**

**A.70** Correspondence was noted.

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

**A.71** Cllr M Bramer proposed that the meeting moved into closed session and this was seconded by Cllr Howard. All voted in favour.

**Item 10: Payroll for 2019-20**

**10.1 To consider the appointment of the payroll contractor for 2019-20**

**A.72** Cllr Powell proposed appointing MI Bookkeeping at the council's payroll contractor for 2019-20, to be reviewed in one year. This was seconded by Cllr Ogden and all voted in favour.

**Action: Clerk**

**10.2 To then approve the appointed payroll contractor to act as an agent for HMRC on behalf on the council on any payroll related issues**

**A.73** Cllr Howard proposed approval of the above motion and this was seconded by Cllr Ogden. All voted in favour.

The meeting closed at 8.17 pm

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

Appendix 1

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
2269	05.12.18	MAY HARRIS	PARISH OFFICE - UP TO 30.11.18	£60.98	£10.16	£50.82
2270	05.12.18	MAY HARRIS	PARISH OFFICE - UP TO 31.10.18	£41.96	£6.99	£34.97
DEBIT CARD	04.12.18	BUSINESS STREAM	WATER BILL - JUDSONS 1.4.17 TO 15.1.18	£123.30		£123.30
DIRECT DEBIT	16.12.18	SAGE ACCOUNTING	SAGE PACKAGE - DEC 18	£24.00	£4.00	£20.00
STANDING ORDER	20.12.18	M GOFTON ASSOCIATES LTD	PAYROLL - DEC 18	£36.00	£6.00	£30.00
STANDING ORDER	20.12.18	MI PAYROLL & BOOKKEEPING SERVICES LTD	BOOKKEEPING - DEC 18	£94.00		£94.00
2271	10.12.18	GWT MEDIA LTD	IT SUPPORT - DEC 18	£96.72	£16.12	£80.60
2274-76	20.12.18	STAFF SALARIES	SALARIES & O/T- DEC 18	£2,410.18		£2,410.18
DD	30.12.18	BT BUSINESS	OFFICE PHONE & INTERNET	£219.18	£36.53	£183.65
2277	02.01.19	ELYSIAN ASSOCIATES	VAT CONSULTANTS REPORT	£900.00	£150.00	£700.00
2278	03.01.19	GWT MEDIA LTD	IT SUPPORT & EMAIL HOSTING - JAN 19	£96.72	£16.12	£80.60
DD	01.01.19	GRENKE LEASING LTD	PHOTOCOPIER LEASE - 1.1.19 TO 31.3.19	£181.62	£30.27	£151.35
2279	04.01.19	KCC PENSION FUND	STAFF PENSION - DEC 18	£674.04		£674.04
DD	20.01.19	SAGE	SAGE MONTHLY JAN 19	£24.00	£4.00	£20.00
SO	20.01.19	MALCOLM GOFTON ASSOCIATES	PAYROLL - JAN 19	£36.00	£6.00	£30.00
SO	20.01.19	MI PAYROLL & BOOKKEEPING SERVICES LTD	BOOKKEEPING - JAN 19	£94.00		£94.00
2280	07.01.19	H. ANTWISS	CONTAINER GATE - REFIT LOCK	£38.00		£38.00
DEBIT CARD	11.01.19	TESCO	STATIONERY SUPPLIES FOR OFFICE	£17.57	£1.43	£16.14
DEBIT CARD	15.01.19	TESCO	TOILET ROLLS - PARISH OFFICE	£1.80		£1.80
DEBIT CARD	15.01.19	TESCO	REFRESHMENTS - POLICE COMMISSIONERS COFFEE MORNING	£17.45		£17.45
2282	21.01.19	MEOPHAM CRICKET CLUB	HALL HIRE - POLICE COMMISSIONERS COFFEE MORNING	£25.00		£25.00
2283	21.01.19	MEOPHAM CRICKET CLUB	HALL HIRE X 2 FC MEETINGS	£50.00		£50.00
2284	21.01.19	EDF ENERGY LTD	PARISH OFFICE BILL	£121.64	£5.79	£115.85
2285-7	21.01.19	STAFF SALARIES	SALARIES & O/T - JAN 19	£2,417.58		£2,417.58
2288	21.01.19	KENT PENSIONS	PENSIONS - JAN 19	£674.04		£674.04
2289	22.01.19	KPS OFFICE SUPPLIES LIMITED	OFFICE SUPPLIES	£60.31	£10.05	£50.26
2290	22.01.19	HMRC	TAX & NI - 3RD QUARTER	£1,043.87		£1,043.87
2292	23.01.19	ARC OFFICE SYSTEMS LTD	PHOTOCOPYING 19.10.18 TO 22.01.19	£116.97	£19.49	£97.48
DEBIT CARD	23.01.19	MORRISONS	STAMPS - 24 SECOND CLASS & 6 FIRST CLASS	£17.94		£17.94
DEBIT CARD	28.01.19	EVENTBRITE	KALC PLANNING CONFERENCE - CLLR LUXFORD	£72.00	£12.00	£60.00
2293	30.01.19	UNITY TRUST BANK	INITIAL OPENING DEPOSIT TAKEN FROM LLOYDS BANK A/C	£500.00		£500.00

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2296	01.02.19	KPS OFFICE SUPPLIES LIMITED	STATIONERY - PARISH OFFICE	£21.58	£3.30	£17.98
2298	05.02.19	INVICTA LAW LTD	PARISH COUNCIL LEGAL SCHEME MEMBERSHIP FEE	£480.00	£80.00	£400.00
2299	05.02.19	GWT MEDIA LTD	IT SUPPORT & EMAIL HOSTING - FEB 19	£96.72	£15.60	£80.60
2300	05.02.19	MAY HARRIS	PARISH OFFICE CLEANING	£60.98	£10.16	£50.82
2301	07.02.19	MEOPHAM PCC	MEOPHAM REVIEW SUBS	£6.00		£6.00
DIRECT DEBIT	16.02.19	SAGE	SAGE ACCOUNTING PACKAGE - FEB 2019	£24.00	£4.00	£24.00
2305	18.02.19	P. HASLER	EXPENSES - MILEAGE, PARKING & PLANTS	£21.14		£21.14
SO	20.02.19	MI PAYROLL	BOOKKEEPING - FEB 2019	£94.00		£94.00
SO	20.02.19	M GOFTON	PAYROLL - FEB 2019	£36.00	£6.00	£30.00
BT	20.02.19	J BARKER	EXPENSES - MILEAGE 12.12.18 TO 20.02.19	£33.11		£33.11
BT	20.02.19	S EGGLEDEN	EXPENSES - MILEAGE & EXPENSES - SEPT 18 TO FEB 19	£73.46		£73.46