

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

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

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

**Item 1: Apologies for absence**

**A.27** There were no apologies.

**Item 2: Declarations of Interest**

**A.28** Cllr Innes declared an interest on anything relating to payroll and bookkeeping. There were no further declarations of interest.

**Item 3: To approve minutes of previous meetings (24.09.19)**

**A.29** The minutes of the meeting held on 24.09.19 were approved as a true and correct record on a proposal by Cllr Buchanan and seconded by Cllr Wade. All voted in favour.

**Item 4: Matters Arising**

**A.30** A.4 – Accessibility Regulations. Cllr M Bramer updated members. It was agreed that the Clerk along with Cllr M Bramer would work on an interim policy statement to put on the website.

***Action: Clerk and Cllr M Bramer***

A.7 – The Clerk had written to Meopham Windmill Trust regarding the condition of driveway at the windmill. MWT had contacted the Clerk regarding the donation received from the picnic and had mentioned using this towards the driveway repairs.

A.12 The Clerk had confirmed that Meopham & District Footpath Group insurance is provided by KCC but the issue is with members over 75 years old having significantly reduced personal accident cover. The Clerk had checked MPC's insurance and the same restriction applies. It was agreed that MPC could not help MD&FG with insurance.

This query raised a question regarding the litter picks. It was agreed that MPC should produce a printed information note on insurance for volunteers to read in respect of age-related cover.

***Action: Clerk***

Members asked if MPC is required to cover speedwatch volunteers for insurance. As this was not known at this stage, it was agreed that the Clerk would look into this.

**Action: Clerk and Cllr McTavish**

A.13 – As part of the lone working measures, the Clerk has looked into installing a video doorbell. As the windmill is listed, planning permission is required. An application has been submitted to GBC and a decision should be made by 26.12.19.

A.20 – Emergency Plan. This had been part updated by the office and would now be passed to Cllrs Buchanan and Wade to review.

**Action: Clerk**

**Item 5: Financial Matters**

**5.1 To note all the Administration & Resources Committee Expenditure up to 19.11.19 for the 2019-2020 financial year**

**A.31** This was noted.

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

**A.32** This was approved on a proposal by Cllr Ogden and seconded by Cllr Buchanan. All voted in favour. See appendix 1.

**A.33** Cllr Ogden reported that there were issues with the sound system at the Remembrance Service at the war memorial as not everyone could hear the service. It was noted that for next year that the possibility of a system with two speakers would be required.

**Action: Note for Remembrance 2020**

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

**A.34** As per Financial Regulation 2.2, the A&R Committee would be monitoring the bank reconciliations against the bank statements at its meetings in future.

The bank statements were noted as follows: -

Lloyds Current Accounts	£86,065.16
Natwest Business Reserve	£80,467.51
Unity Bank	£37,221.27
<u>Total</u>	<u>£203,753.94</u>

The Clerk reported on transaction 5225 for £474.75. The recipient had received payment in their bank. The Clerk had contacted Lloyds Bank which informed the Clerk that there was a banking error in May and although the recipient's bank had honoured the cheque they had not as yet called on

Lloyds for the payment. It was advised by Lloyds that we continue to list this as unrepresented as the recipient's bank should call upon Lloyds for the payment in the future. Lloyds had also informed the Clerk that this was not an isolated incident and had affected many banks during this period.

The Clerk was asked to check into the outstanding payment for £144.00 dating back to August 2018.

**Action: Clerk**

Cllr Wade and Innes checked the bank reconciliations against the statements. It was proposed by Cllr Wade that Cllrs Wade and Innes signed these. This was seconded by Cllr Ogden and all voted in favour.

- A.35** Cllr M Bramer reported that he had attended Natwest Bank with Cllr Buchanan to close the Natwest bank account. A transfer for the balance would be made to Unity Bank within 7-10 days. The reason for this is to transfer money to the current account in preparation for payment of invoices for the Judson's Pavilion project.

**5.4 To consider and if appropriate, approve changing the accounts package for bookkeeping from Sage to Scribe**

- A.36** Following a report from Clerk and Cllr M Bramer on a demonstration of Scribe, it was proposed by Cllr Madgwick to approve changing from Sage to Scribe from the 01.04.20. This was seconded by Cllr McTavish and all voted in favour.

**Action: Clerk**

- A.37** Cllr M Bramer proposed moving agenda item 11 forward in view of the budget item. Cllr M Bramer then proposed moving into closed session for this item and this was seconded by Cllr Ogden. All voted in favour. The meeting then moved into closed session

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**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

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**Item 11      Photocopying contract – current contract ends on 11.03.20**

**11.1 To recommend approval of a contractor to Full Council as the contract will be for 5 years**

- A.38** Following discussion on the quotes received it was proposed by Cllr Madgwick to remain with ARC and keep the existing photocopier on a rolling 30 day contract. This was seconded Cllr Ogden and all voted in favour. This would be reviewed in one year.

**Action: Clerk**

The meeting moved out of closed session.

**5.5 To consider and if found satisfactory approve the proposed Administration & Resources Committee Budget for 2020-2021**

**A.39** Cllr M Bramer explained the budget process to members. It was agreed to view all the committee budgets and then vote on the overall budget for submission to Full Council.

**A.40** It was agreed to amend the A&R budget in respect of the rent for the parish office from £1350 to £1300 as the Clerk had now been advised of the rent figure for 2020-21. It was agreed to revise the budget for the accounting package to £277 as quoted by Scribe. Discussion took place on the photocopying budget and it was agreed to leave this in case of additional photocopying planned for the colour version of the Meopham Mercury.

**5.6 To consider and if found satisfactory endorse the proposed Planning & Projects Committee Budget for 2020-2021**

**A.41** There had been a reduction in the Over 60s guide budget since the P&P Committee meeting. The budget was noted.

**5.7 To consider and if found satisfactory endorse the proposed Environment & Amenities Committee Budget for 2020-2021**

**A.42** It was agreed that Judson's Recreation Ground should be added to the Village Greens budget heading and a further £500 added for this.

**5.8 To consider and if found satisfactory endorse the proposed Judson's Pavilion Committee Budget for 2020-2021**

**A.43** It was noted that the Judson's budget had moved to E&A – see A.42

**5.9 To consider and agree a composite budget for Meopham Parish Council for 2020-21 for submission to Full Council for approval at its meeting on 10.12.19**

**A.44** Following the above revisions, the overall precept figure was £106,826.00, which would result in a band D increase of £3.50 per annum, from £31.44 to £34.94. This was agreed for recommendation to Full Council on a proposal by Cllr Ogden and seconded by Cllr Buchanan. All voted in favour.

**Action: Recommendation to Full Council**

**Item 6: Policy Review**

**6.1 Data Protection and Information**

**A.45** The policy was approved on a motion by Cllr Buchanan and seconded by Cllr Ogden. All voted in favour.

**6.2 Tree Policy on recommendation from the Environment and Amenities Committee**

**A.46** Cllr M Bramer proposed an amendment to 6.3 to add in 'or instability of the tree' to the end of the following sentence: - 'adjacent landowners have a common right to prune back tree roots to their boundary, providing this would not lead to tree death *or instability of the tree*'. This amendment was seconded by Cllr Wade and all voted in favour. Cllr Wade then proposed approval of the Tree Policy and this was seconded by Cllr Ogden. All voted favour.

**Item 7: Parish Council Emails:**

**7.1 To note the papers for Professionalising the Parish Council's use of email and MPC's Code of Practice for Information handling**

**A.47** The papers, previously circulated were noted.

**7.2 To approve a proposed policy for 'Use of Email for Parish Council Business'**

**A.48** Cllr M Bramer had produced a revised version of the policy discussed at the last meeting. Cllr M Bramer read through each item on the policy. Cllr Innes suggested adding in 'securely' destroy PC related emails to point 7. This was agreed.

Discussion took place. Cllrs Madgwick and McTavish disagreed with point 8, about councillors not having parish council emails. Discussion also took place on whether councillors' details should be available for members of the public to be able to contact them. It was noted that parish councils are not obliged to provide councillor email or other personal details.

Cllr Buchanan proposed approval on items 1-7 in the policy. This was seconded by Cllr Ogden. There were 6 votes in favour and 1 against.

Cllr M Bramer then proposed approval of item 8 in the policy. This was seconded by Cllr Innes. There were 4 votes in favour and 3 votes against.

The policy was therefore approved.

**Item 8: Parish Office – Christmas holiday closure**

**8.1 To note that the Parish Office will be closed from 24.12.19 and re-open again on 2.1.20**

**A.49** The Christmas holiday closure period was noted. Cllr Innes asked if staff took this as holiday or concessional days? It was noted that staff would take 4 days holiday for the closure as there was no provision in the current contracts for concessional days. It was suggested that this should be looked at this in the future.

**Action: Personnel Committee**

Emergency contact plans were discussed during the closure period. It was noted that the Chairman and Vice Chairman had the Clerk's contact details for an emergency.

**Item 9: Staff Pensions**

**9.1 Letter from the Pension Regulator: to note the parish council's legal duty in respect of re-enrolment and re-declaration**

**A.50** The letter was noted and that the nominated contact needed to be amended.

**Action: Clerk**

**9.2 Kent Pension Fund – Pension forum on 3.12.19 (Cllr M Bramer and the Clerk attending)**

**A.51** Noted. Cllr Innes advised he would also be attending the forum in his role as RFO for Swanley TC.

**9.3 Kent Pension Fund - To note that the actuary report is due in December 2019 and the new rates are effective from 1 April 2020**

**A.52** Noted.

**Item 10: Correspondence**

**10.1 To note correspondence received**

**A.53** This was noted.

**10.2 To note letter received from Gravesham Borough Council in regard to business rates for Meopham Parish Council**

**A.54** This was delegated to Clerk to respond with consultation with the A&R Committee Chairman.

**Action: Clerk**

The meeting closed at 9.27 pm

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

## Meopham Parish Council

### MPC - Direct debits - CASHBOOK 2019-2020 (Lloyds Bank Treasurers accounts)

DD/SO	DATE	PAYEE	DETAILS	GROSS	VAT	NET
DD	01.10.19	BT	Parish office - phone/internet	£235.25	£25.00	£210.25
DD	01.10.19	Grenke	Photocopier Lease - qtr fee	£181.62	£30.27	£151.35
DD	15.10.19	Sage	Sage - monthly fee - Oct 2019	£24.00	£4.00	£20.00
DD	15.11.19	Sage	Sage - monthly fee - Nov 2019	£24.00	£4.00	£20.00

### MPC CHEQUE CASHBOOK 2019-2020 (Lloyds Bank Treasurer's Account)

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
2334	21.10.19	Meopham Windmill Trust	donation from picnic event	£196.00		£196.00
2335	23.10.19	Meopham Village Hall	Hall hire - NHS consultation public meeting	£32.00		£32.00
2336	29.10.19	Crayzee Barn Limited	Christmas Tree - 2018 (reduced from £280 to £180 due to complaint)	£180.00		£180.00
2337	29.10.19	Meopham Brass	Band - remembrance	£40.00		£40.00
2338	29.10.19	Gravesham District Scouts	Sound system - remembrance	£25.00		£25.00
2339	29.10.19	The Royal British Legion	Wreath - remembrance	£18.50		£18.50

### MPC CASHBOOK 2019-2020 (Unity Trust Bank)

Ref	DATE	PAYEE	DETAILS	GROSS	VAT	NET
083/200919	20.09.19	HMRC	PAYE - 2nd QTR	£ 1,323.39		£ 1,323.39
088/071019	07.10.19	J Barker	J Barker - Mileage from March 2019 to Sept 2019	£ 103.14		£ 103.14
089/071019	07.10.19	GWT Media Limited	IT Support & Email Hosting - Sept 19	£ 96.72	£ 16.12	£ 80.60
092-94/171019	20.10.19	Staff Salaries	salaries Oct 2019 plus overtime for sept	£ 2,671.32		£ 2,671.32
095/171019	20.10.19	Kent Pension Fund	Staff pensions - Oct 2019	£ 709.03		£ 709.03
096/311019	31.10.19	EDF	Electricity - parish office - 20.8.19 to 7.10.19	£ 117.18	£ 5.60	£ 112.08
097/311019	31.10.19	KPS Office supplies limited	office stationery	£ 83.99	£ 14.00	£ 69.99
098/311019	31.10.19	ARC Office System Ltd	photocopying - 22.7.19 to 22.10.19	£ 182.85	£ 30.47	£ 152.38
099/311019	31.10.19	May Harris	Parish office - cleaning - sept 19	£ 64.58	£ 10.76	£ 53.82
099/311019	31.10.19	May Harris	Parish office - cleaning - oct 19	£ 64.58	£ 10.76	£ 53.82
101/141119	14.11.19	Howard Antwiss	Toilet Seat, lino for parish office - collect supply, fit & dispose	£ 258.00		£ 258.00
102/141119	14.11.19	Meopham PCC	Hymn sheets for remembrance	£ 75.00		£ 75.00
103/141119	14.11.19	Meopham Cricket Club	Pavilion Hire for FC Meetings - 29.11.19 & 10.12.19	£ 50.00		£ 50.00
104/141119	14.11.19	GWT Media Limited	IT support & emails - Nov 19	£ 96.72	£ 15.60	£ 65.00
106/141119	19.11.19	B. Wade	Expenses - refreshments remembrance	£ 11.50		£ 11.50
107-109/191119	19.11.19	Staff Salaries	salaries Nov 19 plus overtime Oct	£ 2,826.82		£ 2,826.82

### MPC CASHBOOK 2019-2020 (Unity Trust Bank) - Standing Orders/Direct Debits

# Meopham Parish Council

Ref	DATE	PAYEE	DETAILS	GROSS	VAT	NET
	25.09.19			£		£
005/250919		MI Bookkeeping	Bookkeeping & Payroll - Sept 2019	114.00		114.00
	31.10.19			£		£
006/151019		Highview Trees	Service Contract - 15.9.19 to 14.10.19	475.00		475.00
	25.10.19			£		£
007/251019		MI Bookkeeping	Bookkeeping & Payroll - Oct 2019	114.00		114.00
				£		£
008/041119	25.11.19	MI Bookkeeping	Bookkeeping & Payroll - Nov 2019	114.00		114.00
				£		£
009/141119	15.11.19	Highview Trees	Service Contract - 15.10.19 to 14.11.19	475.00		475.00

## MPC CASHBOOK 2019-2020 (Lloyds Bank Treasurers accounts - Debit card)

Debit card ref	DATE	PAYEE	DETAILS	GROSS	VAT	NET
016/181119	18.11.19	Empire Digital Group Ltd	Office 2019 Home & Business - update office computer from windows 7	£ 179.99		£ 179.99